

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

Kartavya Bhawan – 03, New Delhi  
Dated 9<sup>th</sup> Jan, 2026

**VACANCY CIRCULAR**

The Ministry of Micro, Small and Medium Enterprises invites application for the post of Director General in National Institute for MSME (ni-msme), Hyderabad (an autonomous body under the Ministry of MSME) on contract basis.

Name of Post	No. of Post	Method of Recruitment	Consolidated Pay/month (fixed)	Place of Posting
Director General, National Institute for Micro, Small and Medium Enterprises (ni-msme), Hyderabad	01	Contract basis	₹2,65,000/- per month (fixed)  (An annual increment of 5% shall be admissible, subject to satisfactory performance)	Hyderabad

2. For details regarding eligibility criteria i.e. educational qualification, experience, age, remuneration, facilities, allowances and other general conditions, the applicants are advised to refer to the official website of the Ministry <https://msme.gov.in/> and at ni-msme's website <https://www.nimsme.gov.in/>.

3. The application, in the prescribed format along with self-attested copies of relevant documents should reach the **Under Secretary (EDI), Ministry of Micro, Small & Medium Enterprises, Hall No. 32110, Kartavya Bhawan – 03, New Delhi -110001**, in hard copy within 30 days from the date of publication of this Advertisement in the Employment News.

  
(Hemant Sharma)  
Under Secretary to the Government of India

- 1. DG, ni-msme** – with request to immediately advertise the vacancy circular in Employment News, Rozgar Samachar, two National Newspapers (Hindi & English) and Regional Newspaper. Also upload the circular on ni-msme's website.
- 2. HoD, NIC, Ministry of MSME** – with request to upload the vacancy circular on website of the Ministry for a period of 2 months.

**Director General**

Sl. No.	Name of column	Details
1.	Name of Post	Director General
2.	Number of Posts	01
3.	Method of Recruitment	Contract basis
4.	Place of Posting/Headquarter	Hyderabad
5.	Consolidated Pay/month (fixed)	Rs. 2,65,000/-
6.	Age limit	Not less than 40 years but not exceeding 57 years
7.	Educational and other qualification required	<p><b>A. Essential Academic Qualifications:</b></p> <p>Master's Degree in areas of Entrepreneurship/ Management/ Economics/ Innovation Studies/ Public Policy/ Import and Export Management/ Behavioural Science / Business Administration/ Science &amp; Engineering or any other related discipline relevant to MSME development from a recognized university/institution.</p> <p><b>Desirable :</b></p> <p>A doctorate in any discipline mentioned above.</p> <p><b>B. Professional Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 15 years of professional experience, with at least 10 years in administrative leadership roles in institutions engaged in MSME promotion and entrepreneurship development/ Academic Institutions/ listed public or private companies.</li> <li>• Demonstrated experience in leading institutional transformation, formulating policy frameworks, managing capacity-building programs, and handling international development projects for self-sustenance.</li> </ul> <p><b>C. Desirable :</b></p> <ul style="list-style-type: none"> <li>• Published books on training, entrepreneurship etc.</li> <li>• Published research papers on matters relating to industrial development and entrepreneurship &amp; development.</li> <li>• Published case study or articles in the areas of Export/Import or Marketing &amp; Trade.</li> <li>• Published articles relating to training/ entrepreneurship</li> </ul>

		development etc.
		<p><b>Note 1:</b> The Selection Committee constituted for the purpose will have discretion to relax any condition for an outstanding candidate.</p> <p><b>Note 2 :</b> Age and experience shall be counted as on the last date of receipt of the application.</p>
8.	Term of Contract	Initially up to 3 years, which can be extended up to 5 years, subject to appraisal of performance report or till the age of 60 years, whichever is earlier.
9.	Composition of Selection Committee	<ol style="list-style-type: none"> <li>1. Secretary (MSME) - Chairman</li> <li>2. AS&amp;DC - Member</li> <li>3. Two experts from the field</li> <li>4. JS(SME) - Member Secretary</li> </ol> <p>a. The selection committee shall select the competent persons and prepare panel of selected candidates in order of merit. The panel of selected candidates shall have validity for a period of one year.</p> <p>b. The recommendations of the Selection Committee will be implemented on approval by Minister-in-charge.</p>
10.	<b>Facilities &amp; Allowances :</b>	<ol style="list-style-type: none"> <li>a. Residential accommodation shall be provided in the Institute's campus.</li> <li>b. The appointee shall be entitled to a staff car for official purpose.</li> <li>c. Medical facilities shall be admissible as per rules/regulations of ni-msme.</li> <li>d. Travelling Allowance (TA) and Daily Allowance (DA) shall be admissible as per the entitlements applicable to Level-14 posts in the Central Government.</li> <li>e. An annual increment of 5% on the consolidated remuneration shall be admissible as an incentive, subject to satisfactory annual performance.</li> <li>f. No Leave Travel Concession (LTC), leave encashment, reimbursement of tuition fees, bonus, or any other allowances shall be admissible to the appointee.</li> <li>g. The appointee shall be entitled to 15 days of leave in a calendar year. Unavailed leave shall not be carried forward to the subsequent year.</li> <li>h. No allowance other than those specified herein shall be admissible.</li> </ol>
11.	<b>General Conditions of service for the appointee:</b>	<ol style="list-style-type: none"> <li>a. The appointee shall be required to execute an agreement as prescribed.</li> <li>b. The appointee shall be deemed to be a <i>Public Servant</i> for the purposes of the Central Civil Services (Conduct) Rules and such other statutes as may be notified by the Government of India from time to time.</li> <li>b. The appointment shall be subject to the appointee being declared medically fit by a Medical Board constituted by the Central Government for this purpose, unless he/she has already been declared medically fit by an equivalent competent authority.</li> <li>c. The appointment shall be made only upon receipt of a satisfactory character and</li> </ol>

antecedents verification report from the concerned State authority.

d. The appointee shall have no claim whatsoever for appointment on a regular basis in the Government of India or in the organisation.

e. The provisions of the National Pension System (NPS) / Unified Pension Scheme (UPS) shall not be applicable to the appointee. However, he/she shall be entitled to gratuity in accordance with the provisions of the Payment of Gratuity Act, 1972, as amended from time to time.

f. The appointee shall not be entitled to any travelling allowance for joining the appointment or upon termination thereof.

g. The appointee shall be required to subscribe to the Employees' Provident Fund (EPF) in accordance with the provisions of the Employees' Provident Funds & Miscellaneous Provisions Act.

h. The appointee shall not accept, undertake or engage in any private consultancy or assignment with any organisation(s) during the period of contractual appointment.

i. The appointee shall discharge the duties and responsibilities assigned (as per Annexure-I) with the highest standards of professional competence, ethical conduct and integrity.

j. In the event of death, injury, or illness of the appointee while travelling at the expense of ni-msme or while performing any duties under the contract in any office or premises of ni-msme or the Government of India, neither the appointee nor his/her dependents shall be entitled to any compensation from the Government or from ni-msme.

**Severance Clause:**

k. In the event that the performance of the appointee is found unsatisfactory, the appointment shall be subject to review by the Competent Authority. The Government reserves the right to terminate the contract by giving one month's notice or by making payment of one month's pay and allowances, as admissible, in lieu thereof, without assigning any reason.

l. In case, the appointee desires to resign from the engagement, he/she shall be required to give a minimum notice of three months. The notice shall be subject to acceptance by the Competent Authority, which may, upon receipt of a written request citing valid reasons, consider curtailment of the notice period.

## Annexure-I

### **Duties & Responsibilities of Director General, ni-msme**

- Fulfill the mandate of Institute i.e. Capacity building, Research, Consultancy, Policy Advocacy, Innovation & Entrepreneurship Development etc.
- Administration and Management of Academic activities including recruitment of staff.
- Revenue generation and Financial matters of the Institute.
- Preparation of income generative /remunerative projects through Business Development in liaison with various Ministries of Central & State Government, Autonomous Organizations, PSUs, Private Sector Units, Industry Associations, NGOs, International Organizations
- Innovation and initiation on conceiving, conducting various Entrepreneurship Development Programmes (EDP) / Management Development Programmes (MDP)
- Proposals for Research & Development, Publication with focus on MSME sector and knowledge inputs for Policy Documents
- Preparation and execution of National and International Seminars, Conferences.
- Work on the concept of Doubling Women Entrepreneurs
- The upcoming project “Centre of Excellence for MSME Exports and Technology (COMET), combining core elements of the twin National Missions on Manufacturing and Export Promotion, being developed at a vacant plot in ni-msme campus.
- Development of vacant land of ni-msme.
- Campus maintenance

**Application form for the post of Director General, ni-msme**

Recent  
passport  
size  
photograph

1. Name of Applicant	
2. Gender (Male/Female/Other)	
3. Nationality	
4. Marital Status	
5. Date of Birth	
6. Category (UR/OBC/SC/ST)	
7. Age as on last date of received application	
8. Permanent Address	
9. Communication Address	
10. Email & Mob No.	

11. Educational Qualifications (Matriculation onwards with self attested certificates):

Examination	Subject	Board/Council/University	% / Division	Month & Year of passing

12. Professional Experience (Enclose copies of Work Experience Certificates):

Name of Organization/Institution	Status of Organization/Institution	Post Held	Period		Pay/Remuneration	Nature of work
			From	To		

13. Publications (Books/Articles/Research Papers):


14. Present Pay/Remuneration drawn per month <b>(Attach pay slip of last three months certified by employer and latest Form 16)</b>	
15. Additional information, if any, which you would like to mention in support of your suitability for the post (enclose a separate sheet)	

16. It is certified that the particulars given above are true and any discrepancy found at a later date will lead to disqualification.

17. Number of documents enclosed (Indicate in separate list).

(Signature of the candidate)  
Mobile No. \_\_\_\_\_