

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:webmaster@nimsme.org


ni-msme proposes to fill up the following posts purely on contract basis

S. No.	Name of the Post	No. of Posts	Maximum age limit	Other Information
1	Consultant (Trainer's) (Internet of Things)	1	30 yrs	For further details regarding Qualification, Experience and job description please visit Institute's website https://nimsme.org/Career
2	Consultant (Trainer's) (Graphic Designing)	1	30 yrs	
3	Consultant (Trainer's) (VFX Editor)	1	30 yrs	
4	Assistant Manager (Purchase/Procurement)	1	30 yrs	
5	Assistant Manager (Accounts)	1	30 yrs	
6	Assistant Manager (Admn./Estate)	1	30 yrs	
7	Management Trainee (Admn.)	1	25 yrs	
8	Make-up Assistant Coordinator	1	30 yrs	
9	Plumber	1	30 yrs	

Candidates fulfilling the eligibility criteria may step-in for walk-in-interview to be held on **08.01.2020 (10.00 a.m. to 2.00 p.m.)** alongwith updated bio-data, photocopies of certificates (qualification and experience) and one passport size photograph.

8x8

Actual Size



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Eligibility Criteria

1. Consultant (Trainer's) (Internet of Things) (1 No.)	
Qualification:	Any Degree
Experience	2 to 3 yrs experience in Microcontrollers and Interfacing, Embedded Operating Systems Real Time Operation systems, IoT and Mobile Programming etc.
Consolidated Salary	Minimum ₹25,000-30,000/- per month
Job Description	<ol style="list-style-type: none">1. Design course as per NSDC/NSQF/NQR/SSC/QPs/NOS/CDAC on Internet of Things (IoT) (320 hrs / 3 months courses) for FY 2019-20 (Sponsored and paid courses). Focus on revenue generation through the courses.2. Taking the classes and deliver the sessions
2. Consultant – (Trainer's) (Graphic Designing) (1 No.)	
Qualification:	Any Degree
Experience:	2 to 3 yrs experience in Corel Draw, Photoshop, Illustrator and in-design etc.,
Preferably:	ToT certified Skill India
Consolidated Salary	Minimum ₹25,000-30,000/- per month
Job Description	<ol style="list-style-type: none">1. Design course as per NSDC/NSQF/NQR/SSC/QPs/NOS/CDAC on Graphics Design (470 hrs/34 months courses) for FY 2019-20 (Sponsored and paid courses). Focus on revenue generation through the courses.2. Taking the classes and deliver the sessions
3. Consultant – (Trainer's) (VFX Editor) (1 No.)	
Qualification:	Any Degree
Experience:	2 to 3 yrs experience in Photoshop, aftereffects, Premier, Nuke and fusion etc.
Preferably:	ToT certified Skill India
Consolidated Salary	Minimum ₹25,000-30,000/- per month
Job Description	<ol style="list-style-type: none">1. Design course as per NSDC/NSQF/NQR/SSC/QPs/NOS/CDAC on VFX Editor (240 hrs/3 months courses) for FY 2019-20 (Sponsored and paid courses). Focus on revenue generation through the courses.2. Taking the classes and deliver the sessions.
4. Assistant Manager (Purchase/Procurement) (1 No.)	
Qualification:	MBA
Experience:	Working experience in purchase matters, knowledge of procurement of stores through GeM, E-procurement CPP portal, General Financial Rules, Govt. Procurement and Inventory Management etc. in Govt. offices.
Consolidated Salary	Minimum ₹25,000-30,000/- per month
5. Assistant Manager (Accounts) (1 No.)	
Qualification:	M.Com
Experience:	Working experience in PFMS, GEM, Preparation and submission of govt. accounts including cost and budgetary control, institutional finance, expert knowledge in taxation matters, audit system and practices, drafting and communication skills in an organization of repute.
Salary	Minimum ₹25,000-30,000/- per month

6. Assistant Manager (Admn./Estate) (1 No.)	
Qualification:	MBA
Experience:	Working experience in Estt. Matters, CCS Rules, Disciplinary and vigilance matters in govt. office, maintenance of Govt. building and premises etc..
Consolidated Salary	Minimum ₹25,000-30,000/- per month
7. Management Trainee (Admn.) (1 No.)	
Qualification:	Fresh Post Graduates
Consolidated Salary	Minimum ₹ 20,000-25,000/- per month
8. Make-up Assistant coordinator (1 No.)	
Qualification:	Any Degree
Experience:	2 yrs. practical experience as Beautician
Consolidated Salary	Minimum 15,000/- per month
Job Description:	Programme co-ordinator and assisting in make-up training programme
9. Plumber (1 No.)	
Qualification:	1) Pass in 10 th Class 2) ITI (Plumber) pass from Govt. or any recognized Institute
Experience:	Minimum 2 years in relevant field
Consolidated Salary	Minimum ₹15,000/- per month
Job Description:	Attend the works related to maintenance, repairs of all sanitary fittings, water pumps, main, distribution pipes, water pipe line works, wash basin leakage works and any other relevant works as entrusted.