

National Institute for Micro, Small and Medium Enterprises
Yousufguda, Hyderabad 500 045

Recruitment Rules for the post of Faculty Member

S.No.	Description	
1.	Name of Post	Faculty Member
2.	No. of Posts	04
3.	Classification	Group 'A'
4.	Pay Band and G.P.	Rs.15600 – 39100 with Grade Pay of Rs.6600
5.	Whether selection or non-selection	Selection
6.	Age limit	45 years or below
7.	Discipline	In the following areas:- 1. Entrepreneurship Development 2. Financial Management 3. Information Technology 4. Industrial Management
8.	Educational qualifications	Essential: Master's Degree in Social Sciences/Business Administration or Engineering Sciences with consistent good academic record as relevant to the post. Desirable: i. Ph.D in the relevant field is desirable. ii. Working knowledge in two or more other Indian languages including Hindi. iii. Publications on related topics in reputed foreign or Indian journals in the relevant field. Experience: i. Minimum eight years of experience in teaching, research and consultancy at the University, National level institutions and any other premier institutions in India and abroad. Undertaken some significant work in the areas of publications, contribution to educational innovation, and design new programmes. ii. Demonstrated high caliber in executing the projects in the specific area for development of MSME Sector. iii. Proven track record in achieving the financial targets and academic accomplishments.
9.	Period of probation	One year
10.	Method of recruitment	By Contract/ Deputation basis.
11.	Minimum & Maximum period of Contract Appointments	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.
12.	Relaxation	Exceptionally experienced candidates may be considered.

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Recruitment Rules for the post of Chief Administrative Officer

S.No.	Description	
1.	Name of Post	Chief Administrative Officer
2.	No. of Posts	01
3.	Classification	Group 'A'
4.	Pay Band and G.P.	Rs.15600 – 39100 with Grade Pay of Rs.7600
5.	Whether selection or non-selection	Selection
6.	Age limit	50 years
7.	Educational qualifications	<p>Essential: First class Post Graduate Degree in Commerce/ MBA (Human Resource Management) from any recognised University.</p> <p>Desirable: Degree in Law from any recognised University.</p> <p>Experience:</p> <ul style="list-style-type: none">• 15 years service of which 8 years of service at senior Management level. Knowledge of Government of India Rules and regulations relating to service matters, financial matters, general administration etc., are preferable.
8.	Period of probation	One year
9.	Method of recruitment	By Contract/Deputation basis
10.	Minimum & Maximum period of Contract Appointments	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.
11.	Relaxation	In exceptionally experienced candidates and Retired employees, (preferably in the rank of Deputy Secretary) the age is relaxable at the discretion of the management.

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Recruitment Rules for the post of Accounts Officer

S.No.	Description	
1.	Name of Post	Accounts Officer
2.	No. of Posts	01
3.	Classification	Group 'A'
4.	Pay Band and G.P.	Rs.15600 – 39100 with Grade Pay of Rs.6600
5.	Whether selection or non-selection	Selection
6.	Age limit	40 years
7.	Educational qualifications	Essential: Masters degree in Commerce / MBA (Finance) from any recognised University. Desirable: CA or ICWAI Experience: <ul style="list-style-type: none">• 10 years service of which 5 years in supervisory position dealing with the preparation and finalization of accounts and working knowledge of Tally accounting software. Knowledge of Government of India Rules and Regulations is preferable.
8.	Method of recruitment	By Contract/Deputation basis.
9.	Period of probation	One year
10.	Minimum & Maximum period of Contract Appointments	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.
11.	Relaxation	In exceptionally experienced candidates and Retired employees,(not below the rank of Accounts/Finance Officer/Under Secretary) the age is relaxable at the discretion of the management.

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Recruitment Rules for the post of Administrative Officer

S.No.	Description	
1.	Name of Post	Administrative Officer
2.	No. of Posts	01
3.	Classification	Group 'A'
4.	Pay Band and G.P.	Rs.15600 – 39100 with Grade Pay of Rs.5400
5.	Whether selection or non-selection	Selection
6.	Age limit	35 years
7.	Educational qualifications	Essential: <ul style="list-style-type: none">• Masters Degree in any discipline preferably in Human Resource Management from any recognised University. Desirable: <ul style="list-style-type: none">• Degree in Law from any recognised University Experience: <ul style="list-style-type: none">• 8 years service of which 5 years in supervisory position dealing with the legal and administrative matters; knowledge of Government of India rules is preferable.
8.	Method of recruitment	By Contract/Deputation basis.
9.	Period of probation	One year
10.	Minimum & Maximum period of Contract Appointments	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.
11.	Relaxation	In exceptionally experienced candidates and Retired employees, (preferably in the rank of Section officer/Ex-Servicemen the age is relaxable at the discretion of the management.