

No. 11(6)/2021-EDI(Part-I)
Government of India
Ministry of Micro, Small & Medium Enterprises
EDI Section

2nd Floor, Kartavya Bhawan 03,
New Delhi – 110001
Dated the 2nd April, 2026

VACANCY CIRCULAR

Subject : Filling up of the post of Director General, National Institute for Micro, Small & Medium Enterprises (ni-msme), Hyderabad, (an autonomous body & society Registered under the Societies Registration Act) on Direct Recruitment (Contractual) / Deputation basis.

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Applications are invited from eminent, accomplished, and visionary professionals for appointment to the distinguished post of Director General in National Institute for Micro, Small & Medium Enterprises (ni-msme), Hyderabad, (an autonomous body & society Registered under the Societies Registration Act) on Direct Recruitment (Contractual) / Deputation basis in Level 13A of the Pay Matrix.

2. The National Institute for Micro, Small and Medium Enterprises (ni-msme), Hyderabad is the frontline training and capacity-building institute in the MSME sector, accredited with the “UTKRISHT / उत्कृष्ट” 3-Star Rating by the Capacity Building Commission. The Institute promotes innovation, entrepreneurship, research, consultancy, skilling, and capacity building to support MSME development. It collaborates with international organizations as well as leading global and national institutions like Copenhagen Business School, Denmark and Indian Institute of Technology, Hyderabad. The institute is strengthening technology-driven MSME growth through world-class infrastructure focused on Industry 4.0, smart manufacturing, automation, and advanced production technologies. The institute has 55 acre campus equipped with state-of-the-art academic infrastructure, digital classrooms, conference halls, hostels and guest house accommodation. For more details about ni-msme, please visit at: <https://www.nimsme.gov.in/>

3. Eligibility Condition:

Educational and other qualifications required for Direct Recruitment (Contractual)	Eligibility condition for Recruitment by Deputation	Period of deputation/ contract
1. <u>Educational Qualification:</u> A. Essential Master's Degree in Humanities/ Commerce/ Science or Degree in Engineering/ Technology/ Chartered	Officers working under the Central/State Governments/ UTs/ Public Sector Undertakings/ Autonomous or Statutory Organisations are eligible if: (i) holding analogous on regular basis in the parent cadre/department;	In case of Deputation, the extant rules of GoI would apply. In case of Direct Recruitment

<p>Accountancy/ Cost Accountancy or Master's or equivalent Post Graduate Diploma in Business Administration.</p> <p>B. Desirable Doctorate in Humanities/ Science/ Management.</p> <p>2. Experience:</p> <p>A. Essential 15 years' experience in academic/ teaching training in the area of entrepreneurship development.</p> <p>B. Desirable a. Publication of books on training, entrepreneurship etc. b. Publication of research papers on matters relating to industrial development and entrepreneurship & development. c. Articles relating to academic subjects / training / entrepreneurship development, etc.</p>	<p>or (ii) With three years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Level-13 of 7th CPC or equivalent in the parent cadre / Department and possessing the following academic and other qualifications:-</p> <p>1. Educational Qualification:</p> <p>A. Essential : Master's Degree in Humanities/ Commerce/ Science or Degree in Engineering/ Technology/ Chartered Accountancy/ Cost Accountancy or Master's or equivalent Post Graduate Diploma in Business Administration.</p> <p>B. Desirable: Doctorate in Humanities/ Science/ Management.</p> <p>2. Experience:</p> <p>(i) At least 15 years of experience in academic/ teaching, research, training, administration and / or finance.</p> <p>(ii) Desirable: Experience relating to MSMEs.</p>	<p>(Contractual), initial appointment would be for three years extendable upto five years.</p>
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4. Important Instructions:

A. While applying of Deputation basis:

- i) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the application. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and/or experience laid down for the post as on the last date of receipt of the application. No enquiries with reference to eligibility will be entertained.
- ii) Period of deputation shall be three years. Tenure can be extended for a maximum period of two more years. Others terms and conditions of deputation will be governed as per Govt. of India Orders/ Instructions on the subject.
- iii) The period of deputation including period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not

ordinarily exceed five years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the last date of receipt of application.

iv) Application only in the prescribed proforma (as per **Annexure-I**) of the eligible candidate whose services can be spared immediately on selection, together with the certificate (As per **Annexure-II**) from the Forwarding Authority alongwith the following documents may be sent to us:

- a) Integrity Certificate
- b) A statement of major/minor penalty, if any, imposed on the officer during last 10 years.
- c) Vigilance Clearance Certificate
- d) Attested copies of ACR/APAR dossiers for the last five years by an officer not below the rank of Under Secretary.
- e) Cadre Clearance Certificate

v) The concerned department while forwarding application shall certify that the applicant, if selected, will be relieved within one month of the receipt of the offer of Appointment.

vi) The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2020 as amended from time to time

B. While applying of Direct Recruitment (Contractual) basis:

- i) Application only in the prescribed proforma (as per **Annexure-III**) together with the relevant documents/certificates may be sent to the Ministry.
- ii) Age should not be more than 55 years as on last date of receipt of applications.
- iii) Period of contract shall be three years. Tenure can be extended for a maximum period of two more years.

C. General instructions:

- i) The applicant must be a citizen of India.
- ii) The prescribed qualifications are the minimum and the mere possession and fulfilling the essential and desirable qualification of the same does not entitle the applicants to be called for the interview.
- iii) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the application. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for the post as on the last date of receipt of application. No enquiry with reference to eligibility will be entertained.
- iv) The application should be accompanied by self attested copies of the relevant educational qualification, experience etc. Incomplete application not accompanied with the required certificates / documents/ unsigned are liable to be rejected.
- v) If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by the candidate is to be submitted.
- vi) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of application.

vii) The decision of the Ministry of MSME in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of interview will be final and binding on the candidates

viii) Selection shall be on the basis of the performance in the personal interview or any other criteria devised by the Ministry of MSME.

ix) No TA/DA shall be payable in case a candidate is called for an interaction/interview with the Selection Committee constituted for the said post.

5. Interested applications may send their applications through proper channel in the enclosed Proforma to the **Under Secretary (EDI), Ministry of Micro, Small & Medium Enterprises, Hall No. 32110, 2nd floor, Kartavya Bhawan, New Delhi -110001** within 30 days from the date of publication of this Advertisement in the Employment News. *The envelope should invariably indicate whether the application is for "Deputation basis" or "Direct Recruitment (Contractual) basis". Incomplete applications or applications without proper channel (in case of Deputation) or advance applications or applications received after the due date will be summarily rejected and no communication will be made/entertained in this regard.*


(Hemant Sharma)

Under Secretary to the Government of India

Tel: 011-24011306

To

1. All Ministries/Departments of the Government of India/State Government/Union Territory Administration/Autonomous Body/ Statutory Body/ PSUs/ Recognized University or Institutes.
2. All Chief Secretaries of States/Administrators of UTs.
3. Technical Director, NIC for uploading on the Ministry's website.
4. US(CS.I), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi – with request to upload the vacancy circular on website of DoPT for wide publicity.

	(c) Name of the parent office/organisation to which you belong:	
13.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column). (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others	
14.	Please state whether you are working in the same Department	
15.	Are you in the Revised Scale of Pay? if yes, give the date from which the revision took place and also indicate the pre revised scale	
16.	Total emoluments per month now drawn	
17.	Additional information, if any, which you would like to mention in support of your suitability for the post	
18.	Whether belongs to SC/ST	
19.	Remarks, if any	

1. I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

2. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:

(Signature of the Candidate)

Name:

Email :

Mob No .:

Certificate to be furnished by the Employer / Head of Office / Forwarding Authority

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience required for the post of Director General in ni-msme, as mentioned in the circular.

Also certified that:

- I. There is no vigilance case pending/contemplated against him/her.
- II. Attested copies of complete ACRs dossiers for the last 5 years attested (on each page) by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- III. His /Her integrity is beyond doubt.
- IV. No major/minor penalties have been imposed on him/her during the last 10 years/ lists of major/minor penalties imposed on him/her during the last 10 years is enclosed. (Strike out whichever is not applicable)
- V. Cadre Clearances Certificate from Cadre Controlling Authority is enclosed.

Date:

Signature:

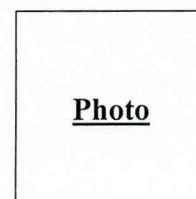
Place:

Name & Designation:

(Office Seal):

Annexure-III

Proforma for Application on Direct Recruitment (Contractual) basis



1.	Name (in Block Letters) :					
2.	Gender (Male/Female/Other)					
3.	Nationality					
4.	Address					
5.	Date of Birth (in Christian era) :					
6.	Age as on last date of receipt of application					
7.	Mob No. & Email ID					
8.	Educational Qualification (Matriculation onwards with self attested certificates)					
	Examination	Subject	Board/University	% /Division	Month & Year of passing	
9.	Experience (Details of Employment in chronological order):					
	Office/ Institution	Post held	From	To	Pay/emoluments drawn	Nature of duties (in details)
10.	Publication :					
11.	Nature of present employment					
12.	Present pay/emoluments per month now drawn (attached salary slip and latest Form 16)					
13.	Additional information, if any, which you would like to mentioned in support of your suitability for the post					
14.	Any other Remarks					

1. I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

2. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:

(Signature of the Candidate)

Name:

Email :

Mob No .: