



**RAJEEV G**

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### Summary

- **B.Tech Degree in Mechanical Engineering from College of Engineering, Trivandrum**
- Four years of experience as **Mechanical Engineer** in **Planning** and **Quality Control** divisions of **M/s. Kerala Hi-Tech Industries Ltd (KELTEC), Thiruvananthapuram**, an **Aerospace Industrial Unit** undertaken by the State Government. (Now **Brahmos Aerospace Thiruvananthapuram Ltd**)
- Seventeen years of experience in **State Government Service** from 2004 onwards.
- Joined the Department of Industries and Commerce, Government of Kerala as **Assistant Director** in the year 2009
- Presently working as **General Manager, District Industries Centre, Thiruvananthapuram** in the cadre of **Joint Director of Industries and Commerce, Government of Kerala**.
- Holding full additional charge of **Managing Director, Kerala State Industrial Enterprises (KSIE)**
- Conducted General Election to **M03 Attingal Municipality** in 2020 and to **LA138 Kattakkada** in 2021 as **Returning Officer**
- Attended **EMPRETEC** Entrepreneurship Training Workshop (ETW) conducted by **UNCTAD**
- Certified Trainer of **ILO - SIYB**

### Personal Details

Date of Birth	:	12.03.1978
Father's Name	:	R.Gopi
Permanent Address	:	Kottuppally House, 57 <sup>th</sup> Mile, Vandiperiyar P.O, Idukki, Kerala – 685 533
Phone	:	+91 9446222830
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Official Address	:	General Manager, District Industries Centre, Thiruvananthapuram, Kerala – 695 033. Phone : +91 471- 2326756, e mail : tvmdic@gmail.com
Nationality	:	Indian
Languages known	:	English, Malayalam and Tamil
Marital Status	:	Married

## Professional Experience

Sl. No.	Position	Name of Institution	Period	
			From	To
1	<b>Managing Director</b>	Kerala State industrial Enterprises (KSIE), Thiruvananthapuram (Full additional Charge)	Oct 2021	Till date
2	<b>Joint Director / General Manager</b>	District Industries Centre, Thiruvananthapuram	Aug 2020	Till date
<p><u>Nature of Duties:</u></p> <ul style="list-style-type: none"> <li>• District Head of Industries Department</li> <li>• Supervision and Monitoring of Departmental schemes</li> <li>• Techno - economic appraisal and financial analysis of industrial projects</li> <li>• Project identification, Project formulation, Project financing</li> <li>• Coordination with District Administration and the Directorate of Industries for plan scheme implementation</li> <li>• Liaison activities with Banks / Financial Institutions and other line departments for promotion of MSME Sector in the District</li> <li>• Convenor / Member Secretary of various District Level Committees/ forums in which District Collector is the Chairman</li> <li>• Assisted the District Administration by executing the duty of Sectoral Magistrate in the containment of COVID-19 pandemic</li> <li>• Was the Nodal Officer (Industries) in the WAR ROOM set up for the smooth movement of Medical Oxygen in the District during second phase of COVID</li> <li>• Conducted General Election to <b>M03 Attingal Municipality</b> in 2020 and to <b>LA138 Kattakkada</b> in 2021 as <b>Returning Officer</b></li> </ul>				
3	<b>Chairman &amp; Managing Director</b>	Travancore Cements Ltd., Nattakom, Kottayam (Full additional Charge)	Oct 2019	Apr 2020
4	<b>Managing Director</b>	Priyadarsini Cooperative Spinning Mill, Meenadom, Kottayam (Full additional Charge)	Mar 2019	Mar 2020
2	<b>Joint Director / General Manager</b>	District Industries Centre, Kottayam	June 2017	July 2020
<p><u>Nature of Duties:</u></p> <ul style="list-style-type: none"> <li>• District Head of Industries Department</li> <li>• Supervision and Monitoring of Departmental schemes</li> <li>• Techno - economic appraisal and financial analysis of industrial projects</li> <li>• Project identification, Project formulation, Project financing</li> <li>• Coordination with District Administration and the Directorate of Industries for plan scheme implementation</li> <li>• Liaison activities with Banks / Financial Institutions and other line departments for promotion of MSME Sector in the District</li> <li>• Convenor / Member Secretary of various District Level Committees/ forums in which District Collector is the Chairman</li> </ul>				
5	<b>Deputy Director / Manager</b>	District Industries Centre, Kottayam	July 2016	May 2017
<p><u>Nature of Duties :</u></p> <ul style="list-style-type: none"> <li>• Implementation and monitoring of Departmental schemes</li> <li>• Evaluation and processing of applications for Entrepreneurs Support Scheme (ESS)</li> </ul>				

	<ul style="list-style-type: none"> <li>• Convening of District Level Committee on ESS headed by the District Collector and presenting the applications before the committee</li> <li>• Implementation of PMEGP</li> </ul>			
6	<b>Deputy Director</b>	Kerala Institute for Entrepreneurship Development (KIED), Kalamasserry, Ernakulam District	April 2015	July 2016
	<u>Nature of Duties :</u> <ul style="list-style-type: none"> <li>• Conducting Entrepreneurship Development programmes for officials and students</li> <li>• Conducted ToT Course on ILO - SIYB for departmental officials</li> <li>• Designed and Conducted W_PEC for College Students</li> </ul>			
7	<b>Deputy Director / Manager</b>	District Industries Centre, Idukki	Aug. 2013	April 2015
8	<b>Deputy Director / Manager</b>	District Industries Centre, Kasaragod	May 2012	July. 2013
	<u>Nature of Duties :</u> <ul style="list-style-type: none"> <li>• Implementation and monitoring of Departmental schemes</li> <li>• Evaluation and processing of applications for Entrepreneurs Support Scheme (ESS)</li> <li>• Convening of District Level Committee on ESS headed by the District Collector and presenting the applications before the committee</li> <li>• Implementation of PMEGP</li> </ul>			
9	<b>Assistant Director</b>	District Industries Centre, Kottayam	Dec. 2010	Apr. 2012
	<u>Nature of Duties :</u> <ul style="list-style-type: none"> <li>• Implementation and monitoring of Departmental schemes</li> <li>• Coordination of works related to Credit wing</li> </ul>			
10	<b>Assistant Director</b>	Directorate of Industries and Commerce, Vikasbhavan, Thiruvananthapuram	Oct. 2009	Nov. 2010
	<u>Nature of Duties :</u> <ul style="list-style-type: none"> <li>• Implementation and monitoring of Departmental schemes</li> <li>• Evaluation and processing of applications for State Investment Subsidy (SIS)</li> <li>• Convening of State Level Committee on SIS headed by Principal Secretary and presenting the applications before the committee</li> <li>• Coordinated Open contest for designing coconut harvesting machine</li> </ul>			
11	<b>Upper Division Clerk</b>	Public Works Department, Buildings Section, Peermade, Idukki District	Jan. 2009	Oct. 2009
12	<b>Lower Division Clerk</b>	Public Works Department, Buildings Section, Peermade, Idukki District	Oct. 2004	Dec. 2008
	<u>Nature of Duties :</u> Office establishment and Accounts. Preparation of work bills and salary bills			
13	<b>Engineer</b>	M/s. Kerala Hi-Tech Industries Ltd. (KELTEC), Thiruvananthapuram (On contract babsi)	May 2001	Oct. 2004
	<u>Nature of Duties :</u> <ul style="list-style-type: none"> <li>• Coordination of activities related to the production of VIKAS Engine</li> <li>• Preparation of Quality Summary Reports for various high precision Aerospace components</li> <li>• Inspection with conventional and modern measuring instruments</li> </ul>			

	<ul style="list-style-type: none"> <li>• Coordination of Instrumented Pressure Testing and NDT activities like liquid &amp; fluorescent penetrate testing</li> <li>• Working experience in AutoCad R14 &amp; 2000, MS Office 97 &amp; 2000, Pagemaker 6.5, Special software packages used in factory environment etc</li> </ul>			
14	<b>Graduate Apprentice</b>	M/s. Kerala Hi-Tech Industries Ltd. (KELTEC), Thiruvananthapuram	May 2000	May 2001
	<u>Nature of Duties :</u> <ul style="list-style-type: none"> <li>• Pre-Engineering activities like preparation of Process Plan using AutoCad</li> <li>• Preparation of Job Cards and QA Plan</li> <li>• Preparation of Production Schedule and Progress chasing</li> <li>• Consolidation and Analysis of Product Non-Conformance Report &amp; Inspection Reports</li> <li>• Customer coordination in technical matters in different phases of Project</li> </ul>			