


	<b>National Institute for Micro, Small and Medium Enterprises (ni-msme)</b> An Organization of the Ministry of MSME, GoI & ISO 9001:2015 Certified Yousufguda, Hyderabad-500045, Telangana State Ph.No.040-23633213, 040-23633238 E-mail: nimsme-admn@nimsme.org		
<b>NOTIFICATION FOR ASSISTANT REGISTRAR</b>			
Name of the Post	No. of Posts	Age Limit (in yrs)	Other Information
Assistant Registrar	1	35	For further details regarding Qualification, Experience and job description please visit website <b>www.nimsme.org</b>

**The last date for submission of online application is 22.10.2021.**

	<p align="center"><b>National Institute for Micro, Small and Medium Enterprises (ni-msme)</b>  An Organization of the Ministry of MSME, GoI &amp; ISO 9001:2015 Certified  Yousufguda, Hyderabad-500045, Telangana State  Ph.No.040-23633213, 040-23633238  E-mail: nimsme-admn@nimsme.org</p>
<p>ni-msme an organization of the Ministry of Micro, Small and Medium Enterprises, Government of India, is a premier Institution and internationally reputed for promotion of MSMEs through its services of training, research, consultancy, education, extension and information. ni-msme is looking for experienced persons for the post of <b>Assistant Registrar</b> by Promotion if qualified candidates are available otherwise by Direct Recruitment.</p>	
<p>Eligibility for the post viz. qualification, experience, age, pay matrix etc. are as follows:</p>	
<p>Pay Matrix : Level 10 (56100-177500) (as per 7<sup>th</sup> CPC)</p>	
<p>Age limit</p>	<p>35 years</p>
<p>Education and other qualifications required for direct recruitment:</p>	
<p>(a) Essential Qualification</p>	<ol style="list-style-type: none"> <li>1) Atleast a first or second class degree in Arts/Science/Commerce from any recognised University.</li> <li>2) A degree in Law from any recognised University.</li> </ol>
<p>(b) Desirable</p>	<ol style="list-style-type: none"> <li>1) Diploma/Degree in Business Administration or Personnel Management from any recognised Institute.</li> <li>2) Membership of Institute of Company Secretaries of India.</li> </ol>
<p>(c) Experience</p>	<p>Five (5) years' experience in the examinations branch of any University or in the Secretarial Department of any statutory corporation or company.</p>
<p>Period of Probation</p>	<p>2 years</p>
<p>Method of recruitment whether direct or by promotion/transfer and percentage of vacancies to be filled by various methods</p>	<p>By promotion if qualified candidates are available otherwise by direct recruitment.</p>
<p>Job description in brief</p>	<ol style="list-style-type: none"> <li>1) To manage national and international training programmes</li> <li>2) Correspondence with the Embassies, International Organisations etc.</li> <li>3) Issue of the certificates to the training participants and maintenance of records thereto</li> <li>4) Co-ordination of inauguration and valedictory functions and arrangement of logistics to the international participants</li> <li>5) Dealing with academic administrative matters</li> <li>6) Dealing with legal matters</li> <li>7) Dealing with RTI matters</li> <li>8) Any other work assigned from time to time</li> </ol>
<p>Candidates fulfilling the above requirements may apply through online on or before 22.10.2021.</p>	

## GENERAL INSTRUCTIONS

**Advertisement No: ni-msme/vacancy notification/2021**

**Date: 21.09.2021**

1. Candidates should read the complete advertisement carefully and ensure that he/she fulfils the eligibility criteria for the post advertised in all respects.
2. Candidates are advised to give specific, correct and full information while submitting the application.
3. The candidates shall upload only a single file consisting of the Application, CV, Educational & Experience certificates, NOC or endorsement of employer or undertaking, Aadhaar card in standard .pdf format.
4. The applicants shall upload application through the link provided in the institute website. No need to submit the hard copy of the application.
5. The last date to submit/upload the application is upto 1600 Hrs on 22.10.2021.
6. 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.
7. 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.
8. Prescribed qualification certificates for the vacancy should have been awarded by a recognised University/Institutes of statutory affiliations.
9. Age will be reckoned on the closing date of the application.
10. Age relaxation will be given to SC/ST/OBCs/PwD candidates as per the rules of GoI.
11. Candidates should submit their SC/ST/OBCs/PwD certificate issued by the Competent Authority along with the application form, in support of their claim.
12. 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.

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13. Any modifications/amendments/corrigendum in respect of the above advertisement shall be made available only on Institute website [www.nimsme.org](http://www.nimsme.org). No further advertisement will be published. Hence prospective applicants are advised to visit institutes website regularly for the purpose.
14. The offer of appointment shall be on Regular Basis.
15. 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.
16. The shortlisting of the candidates will be purely on eligibility criteria and merit.
17. Shortlisted candidates will be intimated through e-mail only to the e-mail ID provided by the candidate for interview/written test. No other mode of communication in this regard will be followed. It is the responsibility of the candidates to download the interview/written test 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.
18. Candidates are required to retain a copy of online submitted application form for the future reference.
19. Any dispute with regard to the selection/recruitment process will be subject to the courts having jurisdiction in Hyderabad only.
20. 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.

21. ni-msme reserves the right to cancel this advertisement and/or the selection process for the above post without assigning any reason.
22. No TA/DA will be paid by ni-msme for attending interview/written test.
23. 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).
24. 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/>
25. One applicant can submit their application only once, so kindly double check the application form before uploading.

Sd/-

Director General

**[CLICK HERE TO DOWNLOAD THE APPLICATION FORM](#)**

**[CLICK HERE TO SUBMIT THE APPLICATION FORM](#)**