

**National Institute for Micro, Small and Medium Enterprises (ni-msme)**

An Organization of the Ministry of MSME, GoI & ISO 9001:2015 Certified Organization
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NOTIFICATION FOR CONSULTANTS

Sr. No	Name of the Post	No. of Posts	Age Limit	Other Information
1.	Consultant (Stenographer)	01	Up to 65 years	For more details, please visit www.nimsme.org

Candidates fulfilling the eligibility criteria may attend **Walk-in-Interview** to be held on 25.06.2023 (Thursday) from 10.00 A.M to 1.00 P.M. Please bring latest CV, photocopies of certificates (qualifications, experience etc.), copy of Aadhaar Card and two passport size photographs.

ADMIN. & ACCOUNTS OFFICER

Eligibility criteria for Consultant (Stenographer)

Name of the Post: Consultant (Stenographer)	
Qualification	i. Graduate from recognised university ii. Should have passed higher grade short hand and type writing examination conducted by a recognised Government technical board
Experience	Minimum 10 years of experience in stenography in Government Organisation / Statutory bodies / Private Organisations with expertise knowledge in administration and establishment matters, expertise in drafting, good communication skills, computing skills and sound health.

* The salary is not a constraint for exceptional candidates with relevant qualification and experience.

* Age relaxation will be considered in case of highly experienced candidates