

**NATIONAL INSTITUTE FOR MICRO, SMALL AND MEDIUM ENTERPRISES (ni-msme)**

(An Organisation of the Ministry of MSME, Govt. of India)

(An ISO 9001-2008 Certified Organisation),

Yousufguda, Hyderabad-45. Tel: 91-40-23633203, 23633239

E-mail: cao@nimsme.org

S.No.	Name of the Post	No.Of Posts	Scale of Pay / Pay in Pay Matrix (7th CPC)	Age Limit (in yrs)	Qualification
1	Accounts Officer	1	Level No. 11 Rs. 67,700 - 2,08,700	50	Essential : Masters Degree (Two years full time course) in Commerce or Finance (Or) Qualified Chartered Accountant (Or) Cost Accountant (Or) Preferably Qualified "SAS" if on deputation / Foreign Service as per GoI rules. Desirable: LL.B

For further details regarding Application format, Experience, Method of recruitment, period of probation, classification of post and general instructions please visit institute website www.nimsme.org

Completed application in the prescribed format, self attested copies of certificates in proof of age, qualifications, experience etc. should reach within 30 days (from the date of advertisement) to "The Chief Administrative Officer", ni-msme, Yousufguda, Hyderabad-500045, Telangana state, India.



National Institute for Micro, Small and Medium Enterprises
(An Organization of the Ministry of MSME, Govt. of India)
Yousufguda, Hyderabad 500 045, Telangana State (INDIA)

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.	Scale of Pay/Pay in Pay Matrix (7 th CPC)	Level no.11 Rs.67,700 - 2,08,700
5.	Age limit	50 years
6.	Educational qualifications	Essential : Masters Degree (Two years full time course) in Commerce or Finance (or) Qualified Chartered Accountant (or) Cost Accountant (or) preferably Qualified "SAS" if on deputation / foreign service as per GoI rules. Desirable: L.L.B. Experience: <ul style="list-style-type: none">• Minimum 10 years of service of which 5 years experience in Finance, Preparation and Finalization of Accounts and Budget related matters. Working knowledge of Tally or any Accounting software. Knowledge of Government of India Rules and Regulations is preferable.
7.	Method of recruitment by selection	On Contract basis or Deputation / foreign service
8.	Period of probation	One year
9.	Minimum & Maximum period of Contract Appointments	<ul style="list-style-type: none">• Initially for a period of three years extendable depending upon performance for another two years.• In the case of deputation, the period shall be as per Govt. of India service Rules.
10.	Relaxation	In exceptionally experienced candidates and Retired employees (not below the rank of Accounts / Finance Officer / Under Secretary) the age is relaxable at the discretion of the management.



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Yousufguda, Hyderabad-500 045**

Website. www.nimsme.org, e-mail: cao@nimsme.org
Phone: 040-23633203, 23633239 Fax: 040-23608547, 23608956

APPLICATON FORM

(Neatly filled in application form along with supporting documents should reach to the office of Chief Administrative Officer, **ni-msme** Hyderabad. Incomplete application without supporting documents will be rejected. For further details applicants are requested to kindly go through the vacancy notification placed on Institute's website before filling the application.)

Advertisement No.....

Date.....

APPLICATON FOR THE POST OF _____

1. Name (in BLOCK LETTERS) :

2. a. Father's Name :

b. Occupation(Past, if retired) :

3. Date of Birth :

4. Age: years

5. Male/Female

6. Marital Status: Married/Single (✓ the option)

7. a. Nationality :

b. Passport No. :
(If available)

8. Address for communication:

9. a. Permanent Address:

b. Contact Phone No:
(prefix STD code)

c. E-mail id:

10 . If you are a person of Indian origin, Please state (strike off the option not applicable)

(a) Whether a citizen of India by birth?

: **YES/NO**

If yes, then state to which you belong

:.....

*Affix here a recent
passport size
Photograph and sign
across with your
name on the top*

Condt...

11. Category (General/SC/ST/OBC/PH/Other (specify):.....

(Please attach appropriate certificate, if you belong to reserved category)

12. (a) Have you ever been suspended or dismissed from past service :YES/NO

(b) Have you ever been arrested or prosecuted (while in service or otherwise): YES/No

13 (a) Religion to which you belong :.....

(b) Have you ever changed your religion : YES/NO

14. Language Known:

Language	Read	Write	Speak
1. English			
2. Hindi			
3. Telugu			
4. Others:			
5.			
6.			

15. Educational & Professional qualification (Start with SSLC/SSC) (Enclose separate sheet, if necessary)

Exam Passed	Board/University	Duration of study	Year of Passing	Major subject(s)	CGPA/% of marks	Class

16. No. of Courses/Training Programmes attended/Publications:

(a) International:.....

(b) National:.....

(c)Others.....

Condt...

17. Work Experience (Employment history in reverse chronological order). (Enclose separate sheet, if necessary. Enclose certificate of experience in respect of minimum desirable qualification)

Employer (with address)	Designation (permanent or temporary)	Date of Joining	Date of Leaving	Brief description of duties	Reasons for leaving

18. Present position:

Name of organization and address	Name of Post / Designation	Pay Scale (if applicable)	Total salary per month	Date of appointment	Permanent or temporary

19. Have you applied for any other post(s) at **ni-msme** earlier? YES/NO
(if applied during last five years, please mention details)

Advt. No.	Date of Application	Post applied for	Whether called for Interview	Date of Interview

20. Have you been outside India? If Yes, please provide details below:

Country visited	Period of visit	Purpose of visit

21. Major achievements, if any.) (Enclose separate sheet/ A brief write up on your suitability for this post.

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22. Name and Address of two Referees for verifying your credentials:

- 1. 2.
-
-

23. (a) Are you a Government Servant? : YES/NO

(b) If yes, then nature of appointment? : TEMPORARY/PERMANENT/CONTRACT

DECLARATION

I hereby declare that the information furnished in this form is true to the best of my knowledge and belief. If, at any state, if they are found misleading or untrue, my candidature or appointment to the post may be rejected/cancelled.

Date_____

Signature of applicant:_____

Name (Block Letters):_____

ENDORSEMENT FROM THE HEAD OF THE INSTITUTION

Shri/Smt./Kumari/Dr.Designation.....
is in our employment on a Probationary/Temporary/Permanent basis. His/Her present pay is Rs..... Level No.....in the Pre-revised 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.

Signature:.....

Name:.....

Designation:.....

Date:

Seal of the office:.....

Check-list of enclosure*(Attested photocopy only, original should not be submitted):

1.	Certificate in support of date of birth	:	YES/NO
2.	Certificates of the qualifying examination	:	YES/NO
3.	Certificate of SC/ST/OBC/PH/Other reserved category	:	YES/NO
4.	Essential experience certificates	:	YES/NO
5.	Passport size signed photo affixed	:	YES/NO
6.	Endorsement/forwarding letter/NOC	:	YES/NO/NA
7.	Other enclosures in support of your application:		
a)			
b)			
c)			

General Instructions

1. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his / her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or upon joining.
2. Any modifications / amendments / corrigendum in respect of the above advertisement shall be made available only on institute's website. No further advertisement will be published. Hence prospective applicants are advised to visit institutes website regularly for this purpose.
3. The offer of appointment shall be on contract Appointment Regulations initially for a period of 3 (three) years. Based on the performance assessment it may extend 2 more years but not more than 5 years. If appointment is on deputations the term will be as per the GOI rules.
4. Candidates should submit their SC/ST/OBCs/Disability Certificate issued by the Competent Authority along with the application form, in support of their claim. . Reservation for ST / SC / OBC / PWD / Ex-Serviceman as per Government of India Rules.
5. Prescribed qualification certificates for the vacancy should have been awarded by a recognized University / Institutes of statutory affiliation.
6. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer at the time of interview. However, they should submit an undertaking to that effect. If they fail to provide the NOC at the time of Interview he / she will not be allowed to appear for the interview. Direct application form of such candidates will not be entertained.
7. Candidate should submit a certificate from the employer/competent authority that no vigilance/disciplinary case are either pending or contemplated against him/her in case applicants applying on deputation / Foreign Service.
8. The Institute reserves the right to call only the requisite number of candidates for interview after short listing with reference to the candidate's qualification, suitability, experience, etc.
9. It is the responsibility of the candidate to download interview letter. The Institute will not be responsible for receiving delay in information due to invalid / wrong email ID or postal address provided by the candidate or due to any other reason. Hardcopy of interview letter will be posted to applicant present address and to e-mail ID. Candidates E-mail Id and Mobile No. should be valid for at least one year.
10. The applicants are required to send the duly filled applications to **"The Chief Administrative Officer, ni-msme, Hyderabad, Telangana- 500045**. The hard copy of application must reach on or before the due date to the following address with all supporting documents as mentioned in the check list in application. The application and supporting documents must be self attested.
11. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Hyderabad.
12. Mere eligibility will not vest any right on any candidate for being called for interview. 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 candidature.