



**NATIONAL INSTITUTE FOR MICRO,
SMALL AND MEDIUM ENTERPRISES**
(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:directoradmin@nimsme.org

NOTIFICATION FOR CONSULTANTS

S.No.	Name of the Post	No. of Posts	Age Limit (In yrs)	Other Information
1	Stenographer	1	35	For further details regarding Qualification, Experience and job description please visit institute website www.nimsme.org
2	Front Office Assistant (Guest Rooms)	1	35	
3	Trainer Consultant (Internet of Things)	1	35	
4	Trainer Consultant (Graphic Design)	1	35	
5	Trainer Consultant (VFX Editor)	1	35	
6	Lab Assistant (Fashion Designing)	1	35	

Candidates fulfilling the eligibility criteria may step-in for walk-in-interview to be held on **09.09.2019 (10.00 a.m. to 5.00 p.m.)** alongwith updated bio-data, photocopies of certificates (qualification and experience) and two passport size photographs

8x8

Actual Size



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8x8

Enlarge Size

Eligibility Criteria for Consultants (Vacancy Positions)

1. Stenographer (1) :
<p>Qualification: Graduate in any discipline with 80 w.p.m in Shorthand and 45 w.p.m in Typing (English). Experience : 5 years experience in Stenography. Salary :Rs.25,000/- to 30,000/- per month.</p> <p>Job Description: Takes dictation in shorthand of correspondence, reports and other matters. Attend to clerical duties, handling of official documents and files, fixing appointments, arranging meetings, maintaining the diary, arranging travel related matters, etc. Attend the all works related Director's Peshi.</p>
2. Front Office Assistant (1) :
<p>Qualification: Any Degree from recognized University (Preference will be given to Degree/Diploma in Hospitality Management and proficiency in Computer applications. Experience: Minimum 1 year experience in Hospitality Management. Salary :Rs. 15,000/- to 20,000/- per month.</p> <p>Job Description: Receiving and allotting rooms to the participants of National, International and Collaborative programmes. Attend the complaints of electrical, Plumbing etc. and arrange to get them rectify. Attend the all works related to hospitality.</p>
3. Trainer Consultant (Internet of Things)(1) :
<p>Qualification:Any Degree Experience:2 to 3 years experience in Microcontrollers and Interfacing, Embedded Operating Systems Real Time Operation Systems, IoT and Mobile Programming etc. Preferably:ToT certified Skill India Salary :Rs. 20,000/- to 30,000/- per month.</p> <p>Job Description:</p> <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. Preparation of Daily Schedule including practical and theory classes3. Taking the classes and deliver the sessions4. Providing technical inputs to students during lab5. Content development / collation of course reference material for the course6. Suggest latest publications/ books for library7. Coordinate with Lab team8. Arrange required Hardware, software and other equipment through proper channel9. Conduct periodical assessment and final evaluation by you and third party.10. Overall responsibility for respective course including marketing, course content, assessment, placement, lab etc11. Invite Guest speakers (if required)12. Provide full support to all faculty, administration, account, IT, Marketing and other departments.13. Ensure 40% job placement and 40% business startups for each batch14. Document success stories and15. Provide assistance for the management (Submission of reports, collection and reimbursement of security deposit from students16. Any other assignment by Management.

4. Trainer Consultant (Graphic Design) (1) :

Qualification:Any Degree

Experience:2 to 3 years experience in Corel Draw, Photoshop, Illustrator and In-design etc.

Preferably:ToT certified Skill India

Salary :Rs. 20,000/- to 30,000/- per month.

Job Description:

1. Design course as per NSDC/NSQF/NQR/ SSC/QPs/NOS/CDAC on Graphics Designer (470 hrs / 34 months courses) for FY 2019-20 (Sponsored and Paid courses). Focus on revenue generation through the courses.
2. Preparation of Daily Schedule including practical and theory classes
3. Taking the classes and deliver the sessions
4. Providing technical inputs to students during lab
5. Content development / collation of course reference material for the course
6. Suggest latest publications/ books for library
7. Coordinate with Lab team
8. Arrange required Hardware, software and other equipment through proper channel
9. Conduct periodical assessment and final evaluation by you and third party.
10. Overall responsibility for respective course including marketing, course content, assessment, placement, lab etc.
11. Invite Guest speakers (if required)
12. Provide full support to all faculty, administration, account, IT, Marketing and other departments.
13. Ensure 40% job placement and 40% business startups for each batch
14. Document success stories and
15. Provide assistance for the management (Submission of reports, collection and reimbursement of security deposit from students
16. Any other assignment by Management.

5. Trainer Consultant (VFX Editor) (1) :

Qualification:Any Degree

Experience:2 to 3 years experience in Photoshop, aftereffects, Premier, Nuke and fussion etc.

Preferably:ToT certified Skill India

Salary :Rs.30,000/- to 35,000/- per month.

Job Description:

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. Preparation of Daily Schedule including practical and theory classes
3. Taking the classes and deliver the sessions
4. Providing technical inputs to students during lab
5. Content development / collation of course reference material for the course
6. Suggest latest publications/ books for library
7. Coordinate with Lab team
8. Arrange required Hardware, software and other equipment through proper channel
9. Conduct periodical assessment and final evaluation by you and third party.
10. Overall responsibility for respective course including marketing, course content, assessment, placement, lab etc
11. Invite Guest speakers (if required)
12. Provide full support to all faculty, administration, account, IT, Marketing and other departments.

13. Ensure 40% job placement and 40% business startups for each batch
14. Document success stories and
15. Provide assistance for the management (Submission of reports, collection and reimbursement of security deposit from students
16. Any other assignment by Management.

6. Lab Assistant (Fashion Designing) (1) :

Qualification: 10th Class or Intermediate

Experience: 4 to 5 years experience in Pattern Making and Tailoring etc.

Preferably:ToT certified Skill India

Salary :Rs.12,000/- to 15,000/- per month.

1. Job Description: Management of Fashion Design Equipment
2. Provide assistance to Consultant (trainer – fashion design) during classes, stitching, cloth measurements, computer aided embroidery etc
3. Teaching the classes on Embroidery and tailoring and fashion designing
4. Provide assistance for the management (Submission of reports, collection and reimbursement of security deposit from students
5. Any other assignment by Management.