# NOTIFICATION FOR FILLING-UP OF POSTS

**Advertisement No.** ni-msme/vacancy notification/2022/02  
**Date:** 09.12.2022

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<tr>
<th>S. No.</th>
<th>Name of the Post</th>
<th>Scale of Pay and Category</th>
<th>Method of Recruitment</th>
<th>Other Information</th>
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<td>1.</td>
<td>Director</td>
<td>Level-12 of 7th CPC, Group-A</td>
<td>Contract Appointments Regulations (CAR) - 2007 of ni-msme</td>
<td>For further details regarding eligibility, qualifications, experience, age and job description, please visit the official website of the organisation <a href="http://www.nimsme.org">www.nimsme.org</a></td>
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<td>2.</td>
<td>Associate Faculty Member</td>
<td>Level-10 of 7th CPC, Group-A</td>
<td>Direct Recruitment/ Deputation</td>
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<td>3.</td>
<td>Superintendent</td>
<td>Level-06 of 7th CPC, Group-B</td>
<td>Direct Recruitment</td>
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<td>4.</td>
<td>Personal Assistant to DG</td>
<td>Level-06 of 7th CPC, Group-B</td>
<td>Direct Recruitment</td>
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<td>5.</td>
<td>Hindi Translator</td>
<td>Level-05 of 7th CPC, Group-C</td>
<td>Direct Recruitment</td>
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<td>6.</td>
<td>Assistant Librarian</td>
<td>Level-04 of 7th CPC, Group-C</td>
<td>Direct Recruitment</td>
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<td>7.</td>
<td>Supervisor (Hostel)</td>
<td>Level-04 of 7th CPC, Group-C</td>
<td>Direct Recruitment</td>
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</table>

Candidates fulfilling the eligibility criteria may submit online application in the prescribed format. The duly filled in applications along with updated CV, scanned copies of certificates (Qualification & Experience) and other relevant certificates are to be uploaded on the [ni-msme website](http://nimsme.org). The last date for receipt of online applications will be **30.12.2022**. Shortlisted candidates will be informed through their e-mail for attending the online/offline personal interview.

Sd/- Admin. & Accounts Officer
### Detailed Notification on Eligibility/Pay/Qualifications/Experience/Age

**Advertisement No: ni-msme/vacancy notification/2022/02 dated 09.12.2022**

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<tr>
<th>Sl.No</th>
<th>Name of the post</th>
<th>Age and Health</th>
<th>Scale of pay/ Category</th>
<th>Educational qualifications</th>
<th>Experience</th>
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</table>
| 1.    | Director         | Not more than 65 years with sound health | Rs.15,600 – 39,100 with Grade Pay Rs.7,600(6th CPC) (corresponding to Level-12 of 7th CPC, Group-A) | **Essential**  
   i) At least High Second Class Master’s Degree in any field of Social Sciences such as Extension Education/ Business Management/ Economics/ Sociology/ Psychology/ Anthropology;  
   ii) Should have published research papers in standard professional journals or books based on original research work in relevant fields.  
   **Desirable**  
   i. Ph.D. in the relevant area;  
   ii. Working knowledge in two or more other Indian languages including Hindi. | i) Minimum of ten years’ experience in industry, training, research and consultancy at the University, national level institutions or any other premier institution in India or abroad.  
   ii) Demonstrated high calibre in executing the projects in the specific area for the development of MSME Sector.  
   iii) Proven track record in achieving the targets and academic accomplishments.  
   iv) Possess adequate leadership skills to lead the team for accomplishment of the jobs and tasks of the Centre/ Group. |
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<tr>
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<th>Position</th>
<th>Eligibility</th>
<th>Pay Scale and Grade Pay</th>
<th>Essential:</th>
<th>For Direct recruitment:</th>
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</thead>
<tbody>
<tr>
<td>2.</td>
<td>Associate Faculty Member</td>
<td>Not more than 60 years with sound health</td>
<td>Rs.15,600 – 39,100 with Grade Pay Rs.5,400 (6&lt;sup&gt;th&lt;/sup&gt; CPC) (corresponding to Level-10 of 7&lt;sup&gt;th&lt;/sup&gt; CPC, Group-A)</td>
<td><strong>Essential:</strong>&lt;br&gt;i) At least a high second class Master’s degree in any field of Social Sciences such as Extension Education/Business Management/Sociology/Psychology/Anthropology;&lt;br&gt;<strong>Desirable:</strong>&lt;br&gt;i) Doctor’s degree in one of the subjects of relevance to the department’s work such as Entrepreneurship Development/Industrial Extension/Organisational Behaviour/Training Methodology etc.,</td>
<td>At least 5 yrs. Experience (2 yrs. in the case of Doctorates) in training/research/process consultancy in the areas of entrepreneurship development/industrial extension/organisational behaviour/training methodology or any other field which may be specified depending upon the need. Experience of training/research/process consultancy in small industry would be of particular advantage.</td>
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<td>3.</td>
<td>Superintendent</td>
<td>Not exceeding 30 years for direct recruitment/</td>
<td>Rs. 9,300 – 34,800 with Grade Pay Rs.4,200/-(Corresponding to Level-6 of 7&lt;sup&gt;th&lt;/sup&gt; CPC, Group-B)</td>
<td><strong>For Direct recruitment:</strong>&lt;br&gt;<strong>Essential</strong>&lt;br&gt;i) At least a first or Second class degree in Commerce/Economics from any recognised University.</td>
<td>5 years’ experience in Level-5 as per 7&lt;sup&gt;th&lt;/sup&gt; CPC Pay Matrix or in equivalent cadre in any Government Department or Statutory Corporation or all autonomous bodies</td>
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| 4. | **Personal Assistant to DG** | Not exceeding 30 yrs. | Rs. 9,300 – 34,800 with Grade Pay Rs.4,200/- (Corresponding to Level-6 of 7th CPC, Group-B) | **Desirable** | i) Membership of the Institute of Chartered Accountants of India or Costs and works Accountants of India. | **Essential:** | i) Should be a degree holder in Science /Arts /Commerce/Social Sciences from any recognised University.  
(ii) Should have passed higher grade type writing and higher grade shorthand examination conducted by a recognised Govt. Board. | **Experience:** | i) Should have worked as Stenographer for not less than 3 years, in a Govt. Dept. or public sector undertaking or any firm of repute;  
ii) Should pass a test to be conducted involving taking dictation accurately @ wpm 100 in shorthand and typing 50 wpm in typewriting.  
iii) Proficiency in Ms-Office and applications.  
iv) Travel Desk Management.  
v) Excellent Verbal and Written Communication Skills.  
**For Deputation:** | i) Officers under the Central Government holding analogous posts on regular basis in parent cadre or department with 5 years regular service in Level-5 as per 7th CPC Pay Matrix  
ii) Possessing experience of Administration in Establishment and Accounts works (including Stores and Purchases) |
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| 5. | Hindi Translator | Not exceeding 30 yrs. | Rs. 5,200 – 20,200 with Grade Pay Rs.2,800/- (Corresponding to Level-5 of 7th CPC, Group-C) | **Essential:**  
i) Master’s degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level  
    **Or**  
   ii) Master’s degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.  
    **Or**  
   iii) Master’s degree from a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;  
    **Or**  
   iv) Master’s degree from a recognized University in any subject other than Hindi or English, with English, medium and Hindi as a **Experience:**  
i) Must be proficient at least two languages (English and one other language)  
ii) Understand the purpose and meaning of the original document  
iii) Investigate/assess relevant cultural and technical terminology  
iv) Decide and weigh the word choice for a new language.  
v) Recreate document formatting  
vi) Edit document for accuracy and clarity |
<p>| | | compulsory or elective subject or as the medium of a examination at the degree level; |
| | | <strong>Or</strong> |
| | | v) Master’s Degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; |
| | | <strong>AND</strong> |
| | | Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years’ experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking. |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Post</th>
<th>Age Limit</th>
<th>Pay Scale</th>
<th>Essential:</th>
<th>Desirable:</th>
<th>Experience:</th>
</tr>
</thead>
</table>
| 6.  | Assistant Librarian | Not exceeding 30 yrs. | Rs. 5,200 – 20,200 with Grade Pay Rs.2,400/- (Corresponding to Level-4 of 7th CPC, Group-C) | i) Bachelor’s Degree in Library Science or Library and Information Science from a recognized University / Institute.  
   ii) Two years’ professional experience in a Library under Officers of the Central Government, State Government, Union Territory Administration, Autonomous or Statutory Bodies, Public Sector Undertakings, Universities or Recognized Research or Training and Development Institutes. | i) Master’s Degree in Library Science or Library and Information Science from a recognized University / Institute.  
   ii) Diploma in Computer Applications from a recognized University or Institute. | i) At least 5 yrs. Experience as a Cataloguer.  
   ii) Examines books for damage, repairs or facilitates repair when needed  
   iii) Proficient in Microsoft office suite or related software  
   iv) Working knowledge of office equipment and accurate keyboarding skills necessary to manage clerical and cataloguing duties  
   v) Organising book displays  
   vi) Collections monthly subscriptions |
|    | Supervisor (Hostel) | Not exceeding 30 yrs. | Rs. 5,200 – 20,200 with Grade Pay Rs.2,400/- (Corresponding to Level-4 of 7th CPC, Group-C) | **Essential:** Degree in Social Science/Home Science from a recognized university. **Desirable:** Diploma in Hotel Management and Catering from any recognized University/Institute | **Experience:**  
  i) Minimum two years’ experience as a Supervisor in any PSU, factory or reputed hospitality Organization.  
  ii) Responsible for allotment of rooms  
  iii) Responsible for maintenance of guest rooms/hostels  
  iv) Look after the quality of food served in the in the hostels |
GENERAL INSTRUCTIONS

Advertisement No: ni-msme/vacancy notification/2022/02  Date: 09.12.2022

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 and 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 and time to upload the applications is up to 1700 Hours on 30.12.2022.

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 any recognised University/Institutes of statutory affiliations.

9. Age will be reckoned on the closing date of the application.

10. 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.

11. Any modifications/amendments/corrigendum in respect of the above advertisement shall be made available only on Institute website www.nimsme.org. No further advertisement will be published. Hence prospective applicants are advised to visit institutes website regularly for the purpose.
12. All contract appointments shall be initially for a period of one year subject to extension as may be decided by the Director General, for a further period up to a maximum of four years subject to the condition of satisfactory performance of such appointee. However, the total period of contract appointment shall not be more than five years.

13. The short listing of the candidates will be purely on eligibility criteria and merit.

14. Shortlisted candidates will be intimated through e-mail only to the e-mail ID provided by the candidate for interview. No other mode of communication in this regard will be entertained. It is the responsibility of the candidates to download the interview 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.

15. Candidates are required to retain a copy of online submitted application form for the future reference.

16. Number of vacancies may increase or decrease depending upon the requirement of the Institute.

17. Any dispute with regard to the selection/recruitment process will be subject to the courts having jurisdiction in Hyderabad only.

18. The detailed notification, number of posts, educational qualifications, experience, age are indicative but not exhaustive. ni-msme reserve the right to modify the above criteria in its best interest in case of exceptional candidates during the selection process. 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.

19. Applications from the regular employees working in Institutes, Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if the NO OBJECTION CERTIFICATE & VIGILANCE CLEARANCE CERTIFICATE issued by the present employer is uploaded in the online application portal.

20. Other terms and conditions of deputation for Sl No. 3 (Post: Superintendent) in Details Notification on Eligibility/Pay/Qualifications/Experience/Age of Advertisement No.ni-msme/vacancy notification 2022/02 dated 09.12.2022
The period of deputation initially shall be for a period of two years, which may further be extended for a maximum period of three years. Total period of deputation shall not exceed five years in any case.

The maximum age limit for appointment by deputation shall not be exceeding 56 years as on closing date of receipt of application.

The general terms and conditions of services at ni-msme will be governed as per the ni-msme Rules & Regulations and guidelines.

The terms of deputation, including the pay and allowances except leave shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and other orders/guidelines issued in this regard from time to time.

Eligible and willing candidate may apply along with photocopies of the ACRs/APARs for the last five (5) years

The willing applicants may submit their advance application upto 30.12.2022, to the Admin & Accounts Officer, National Institute for MSME (ni-msme), Yousufguda, Hyderabad 500 045, Telangana. However, their applications will be considered only after receiving the same through proper channel.

Cadre Controlling authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection.

i. Attested copy of application in prescribed proforma.
ii. Cadre Clearance Certificate from the Controlling Authority/Head of the Department
iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years
iv. Vigilance Clearance/Integrity Certificate.
v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent

While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct.

Applications received after the last date/incomplete application shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. ni-msme reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.
21. ni-msme reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.

22. No TA/DA will be paid by ni-msme for attending interview/written test etc.

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/-
   Admn. & Accounts Officer

Click here to Download the Application Form

Click here to submit the filled-in Application Form