



NATIONAL INSTITUTE FOR MICRO, SMALL & MEDIUM ENTERPRISES
(An Organization of the Ministry of MSME, Govt. of India)
Yousufguda, Hyderabad - 500 045, Telangana State (INDIA)

ni-msme an organization of the Ministry of MSME, Government of India, is a premier institution and internationally reputed for promotion of MSMEs through its services of training, research, consultancy, education, extension and information. In order to realize its vision, **ni-msme** is looking for dedicated, committed and well experienced hands for the following posts:

ACADEMIC POSITIONS

FACULTY MEMBER – 5 Posts (on contract basis)

Pay Band – 3: Rs. 15600-39100, Grade Pay: Rs. 6600

ASSOCIATE FACULTY MEMBER – 4 Posts (on contract basis)

Pay Band – 3: Rs 15600-39100, Grade Pay: Rs. 5400

NON-ACADEMIC POSITIONS

CHIEF ADMINISTRATIVE OFFICER – 1 Post (on contract basis)

Pay Band – 3: Rs 15600-39100, Grade Pay: Rs. 7600

ACCOUNTS OFFICER – 1 Post (on contract basis)

Pay Band – 3: Rs 15600-39100, Grade Pay: Rs. 6600

ADMINISTRATIVE OFFICER – 1 Post (on contract basis)

Pay Band – 3: Rs 15600-39100, Grade Pay: Rs. 5400

For further details in the area of specialization for each post is available on our **website: www.nimsme.org**. Reservation of posts is as per Government of India rules.

Candidates fulfilling the requirements may send their applications in the prescribed format duly attaching copies of testimonials and one page write up on suitability for the post, within 30 days to **The Chief Administrative Officer, ni-msme, Yousufguda, Hyderabad – 500 045, Telangana State, India.**

**National Institute for Micro, Small and Medium Enterprises
Yousufguda, Hyderabad 500 045**

Recruitment Rules for the post of Faculty Member

S.No.	Description	
1.	Name of Post	Faculty Member
2.	No. of Posts	05
3.	Classification	Group 'A'
4.	Pay Band and G.P.	Rs.15600 – 39100 with Grade Pay of Rs.6600
5.	Whether selection or non-selection	Selection (on contract basis)
6.	Age limit	45 years or below (relaxable as per GoI Rules).
7.	Discipline	<ul style="list-style-type: none"> i. Entrepreneurship ii. SME Development iii. Cluster Development iv. Financial Management v. Information Technology
8.	Educational qualifications	<p>Essential: Master's Degree preferably in relevant area or Social Sciences or Business Administration or Engineering Sciences with consistent academic record.</p> <p>Desirable:</p> <ul style="list-style-type: none"> i. Ph.D in the relevant field is desirable ii. Working knowledge in two or more other Indian languages including Hindi iii. Publications on related topics in reputed foreign or Indian journals in the relevant field <p>Experience:</p> <ul style="list-style-type: none"> i. Minimum eight years of experience in industry, teaching, research and consultancy at the University, National level institutions and any other premier institutions in India or abroad. Undertaken some significant work in the areas of publications, contribution to educational innovation, and design new programmes. ii. Demonstrated high caliber in executing the projects in the specific area for development of MSME Sector. iii. Proven track record in achieving the financial targets and academic accomplishments. iv. Possess adequate skills for accomplishment of academic activities.
9.	Method of recruitment	Deputation / Contract basis initially for a period of 3 years, extendable depending upon performance and the total period of engagement of services will not be exceeding 5 years as per Contract Appointment Regulations.

**National Institute for Micro, Small and Medium Enterprises
Yousufguda, Hyderabad 500 045**

Recruitment Rules for the post of Associate Faculty Member

S.No.	Description	
1.	Name of Post	Associate Faculty Member
2.	No. of Posts	04
3.	Classification	Group 'A'
4.	Pay Band and G.P.	Rs.15600 – 39100 with Grade Pay of Rs.5400
5.	Whether selection or non-selection	Selection (on contract basis)
6.	Age limit	35 years (relaxable as per GoI Rules).
7.	Disciplines	<ul style="list-style-type: none"> i. Cluster Development ii. ISO / TQM iii. Women Empowerment / Development iv. Policy Research and Evaluation
8.	Educational qualifications	<p>Essential: Master's Degree preferably in relevant area or in Social Sciences or Business Administration or Bachelor Degree in Engineering/Technology (for post requiring engineering/technology qualifications).</p> <p>Desirable:</p> <ul style="list-style-type: none"> i. Ph.D in the relevant field or M.Tech for post requiring engineering/technology qualifications. ii. Working knowledge in two or more other Indian languages including Hindi. <p>Experience:</p> <ul style="list-style-type: none"> i. Minimum six years of experience in industry, teaching and /or research of which three years in a responsible position in University, National level institutions and any other premier institutions in India and has made some mark in the areas of publications, contribution to educational innovation. Design of new courses and curricula. ii. Proven track record in achieving the fixed targets and goals. iii. Possess adequate skills for accomplishment of the jobs and tasks assigned to the post.
9.	Method of recruitment	Deputation / Contract basis initially for a period of 3 years, extendable depending upon performance and the total period of engagement of services will not be exceeding 5 years as per Contract Appointment Regulations.

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Yousufguda, Hyderabad 500 045**

Recruitment Rules for the post of Chief Administrative Officer

S.No.	Description	
1.	Name of Post	Chief Administrative Officer
2.	No. of Posts	01
3.	Classification	Group 'A'
4.	Pay Band and G.P.	Rs.15600 – 39100 with Grade Pay of Rs.7600
5.	Whether selection or non-selection	Selection (on contract basis)
6.	Age limit	50 years (relaxable as per GoI Rules).
7.	Educational qualifications	<p>Essential:</p> <ol style="list-style-type: none">i. At least high second class Post Graduate Degree in Arts/Sciences/Commerce/Social Sciences from any recognised University.ii. Membership of Institute of Company Secretaries of India <p>Desirable: Degree in Law from any recognised University</p> <p>Experience:</p> <ul style="list-style-type: none">• 10 years service of which 8 years at senior Management level involved in the process of decision making in any Secretarial Department of any statutory corporation or company; should have dealt with papers relating to Governing Board and General Body meetings and should have thorough knowledge of Government of India Rules and regulations relating to service matters, financial matters, general administration etc.
8.	Method of recruitment	Deputation / Contract basis initially for a period of 3 years, extendable depending upon performance and the total period of engagement of services will not be exceeding 5 years as per Contract Appointment Regulations.

**National Institute for Micro, Small and Medium Enterprises
Yousufguda, Hyderabad 500 045**

Recruitment Rules for the post of Accounts Officer

S.No.	Description	
1.	Name of Post	Accounts Officer
2.	No. of Posts	01
3.	Classification	Group 'A'
4.	Pay Band and G.P.	Rs.15600 – 39100 with Grade Pay of Rs.6600
5.	Whether selection or non-selection	Selection (on contract basis)
6.	Age limit	40 years (relaxable as per GoI Rules).
7.	Educational qualifications	Essential: Graduate in Commerce or Arts from any recognised University. Desirable: ICWAI or CA or Company Secretaryship Experience: <ul style="list-style-type: none">• 8 years service of which 5 years in supervisory position dealing with the accounts, finance and administrative matters; having thorough knowledge of Government of India Rules, Regulations relating to service matters, and able to prepare and compile the annual financial statements, viz., R & P Accounts, Income & Expenditure and Balance Sheet including required Schedules and documents.
8.	Method of recruitment	Deputation / Contract basis initially for a period of 3 years, extendable depending upon performance and the total period of engagement of services will not be exceeding 5 years as per Contract Appointment Regulations.

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Yousufguda, Hyderabad 500 045**

Recruitment Rules for the post of Administrative Officer

S.No.	Description	
1.	Name of Post	Administrative Officer
2.	No. of Posts	01
3.	Classification	Group 'A'
4.	Pay Band and G.P.	Rs.15600 – 39100 with Grade Pay of Rs.5400
5.	Whether selection or non-selection	Selection (on contract basis)
6.	Age limit	35 years (relaxable as per GoI Rules).
7.	Educational qualifications	Essential: i. Degree in Arts or Commerce or Business Administration from any recognised University. ii. Degree in Law from any recognised University Desirable: i) Intermediate, Company Secretaryship. Experience: • 8 years service of which 5 years in supervisory position dealing with the legal and administrative matters; having thorough knowledge of Government of India Regulations relating to service matters.
8.	Method of recruitment	Deputation / Contract basis initially for a period of 3 years, extendable depending upon performance and the total period of engagement of services will not be exceeding 5 years as per Contract Appointment Regulations.

Affix a recent
Photograph of
Passport size



**National Institute for Micro, Small and Medium Enterprises (ni-msme)
Yousufguda, Hyderabad – 500 045**

Application Form

Name of the post applied for : _____

1. Name of the applicant: Mr./Mrs. _____
(in block letters)

2. Father's name: _____ 3. Date of birth: _____ 4. Age _____ years

5. Nationality: _____ 6. Sex _____ 7. Whether SC/ST/OBC _____ (enclose document).

8. Permanent address: _____

Pin: _____
e-mail: _____ Tel: _____

9. Present address for
correspondence (with PIN code): _____
Telephone: _____
e-mail: _____

10. Languages known:

Language	Read	Write	Speak
1. English			
2. Hindi			
3. Telugu			
4. Others:			

11. Martial status with family details:

Name	Age (in years)	Relation	Present occupation

12. Academic record: (Attach additional sheet(s), if required)

Degree/Diploma	Subjects	Division	% of marks	University	Year of passing

13. Training Programmes attended:

Programme Title	Duration		Topics covered in the programme	In India of Abroad	Name of Training Institution
	From	To			

14. Work experience (Employment history)

Designation (permanent or temporary)	Institution (with address)	From	To	Brief description	Reasons for leaving

15. Research work done in the relevant field including research guidance:

Research topic	Year	Institution	Brief description

16. (i) Please furnish complete list of all papers presented, articles and books published with details of title of the paper, article, publication of conference/journals, year of presentation / publication etc.,
(ii) Enclose five copies of each of the five recent most papers / publications.

17. Have you been outside India. If so, give particulars.

Country visited	Date of visit		Purpose of visit	Whether on your own or Sponsored by any agency. Please specify
	From	to		

18. Present position:

Name of organisaiton and address	Name of Post / Designation	Pay Scale	Total salary per month	Date of appointment	Permanent or temporary

19. Major achievements, if any

DECLARATION

I declare that all the statements made in this application are true to the best of my knowledge and belief, and that I have not suppressed any information which disqualifies my candidature.

Date _____

Signature of applicant: _____
Name (Block Letters) _____

ENDORSEMENT OF THE FORWARDING AUTHORITY

Sri/Smt/Kumari/Dr. _____
Designation _____ is in our employment on a Probationary/Temporary/
Permanent basis. His/Her present pay is RS. _____ in the Pay Band of RS. _____
Grade pay RS. _____ and the total emoluments are RS. _____. His/Her application
is forwarded for the post of _____ and he/she will be relieved in case of
selection within _____ days from date of receipt of the appointment order.

Date: _____

Signature: _____

Name: _____

Designation: _____

Seal of the Office: _____