



National Institute for Micro, Small and Medium Enterprises (ni-msme)
An Organization of the Ministry of MSME, GoI & ISO 9001:2015 Certified
Yousufguda, Hyderabad-500045, Telangana State
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NOTIFICATION FOR FILLING-UP OF POSTS

Advertisement No.ni-msme/vacancies notification/2024/01 Date 06.03.2024

S. No	Name of the Post	No. of Vacancies	Method of Recruitment	Scale of Pay and Category	Other Information
1.	Director	3	Short Term Contract	7 th CPC,Level-12	For further details regarding Eligibility, Age, Qualifications, Experience and Job Description please visit the official website of the organization www.nimsme.org
2.	Faculty Member	6	Short Term Contract	7 th CPC,Level-11	
3.	Associate Faculty Member	2	Direct Recruitment	7 th CPC,Level-10	
4.	Assistant Registrar	1	Direct Recruitment	7 th CPC,Level-10	

NB:

- Candidates fulfilling the Eligibility Criteria may submit Online application in the prescribed format. Age for eligibility will be calculated as on the last date of receipt of applications.
- Duly filled in applications along with updated CV, scanned copies of Certificates (Qualification, Age, Experience and other relevant certificates) are to be uploaded on the **ni-msme website**.
- The Last Date for receipt of online applications will be **29.03.2024**.
- Shortlisted candidates will be informed through their **e-mail**. Candidates should check the website notifications only.
- The number of vacancies is subject to change and need based.

Sd/- Admin. & Accounts Officer

Detailed Notification on Eligibility/Pay/Qualifications/Experience/Age
Advertisement No: ni-msme/vacancy notification/2024/01 dated 06.03.2024

SI.No	Name of the post	Scale of pay/ Category	No. of Posts	Educational qualifications	Experience	Job Description
1.	Director (Short-Term Contact)	7 th CPC, Level-12 Group – A (78800-209200)	03	<p><u>Essential</u> Master's degree in Behavioural Science/ Business Administration/any branch of Science including Computer Science/ Artificial Intelligence/ Machine Learning/ Social Sciences/ Economics/ Commerce/Engineering/ Technology or Post Graduate Diploma in Business Administration</p> <p><u>Desirable</u> A doctorate in a discipline relevant to Entrepreneurship Development such as Behavioural Science/ Management/ Business Administration/ Social Sciences/ Computer Sciences/ Engineering or Technology from a reputed institution.</p>	<p>Officers of the Central Government, State Government, Union Territory Administration, Autonomous or Statutory Bodies, Public Sector undertakings, Universities or recognized research or Training and Development Institutes:</p> <p>(i) Holding posts in Level 12 in the Pay Matrix basis; or (ii) With 5 years of service in a post in Level-11 in the Pay Matrix; or (iii) With 7 years of service in a post in Level-10 in the Pay Matrix; or (iv) With 8 years of service in a post in Level-9 in the Pay Matrix;</p> <p>Should have exposure to at-least one of the core activity areas such as industry or teaching or research or consultancy or MSME Sector.</p>	<p>i) Preparation of income generative / remunerative projects through Business Development in liaison with various Ministries of Central & State Government, Autonomous Organisations, PSUs, Private Sector Units, Industry Associations, NGOs, International Organisations.</p> <p>ii) Innovation and initiation on conceiving, conducting various Entrepreneurship Development Programmes (EDP) / Management Development Programmes (MDP).</p> <p>iii) Preparation of policies, Research & Development, Publication with focus on MSME sector.</p> <p>iv) Preparation and execution of National and International Seminars, Conferences.</p> <p>iv) Generation of revenue v) Teaching, training in the International/Announced / Sponsored programs.</p> <p>vi) Guiding the teams.</p> <p>vii) Any other responsibility of Academic/ Administrative nature assigned by Competent Authority.</p>

SI.No	Name of the post	Scale of pay/ Category	No. of Posts	Educational qualifications	Experience	Job Description
2.	Faculty Member (Short-Term Contact)	7 th CPC,Level-11 Group – A (67700-208700)	06	<p><u>Essential</u></p> <p>Master’s degree in Behavioural Science, Business Administration, any branch of Science including Computer Science, Artificial Intelligence, Machine Learning, Social Sciences, Economics, Commerce, Engineering, Technology or Post Graduate Diploma in Business Administration.</p> <p><u>Desirable</u></p> <p>A doctorate in a discipline relevant to Entrepreneurship Development such as Behavioural Science/ Business Administration/ Social Sciences/ Computer Sciences, Engineering and Technology from a reputed Institution</p>	<p>Officers of the Central Government, State Government, Union Territory Administration, Autonomous or Statutory Bodies, Public Sector undertakings, Universities or recognized research or Training and Development Institutes:</p> <p>(i) Holding posts in Level 11 in the Pay Matrix basis; or (ii) With 5 years of service in a post in Level-10 in the Pay Matrix; or (iii) With 7 years of service in a post in Level-9 in the Pay Matrix; or (iv) With 8 years of service in a post in Level-8 in the Pay Matrix;</p> <p>Should have exposure to at-least one of the core activity areas such as industry or teaching or research or consultancy or MSME Sector.</p>	<p>i) Innovation and initiation on conceiving, conducting various EDP/MDP Programmes.</p> <p>ii) Preparation and execution of National and International Seminars, Conferences.</p> <p>iii) Business Development in liaison with various Ministries of Central & State Government units, Autonomous Organisations, PSU’s, Public & Private sector units, Industry, NGO’s.</p> <p>iv) Teaching, Training in the International programs, Announced Programmes, sponsored Programmes.</p> <p>v) Generation of Revenue</p> <p>vi) Consultancy projects for income generation.</p> <p>vii) Any other responsibility of Academic/ Administrative nature assigned by Competent Authority.</p>

Sl.No	Name of the post	Age	Scale of pay/ Category	No. of Posts	Educational qualifications	Experience	Job Description
3.	Associate Faculty Member	Not exceeding 35 years	7 th CPC, Level-10 Group – A (56100-177500)	02	<p><u>Essential</u></p> <p>Master's degree in Behavioural sciences, Business Administration, any branch of Science including Computer Science, Artificial Intelligence, Machine Learning, Social Sciences, Economics, Commerce, Engineering, Technology or Post Graduate Diploma in Business Administration.</p> <p><u>Desirable</u></p> <p>Candidates with a doctorate or at final stages of completing their doctoral research will be preferred.</p>	Experience of interning with or serving MSME related institutions or working on research projects with MSME related publications, for atleast two years.	<p>i) Innovation and initiation on conceiving, conducting various EDP/MDP Programmes.</p> <p>ii) Business Development in liaison with various Ministries of Central & State Government units, Autonomous Organisations, PSU's, Public & Private sector units, Industry, NGO's .</p> <p>iii) Teaching, Training in the International Programs, Announced Programmes, Sponsored Programmes.</p> <p>iv) Generation of Revenue Any other responsibility of Academic/ Administrative nature assigned by Competent Authority.</p>

Sl.No	Name of the post	Age	Scale of pay/ Category	No. of Posts	Educational qualifications	Experience	Job Description
4.	Assistant Registrar	Not exceeding 35 years	7 th CPC,Level-10 Group – A (56100-177500)	01	<p><u>Essential</u></p> <p>Master's degree in Commerce or Business Administration (Finance/HR)</p>	At least 2 years' experience in Level 8 or equivalent and above in administration/educational administration/ training administration in research or finance institution.	<p>i) To manage national and international training programmes.</p> <p>ii) Correspondence with the Embassies & International Organisations.</p> <p>iii) Issue of certificates to the training participants and maintenance of records thereto.</p> <p>iv) Coordination of Inauguration and valedictory functions and arrangement of logistics to the International delegates</p> <p>v) Dealing with Academic Administrative matters</p> <p>vi) Dealing with RTI matters</p> <p>vii) Income generating activities</p> <p>viii) Any other work assigned from time to time by Competent Authority.</p>

GENERAL INSTRUCTIONS

Advertisement No: ni-msme/vacancy notification/2024/01

Date: 06.03.2024

1. Candidates should read the complete advertisement carefully and ensure that he/she fulfills the eligibility criteria for the post advertised in all respects.
2. **The shortlisting of the candidates will be purely on eligibility criteria and merit.**
3. **The selection procedure for recruitment is published with the details of the posts available on website www.nimsme.org**
4. Candidates are advised to give specific, correct and full information while submitting the application, failing which the application will be treated as incomplete.
5. The candidates shall upload only a single file consisting of the Application, CV, Educational & Experience Certificates, Aadhaar card, NOC or endorsement of employer or undertaking in standard pdf format.
6. The applicants shall upload application along with enclosures through the link provided in the institute's website. No hard copy of the application will be entertained.
7. The last date to submit on application is upto 1700 Hrs on 29.03.2024. All original Certificates/Documents in support of information furnished in the application form are to be produced at the time of verification of documents, failing which the candidate will be disqualified.
8. If any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement, their candidature is liable to be rejected at any stage of recruitment process or after recruitment or joining.
9. Prescribed qualification certificates for the vacancy should have been awarded by a recognised University/Institutes of statutory affiliations.
10. Age will be reckoned on the closing date of the application.
11. Incomplete application will be summarily rejected. Any request to add additional information in application form after the application form has been submitted shall not be entertained in any condition.
12. Any modifications/amendments/corrigendum in respect of the above advertisement shall be made available only on Institute's website www.nimsme.org. No further advertisement will be published. Hence prospective applicants are advised to visit institutes website regularly for the purpose.
13. Persons employed in Government/Semi Government organizations/ Autonomous bodies should submit their applications through proper channel or furnish "No Objection Certificate (NOC)". The endorsement of the Competent Authority shall also be uploaded along with the application. If they fail to produce the endorsement/NOC along with the application from their parent department, they may submit an undertaking along with the application that they will produce proper relieving order from their organization, in case selected; otherwise they will not be allowed to join.
14. Shortlisted candidates only will be intimated through e-mail only to the e-mail ID provided by the candidate for Interview. No other mode of communication in this regard will be followed. It is the responsibility of the candidates to download the Interview call letter. The institute will not be responsible for delay in receiving the information due to invalid/wrong email-ID provided by the candidates, network issues, lock downs/server breakdowns, or due to any other reasons including natural calamities etc. Candidate's email-ID/mobile number must be valid for at least one year.

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15. Candidates are required to retain a copy of online submitted application form for the future reference.
16. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidate.
17. ni-msme reserves the right to cancel this advertisement and/or the selection process for the above post without assigning any reason.
18. No TA/DA will be paid by ni-msme for attending interview/written test.
19. Please scan all the documents to be uploaded (Certificates, Filled Application Form, etc.) and merge them into a single pdf (not more than 10 MB in size).
20. Some websites that help to merge, convert (jpg/doc to pdf) or compress pdfs:
 - a. <https://smallpdf.com/>
 - b. <https://www.ilovepdf.com/>
 - c. <https://pdf.online.com/>
21. One applicant can submit their application only once, so kindly double check the application form before uploading.

Sd/- Admin. & Accounts Officer

Apply Online here