



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

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

Yousufguda, Hyderabad - 500045, Telangana

Phone No. 040-23633213, 238, 208 | e-mail: nimsme-admn@nimsme.org

NOTIFICATION FOR CONSULTANTS

S. No	Name of the Post	No. of Posts	Age Limit	Other Information
1	Young Professional	01	Up to 35 years	For further details regarding qualification, experience, application format and general instructions please visit Institute's website: www.nimsme.org
2	Consultant (Projects)	01	Up to 65 years	

Interested candidates are requested to send resumes to nimsme-admn@nimsme.org latest by 25.06.2023. Only short-listed candidates will be called for a written test followed by an Interview. No correspondence will be entertained from the non-short-listed candidates.

ADMIN & ACCOUNTS OFFICER

Eligibility criteria for Young Professional

Qualification	<ul style="list-style-type: none">MBA
Desirable	Preference will be given to the candidates, who have work experience in projects related to Central Government
Job Responsibilities	<ul style="list-style-type: none">Facilitate entrepreneurs in business ideation and conceptualization.Handholding support to initiate/grow business.Entrepreneurship trainingMarket and business linkagesKnowledge of the Ministry of MSME SchemesFacilitating viability assessment and preparing business plans for MicroenterprisesAwareness of regulatory compliances such as UdyamRegistration, FSSAI, PAN, GST etc.Data Collection, Analysis & Report PreparationPreparation of case studies

Eligibility criteria for Consultant (Projects)

Qualification	<ul style="list-style-type: none">• CA/Cost Accountant/CS, preferably MBA from any recognized University
Desirable	Preference will be given to the candidates, who have work experience in projects related to Central Government, are aware of the GFR rule and preparation of RFPs, Monitoring and evaluation of Projects, have Cost-benefit analysis with adequate proficiencies with Computers and MS Office, MS-Projects etc.
Job Responsibilities	<ul style="list-style-type: none">• Experience in handling RFP, Bidding, Communication, Procurement Process• Experience in Project Marketing• Good analytical and computer proficiency• Experience in handling World Bank Projects, Evaluation, UN Projects, UNIDO Projects