



National Institute for Micro, Small and Medium Enterprises (ni-msme)
(An Organization of the Ministry of MSME, GoI & ISO 9001:2015 Certified)
Yousufguda, Hyderabad-500045, Telangana
Ph.No.040-23633213, 040-23633238
E-mail: nimsme-admn@nimsme.org

NOTIFICATION FOR HIRING UNDER CONTRACT APPOINTMENTS REGULATIONS (CAR) – 2007
Advertisement No.ni-msme/vacancy notification/2022/01 Date:07.03.2022

| S.No. | Name of the Post | No. of Posts | Scale of Pay and Category | Method of Recruitment | Other Information |
|-------|------------------|--------------|--|---|--|
| 1. | Director | 2 | Level-12 of 7 th CPC, Group - A | Contract Appointments Regulations (CAR) - 2007 of ni-msme | For further details regarding eligibility, qualifications, experience, age and job description, please visit the official website of the organization www.nimsme.org |

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. The last date for receipt of the online applications will be 08.04.2022. Shortlisted candidates will be informed through their e-mail for attending the online/offline personal interview.

Sd/-
Admn. & Accounts Officer

Detailed Notification on Eligibility/Pay/Qualifications/Experience/Age

Advertisement No: ni-msme/vacancy notification/2022/01 dated 07.03.2022

| Name of the post | Age and Health | Scale of pay/ Category | Educational qualifications | Experience | Job Description |
|-------------------------|--|--|--|--|--|
| Director | Not more than 65 years with sound health | Rs 12000-375-16500 (5 th CPC) (corresponding to Level-12 of 7 th CPC, Group-A) | <u>Essential</u> 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. | 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. | The Job of Director will include the following: i) Conceiving new ideas for growth and development of MSMEs. ii) Conducting innovative programs for National & International executives. iii) Undertake research on emerging issues. iv) Preparation of income generative/remunerative projects through Business Development in liaison with various Ministries of Central & State Government, Autonomous Organisations, PSUs, Private Sector Units, Industry Associations, NGOs, International Organisations. |

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|--|--|--|--|---|---|
| | | | <p><u>Desirable</u></p> <p>i. Ph.D. in the relevant area;</p> <p>ii. Working knowledge in two or more other Indian languages including Hindi.</p> | <p>iv) Possess adequate leadership skills to lead the team for accomplishment of the jobs and tasks of the Centre/ Group.</p> | <p>v) Organise skill training in market/industry demand trades.</p> <p>vi) Establishing new collaborations and execution of national and international programs, seminars and conferences.</p> <p>vii) Documentation such as collection, storage and dissemination of techno-managerial information pertaining to MSMEs and to conduct need and demand based training programmes.</p> <p>viii) Guiding the teams.</p> <p>ix) Teaching, training in the International/Announced/Sponsored programs.</p> <p>x) Any other responsibility of Academic/ Administrative nature assigned by the Competent Authority.</p> |
|--|--|--|--|---|---|

GENERAL INSTRUCTIONS

Advertisement No: ni-msme/vacancy notification/2022/01 Date: 07.03.2022

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 1600 Hours on 08.04.2022.
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 mentioned above 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. ni-msme reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.
20. No TA/DA will be paid by ni-msme for attending interview/written test etc.
21. 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).
22. 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/>
23. 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 Submit the filled in application form](#)



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An organization of Ministry of MSME, Govt. of India & ISO 9001:2015 Certified
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Website: www.nimsme.org, e-mail: nimsme-admn@nimsme.org

Phone: 040-23633213/238

APPLICATION FORM FOR THE POST OF DIRECTOR

1. Name (in BLOCK LETTERS):
2. Father's Name :
3. Date of Birth :
4. Age : years
5. Gender : Male/Female/Third Gender (✓ the option)
6. Marital Status : Married/Single (✓ the option)
7. a. Nationality :
b. Religion :
8. a. Address for communication:

*Affix here a recent
passport size
Photograph.*

b. Permanent Address :

9. Contact details
 - a. Mobile No :
 - Alternate Mobile No :
 - b. e-mail Id :
 - Alternate e-mail Id :
10. a. Aadhaar No :
- b. Passport No :

Contd...

11. Category (General/SC/ST/OBC/PwD/Other (specify) :

(Please attach appropriate certificate, if you belong to reserved category)

12. Educational & Professional qualification: Start with Highest Degree. (Enclose separate sheet, if necessary)

| Exam Passed | Board/University | Year of Passing | Specialization | % of marks / CGPA | Class |
|-------------|------------------|-----------------|----------------|-------------------|-------|
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13. Work Experience: Employment history from present employment to first employment (enclose separate sheet,if necessary).

| Employer (with address) | Designation | Brief description of duties | Date of Joining | Date of Leaving | Reasons for leaving |
|-------------------------|-------------|-----------------------------|-----------------|-----------------|---------------------|
| | | | | | |
| | | | | | |

14. Present position:

| Name of the organization and address | Name of Post/ Designation | Pay Scale (if applicable) | Total salary per month | Date of appointment | Permanent or temporary |
|--------------------------------------|---------------------------|---------------------------|------------------------|---------------------|------------------------|
| | | | | | |

15. (a) Have you ever been suspended or dismissed from past service: YES / NO

(b) Have you ever been arrested or prosecuted (while in service or otherwise): YES / NO

16. Have you applied for any other post(s) at **ni-msme** earlier? YES / NO

(If applied during last five years, please mention details)

| Advt. No. | Date of Application | Post applied for | Whether called for Interview | Date of Interview |
|-----------|---------------------|------------------|------------------------------|-------------------|
| | | | | |
| | | | | |

Contd...

17. Have you been outside India? If Yes, please provide details below:

| Country visited | Period of visit | Purpose of visit |
|-----------------|-----------------|------------------|
| | | |
| | | |

18. a) No. of Conferences/Training Programmes attended (specify numbers only):

- (i) International :
(ii) National :
(iii) Others :

b) Publications (specify numbers only):

- (i) International :
(ii) National :
(iii) Others :

19. Languages Known:

| Language | Read | Write | Speak |
|----------|------|-------|-------|
| | | | |
| | | | |
| | | | |

20. Major achievements, if any (not exceeding 200 words):

21. A brief write up on your suitability for this post (not exceeding 200 words):

22. Name and Address of two Referees for verifying your credentials:

- | | |
|--------------|--------------|
| 1. Name : | 2. Name : |
| Occupation : | Occupation : |
| Mobile No : | Mobile No : |

23. (a) Are you a Government Servant? : YES / NO

(b) If yes, then nature of appointment: TEMPORARY/PERMANENT/CONTRACT

DECLARATION

I hereby declare that the information furnished in this form is true to the best of my knowledge and belief. If, at any stage, they are found misleading or false, my candidature or appointment to the post may be rejected/cancelled.

Date_____

Signature of applicant: _____

Place _____

Name (Block Letters):_____

Contd...

Check-list of enclosures:

| | | |
|----|---|--------|
| 1. | CV (Not exceeding two pages of A4 size) | YES/NO |
| 2. | Certificate in support of date of birth | YES/NO |
| 3. | Educational Certificates (Essential/Desirable) | YES/NO |
| 4. | Experience Certificates | YES/NO |
| 5. | Certificate of SC/ST/OBC/PwD/Other reserved category | YES/NO |
| 6. | Other enclosures in support of your application, if any | YES/NO |