



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

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

(An ISO 9001:2015 certified organisation)

Yousufguda, Hyderabad-500045, Telangana State (India)

Ph. No. 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)
1.	Director (Academics)	01	Level - 12 (Rs. 78,800 – 2,09,200) as per 7 th CPC Pay Matrix	50 (for deputation/ foreign service-55)
2.	Director (Finance & IT)	01	Level - 12 (Rs. 78,800 – 2,09,200) as per 7 th CPC Pay Matrix	50 (for deputation/ foreign service-55)
3.	Director (Administration & Logistics)	01	Level - 12 (Rs. 78,800 – 2,09,200) as per 7 th CPC Pay Matrix	50 (for deputation/ foreign service-55)
4.	Director (Marketing & Business Development)	01	Level - 12 (Rs. 78,800 – 2,09,200) as per 7 th CPC Pay Matrix	50 (for deputation/ foreign service-55)

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

Duly filled-in application in the prescribed format, with self attested copies of certificates in proof of age, qualifications, experience etc. should reach **on or before 15.09.2018** from the date of advertisement to "The Chief Administrative Officer", ni-msme, Yousufguda, Hyderabad-500045, Telangana state, India.

Director (Marketing and Business Development)

Applications are invited from the eligible candidates to fill up the post of Director (Marketing and Business Development) in National Institute for Micro, Small & Medium Enterprises (ni-msme, An Organisation of the Ministry of MSME, Govt. of India) on Contract basis / deputation / Foreign Service.

Sl. No.	Description	
1.	Name of the Post	Director (Marketing and Business Development)
2.	No. of Posts	1
3.	Classification	Group 'A'
4.	Scale of Pay/Pay in Pay Matrix (7th CPC)	Level -12 of Rs 78,800 – 2,09,200 as per 7 th CPC Pay Matrix (Pre-revised Pay Band -3 of Rs.15,600-39,100 Plus GP : 7,600)
5.	Age Limit	Not more than 50 years (on contract basis) and 55 years (on deputation basis) as on 15.08.2018.
6.	Method of recruitment by selection	On Contract basis (or) Deputation / foreign service
7.	Whether on Selection or non-selection post	Selection
8.	On Deputation / Foreign Service	<p style="text-align: center;">Officers working under the Central / State Governments /Union Territories/ Public Sector Undertakings / Universities / Recognised Research Institutions / Councils / Corporations / Semi-Government / Autonomous / Statutory Organizations are eligible if :</p> <p style="text-align: center;">i. Holding analogous posts on regular basis in the parent cadre / department (Or)</p> <p style="text-align: center;">ii. with at-least Ten (10) years experience in Marketing/ Business Development / international business (Or)</p> <p style="text-align: center;">iii. With Five (5) years' service in the immediately lower post rendered after appointment thereto on regular basis in the pay band of Rs.15600-39100 (PB-3) plus Grade Pay of Rs.6600/- or equivalent in the parent cadre / department.</p>
9.	Period of probation	One Year
10.	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.

Required Qualifications and Experience

Educational Qualifications:

A. Essential:

- MBA (Two years full time regular course) in Marketing (or) Marketing & Sales (or) International Business

(Or)

- PGDM (Two years full time regular course) with specialization in Marketing (or) International Business from premier business schools / institutes of repute.
- First Class (60%) mandatorily in both Graduation and Post Graduation.

B. Desirable

- Diploma or Advanced diploma in computers or information technology.

Experience:

A. Essential

- Ten (10) years' experience in Marketing / Business Development / Marketing & Sales / Fund raising / International Business in Academic Institutions or Training Institutes of National or International repute or equivalent.
- Exposure to corporate marketing, business development, branding and submitting business proposals as part of business generation is must.

B. Desirable

- Extensive use of project management approaches including setting project plans, budgets and schedules.
- Experience in Social Media, Digital Marketing, Sales, Developing Communication Strategies, fundraising would be preferable.
- Experience in policy advocacy at national level on skill development, entrepreneurship development and social welfare initiatives.
- Experience in policy advocacy through lobbying, engagement with ministries and state governments.
- Experience in public relations, marketing, brand building, business development & management and mass media campaigns.
- Experience in building & scaling up distribution network, sales network in large corporate.
- Experience of conducting dissertations and having fair idea of research methodologies.

Director (Academics)

Applications are invited from the eligible candidates to fill up the post of Director (Academics) in National Institute for Micro, Small & Medium Enterprises (ni-msme, An Organisation of the Ministry of MSME, Govt. of India) on Contract basis / deputation / Foreign Service.

Sl. No.	Description	
1	Name of the Post	Director (Academics)
2	No. of Posts	1
3	Classification	Group 'A'
4	Scale of Pay/Pay in Pay Matrix (7th CPC)	Level -12 of Rs 78,800 – 2,09,200 as per 7 th CPC Pay Matrix (Pre-revised Pay Band -3 of Rs.15,600-39,100 Plus GP : 7,600)
5	Age Limit	Not more than 50 years (on contract basis) and 55 years (on deputation basis) as on 15.08.2018.
6	Method of recruitment by selection	On Contract basis (or) Deputation / foreign service
7	Whether on Selection or non-selection post	Selection
8	On Deputation / Foreign Service	<p>Officers working under the Central / State Governments / Union Territories/ Public Sector Undertakings / Universities / Recognised Research Institutions / Councils / Corporations / Semi-Government / Autonomous / Statutory Organizations are eligible if :</p> <p>i) Holding analogous posts on regular basis in the parent cadre / department (Or)</p> <p>ii) with at-least Ten (10) years experience in academic/ teaching / training (Or)</p> <p>iii) With Eight (8) years' service in the immediately lower post rendered after appointment thereto on regular basis in the pay band of Rs.15600-39100 (PB-3) plus Grade Pay of Rs.6600/- or equivalent in the parent cadre / department.</p>
9	Period of probation	One Year
10	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.

Required Qualifications and Experience

Educational Qualifications:

A. Essential:

- First Class Masters Degree (Two years full time regular course) in Science / Arts / Humanities / Commerce / Engineering / Management /Public policy/ Economics/ Statistics / IT / Social Work / Finance / Marketing / HR / International Business / Technology Management / Foreign Trade, with Ph.D

(Or)

PGDM (Two years full time regular course) with specialization in Finance / Marketing / HR / International Business from premier business schools / institutes of repute, with Ph.D

(Or)

- Qualified Chartered Accountant from ICAI (or) Cost Accountant from ICMAI with Ph.D

B. Desirable

- Diploma or Advanced diploma in computers or information technology

Experience:

A. Essential

- Ten (10) years' experience in Academics / Teaching / Training in the area of entrepreneurship development / enterprise development / entrepreneurship management in Academic Institutions or Training Institutes of National or International repute

B. Desirable

- a. Publication of books on training, entrepreneurship etc.
- b. Publication of research papers on matters relating to industrial development and entrepreneurship & development.
- c. Articles relating to academic subjects/training/entrepreneurship development etc.

Director (Administration & Logistics)

Applications are invited from the eligible candidates to fill up the post of Director (Administration & Logistics) in National Institute for Micro, Small & Medium Enterprises (ni-msme, An Organisation of the Ministry of MSME, Govt.of India) on Contract basis / deputation / Foreign Service.

Sl. No.	Description	
1	Name of the Post	Director (Administration & Logistics)
2	No. of Posts	1
3	Classification	Group 'A'
4	Scale of Pay/Pay in Pay Matrix (7th CPC)	Level -12 of Rs 78,800 – 2,09,200 as per 7 th CPC Pay Matrix (Pre-revised Pay Band -3 of Rs.15,600-39,100 Plus GP : 7,600)
5	Age Limit	Not more than 50 years (on contract basis) and 55 years (on deputation basis) as on 15.08.2018.
6	Method of recruitment by selection	On Contract basis (or) Deputation / foreign service
7	Whether on Selection or non-selection post	Selection
8	On Deputation / Foreign Service	<p>Officers working under the Central / State Governments /Union Territories/ Public Sector Undertakings / Universities / Recognised Research Institutions / Councils / Corporations / Semi-Government / Autonomous / Statutory Organizations are eligible if :</p> <p>i) Holding analogous posts on regular basis in the parent cadre / department (Or)</p> <p>ii) With at-least Fifteen (15) years experience in Administration / HR / Law / Vigilance (Or)</p> <p>iii) With Five (5) years' service in the immediately lower post rendered after appointment thereto on regular basis in the pay band of Rs.15600-39100 (PB-3) plus Grade Pay of Rs.6600/- or equivalent in the parent cadre / department.</p>
9	Period of probation	One Year
10	Minimum & Maximum period of Contract Appointments	<p>➤ Initially for a period of three years extendable depending upon performance for another two years.</p> <p>➤ In the case of deputation, the period shall be as per Govt. of India service Rules.</p>

Required Qualifications and Experience

Educational Qualifications:

A. Essential:

- Masters Degree (Two years full time regular course) in Human Resources / Management / Social Welfare / Law / Personnel Management and Industrial Relations

(Or)

PGDM (Two years full time regular course) with specialization in Management / HR / Social Welfare / Personnel Management and Industrial Relations from premier business schools / institutes of repute

- First Class (60%) mandatorily in both Graduation and Post Graduation.

B. Desirable

- Diploma or Advanced diploma in computers or information technology

Experience:

A. Essential

- Fifteen (15) years' experience in Administration with expertise knowledge in Administration and Establishment matters, central civil service rules, procurement matters as per GFR rules, handling matters of Governing Council (GC) and Executive Council (EC) meetings, disciplinary proceedings and having expertise in drafting and communication skills.

B. Desirable

- a. LL.B and legal knowledge on different labor laws
- b. Logistics and supply chain management

Director (Finance and IT)

Applications are invited from the eligible candidates to fill up the post of Director (Finance & IT) in National Institute for Micro, Small & Medium Enterprises (ni-msme, An Organisation of the Ministry of MSME, Govt.of India) on Contract basis / deputation / Foreign Service.

Sl. No.	Description	
1	Name of the Post	Director (Finance and IT)
2	No. of Posts	1
3	Classification	Group 'A'
4	Scale of Pay/Pay in Pay Matrix (7th CPC)	Level -12 of Rs 78,800 – 2,09,200 as per 7 th CPC Pay Matrix (Pre-revised Pay Band-3 of Rs.15,600-39,100 Plus GP: 7,600)
5	Age Limit	Not more than 50 years (on contract basis) and 55 years (on deputation basis) as on 15.08.2018.
6	Method of recruitment by selection	On Contract basis (or) Deputation / foreign service
7	Whether on Selection or non-selection post	Selection
8	On Deputation / Foreign Service	<p>Officers working under the Central / State Governments /Union Territories/ Public Sector Undertakings / Universities / Recognised Research Institutions / Councils / Corporations / Semi-Government / Autonomous / Statutory Organizations are eligible if :</p> <p>i) Holding analogous posts on regular basis in the parent cadre / department (Or)</p> <p>ii) With at-least Fifteen (15) years experience in Finance and Accounts (Or)</p> <p>iii) With Five (5) years' service in the immediately lower post rendered after appointment thereto on regular basis in the pay band of Rs.15600-39100 (PB-3) plus Grade Pay of Rs.6600/- or equivalent in the parent cadre / department.</p>
9	Period of probation	One Year
10	Minimum & Maximum period of Contract Appointments	<p>➤ Initially for a period of three years extendable depending upon performance for another two years.</p> <p>➤ In the case of deputation, the period shall be as per Govt. of India service Rules.</p>

Required Qualifications and Experience

Educational Qualifications:

A. Essential:

- Masters Degree (Two years full time regular course) in Finance
(Or)
PGDM (Two years full time regular course) with specialization in Finance from premier business schools / institutes of repute
(Or)
Qualified Chartered Accountant from ICAI (or) Cost Accountant from ICMAI
- First Class (60%) mandatorily in both Graduation and Post Graduation.

B. Desirable

- Diploma or Advanced diploma in computers or information technology.

Experience:

A. Essential

- Fifteen (15) years' senior managerial experience in corporate financial management and accounts including cost and budgetary control, institutional finance, working capital management, expert knowledge in taxation matters, audit system and practices, and drafting and communication skills in an organization of repute

B. Desirable

- a. Legal knowledge and qualification.
- b. Overall supervision of finance and accounts functions
- c. Fund management including ensuring that the financial resources are secured and funds deployed efficiently and effectively.
- d. Ensuring financial reporting including P & L, Balance sheet etc, duly audited by internal audit and statutory audit
- e. Appraisal of financial risks and remedial actions
- f. Ensuring the consolidation of the annual, short and long term financial plans, budgets, forecasts, preparing analyzing and reporting the results to the management.



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

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

APPLICATION 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.....

APPLICATION 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: c. E-mail id:
(prefix STD code)
- 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*

Contd...

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.....

Contd...

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): _____

“NO OBJECTION CERTIFICATE” 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 deputation / Foreign service 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 departments / Semi Government Organizations / Autonomous / statutory organizations and public sector undertakings should submit their application **"Through Proper Channel"**. They may, however, send an advance copy of the application and mandatorily submit **'No Objection Certificate (NOC)'** with Vigilance Clearance from present employer at the time of interview. If they fail to provide the NOC at the time of Interview he / she will not be allowed to appear for the interview. Application sent directly without any undertaking that they will submit the NOC at the time of interview will be rejected.
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, 15.09.2018 to the above mentioned 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 submission of application 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.