



National Institute for Micro, Small and Medium Enterprises (ni-msme)
An Organisation of Ministry of MSME, Govt. of India & ISO 9001:2015 Certified
Accredited as UTKRISHT / उत्कृष्ट, 3-Star Rating by Capacity Building Commission (CBC) Yousufguda, Hyderabad-500045 Ph.No.040-23633213 / 209
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RECRUITMENT NOTIFICATION

Advertisement No.ni-msme/vacancies notification/2025/08, Date: 30.05.2025

Sr. No	Name of the Post	No. of Vacancies	Important Information
1	Consultant (Campus Maintenance)	1	Please send your updated Resumes on or before 07.06.2025 to recruitment@nimsme.gov.in

Note: Those who have already applied do not need to apply again.

**Sd/- Admin. & Accounts
Officer**

Job Description for Consultant (Campus Maintenance)

ni-msme invites applications for the position of **Consultant (Campus Maintenance)** on a **contractual basis** to manage and improve the Institute's horticulture, landscaping, and overall campus infrastructure. The duration of the contractual engagement is **one year**, extendable based on performance and institutional requirements.

Qualification

Essential:

- **Bachelor's Degree in Horticulture / Botany / Agriculture / Environmental Science from a recognized university.**
- **Age up 35 to 40 years**
- **Minimum 1 to 2 years of relevant experience** in Horticulture or campus maintenance.

Desirable:

- **Master's Degree** in any of the above-mentioned fields.

Job Description:

1. Plan, implement, and maintain horticulture and landscape development, including selection and upkeep of ornamental, seasonal, and native plant species.
2. Manage and monitor irrigation systems, fertilizer use, pest control, and overall plant health care in line with sustainable practices.
3. Supervise gardening staff, oversee daily operations, and ensure effective labour allocation and performance tracking.
4. Maintain proper records, schedules, and reports of horticulture activities and coordinate with vendors, contractors, and external service providers.
5. Ensure compliance with environmental norms, including the Forest Act, and liaise with forest, horticulture, and municipal departments for relevant approvals.
6. Oversee campus cleanliness, waste management, and contribute to the upkeep of campus infrastructure.
7. Report to the Caretaker or Officer-in-Charge (Estate and Campus Management) and carry out additional duties as assigned by the Competent Authority.

Key Skills Required:

- Knowledge of horticulture, landscaping techniques, and tree auditing
- Experience in irrigation systems, plant care, and pest/fertilizer management
- Ability to manage labour teams with awareness of statutory compliance
- Familiarity with environmental regulations and Forest Act provisions
- Skilled in MS Office, digital documentation, and reporting
- Coordination abilities with government agencies, vendors, and contractors

Consolidated Emoluments:

How to Apply: Interested candidates may send their updated resume to recruitment@nimsme.gov.in on or before 07.06.2025. Shortlisted candidates will be called for an interview.

*ni-msme reserves the right to **fill or not to fill** the post mentioned above without assigning any reason.*

Sd/-
Admin. & Accounts Officer