NATIONAL INSTITUTE FOR MICRO, SMALL AND MEDIUM ENTERPRISES (ni-msme)
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
Yousufguda, Hyderabad – 500045

WALK IN INTERVIEW

ni-msme invites eligible candidates to attend a walk-in Interview for the following position:

S. No.	Name of the Post	No. of Posts	Age Limit	Other Information
1	Office Coordinator (The position is project -based and will continue subject to project requirements)	01	Minimum 25 to maximum 35 years	Walk-in Interview on 25.11.2026. (Wednesday) between 10.30AM to 01.00PM. Candidates are requested to attend with an updated CV.

Sd/- Admin. Officer

Eligibility Criteria for Faculty Associate (SEIC)

Particulars	Details
Name of the Post	Office Coordinator
No. of Posts	01 (One)
Period of Engagement	Initially for a period of one year, extendable subject to project requirements and satisfactory performance.
Age Limit	Minimum 25 to maximum 35 years as on 25.11.2026.
Monthly Emoluments	Rs. 28,000/- (fixed/consolidated)
Place of Posting	ni-msme, Hyderabad.
Essential Qualification	Graduate degree in any discipline from a recognized University.
Desirable Qualifications	Postgraduate degree in any discipline, preferably in Management, Commerce, Business Administration or a related field.
Key Responsibilities	Coordinate training programmes, workshops and events, while handling office administration, correspondence, Office files, stakeholder communication and logistics. Assist faculty and day to day work, maintaining records, preparing reports and presentations, and following up on assigned activities and deadlines.
Desirable Skills	Good written and verbal communication skills, proficiency in MS Office, Excel, PowerPoint, strong coordination, time-management and stakeholder-management skills, with the ability to handle multiple assignments and meet deadlines.
Date of Interview	25th November 2026 (Walk-in Interview).
Documents to Bring	Updated CV, educational certificates, research publications and relevant experience documents.