

	<p><b>National Institute for Micro, Small and Medium Enterprises (ni-msme)</b>  An Organisation of the Ministry of MSME, Govt. of India and ISO 9001:2015 Certified  Accredited as UTKRISHT / उत्कृष्ट, 3-Star Rating by Capacity Building Commission (CBC)  International Labour Organization (ILO) Women's Entrepreneurship (WE) Check Certified</p>
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## NOTIFICATION FOR CONSULTANTS

S.No	Name of the post	No. of posts	Age Limit	Other Information
1	Young Professional	1	Up to 35 years	For further details regarding qualification, experience, application format and general instructions please visit institute's website: <a href="http://www.nimsme.gov.in">www.nimsme.gov.in</a>

Interested candidates are requested to send their latest resume to [recruitment@nimsme.gov.in](mailto:recruitment@nimsme.gov.in) by **18.03.2026** with subject : “**Application for Young Professional – IPR**”. Only short-listed candidates will be called for Interview. No correspondence will be entertained.

### About the Role

National Institute for Micro, Small and Medium Enterprises (ni-msme) is seeking a qualified and enthusiastic IPR Executive to join its Intellectual Property Facilitation Center (IPFC). This role plays a vital part in supporting the institute's mission of empowering MSMEs by protecting their Intellectual Property (IP) Rights.

### Essential Qualifications

- Master's/Bachelor's degree in Business Administration, Science, Technology, Engineering, Law, or a related field.
- Strong understanding of intellectual property concepts, including patents, trademarks, copyrights, and designs.
- Excellent analytical and research skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).

### Desirable Qualifications

- Certification in Intellectual Property Law or a related field.
- Experience in IP database management.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- At least 1 year of experience in an Intellectual Property environment.
- Handling IP matters, especially for MSMEs, will be highly regarded.
- Experience working within a government organization is a plus.

### Job Description

- Provide guidance and support to MSME clients on intellectual property protection strategies.

- Coordinate communication between inventors/creators, external IP attorneys or patent filers, and other relevant departments.
- Prepare clear and concise reports on IP activities.
- Maintain and analyze records of MSME client portfolio.
- Assist in analyzing the IP portfolio and identifying areas for improvement.
- Track and manage deadlines for IP renewals and filings.
- Docket the filed hard copies of the IP applications and maintain the physical records.
- Respond to queries from applicants and pursue with IP team for registrations.
- Ensure the maintenance of IP registrations with requisite Act compliances and timely payments.
- Manage administrative tasks related to the IPFC, including budget control, expense reports, and travel arrangements (if applicable).