

**National Institute for Micro, Small and Medium Enterprises (ni-msme)**

An Organization of the Ministry of MSME, GoI & ISO 9001:2015 Certified Organization  
Yousufguda, Hyderabad - 500045, Telangana  
Phone No. 040-23633213, 238  
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**NOTIFICATION FOR CONSULTANTS**

Sr. No	Name of the Post	No. of Posts	Age Limit	Other Information
1.	Consultant (Stenographer)	01	Up to 65 years	For more details, please visit <a href="http://www.nimsme.org">www.nimsme.org</a>

Candidates fulfilling the eligibility criteria may send your CV/Resume to [recruitment@nimsme.org](mailto:recruitment@nimsme.org) before 29.02.2024 ( Thursday) . Shortlisted candidates will be notified about Interview date and other details.

**ADMIN. & ACCOUNTS OFFICER**

**Eligibility criteria for Consultant (Stenographer)**

Name of the Post: Consultant (Stenographer)	
Qualification	i. Graduate from recognised university ii. Should have passed higher grade short hand and type writing examination conducted by a recognised Government technical board
Experience	Minimum 10 years of experience in stenography in Government Organisation / Statutory bodies / Private Organisations with expertise knowledge in administration and establishment matters, expertise in drafting, good communication skills, computing skills and sound health.

\* The salary is not a constraint for exceptional candidates with relevant qualification and experience.

\* Age relaxation will be considered in case of highly experienced candidates