

OFFICE OF THE DEVELOPMENT COMMISSIONER  
Ministry of Micro, Small and Medium Enterprises  
Government of India

## Employment Opportunity

The (NMIU) secretariat, is inviting application to engage consultants on contractual basis for one year, extendable subject to satisfactory performance.

Details of the positions, Terms & Conditions for the engagement, eligibility, experience etc. are as under: -

S.No.	Designation and Number required	Minimum Qualification, desired Professional Experience and Work Experience	Remuneration/ Month
1	Chief Programme Manager (CPM)-01 Nos.	Post graduate in management/ public administration/ economics from national/ international premier institutes	Rs. 3-4 Lakh
		Overall work experience of not less than 15 years In the development sector In key leadership roles.	
		At least 5 years programme implementation of similar scale at Government of India.	
2	Programme Manager- 2 Nos.	Post graduate in management/public administration/economics from national/International premier institutes	Rs. 1.5- 1.75 Lakh
		The candidate should have not less than 10 years' experience in the relevant field.	
		The candidate must have at least 5 years of experience in working for Central/State government in hand holding and running Government of India programmes.	
3	M&E and Data Analytics Professional (Finance Expert)- 02 Nos.	Post graduate degree in Economics, Public finance, Information Technology or related field	60,000/-

		At least 5 years of professional experience in IT-based management information systems in the social and economic development sector and have good knowledge of Government financial systems and rules.	
		The candidate must have experience in working for Central/State government in hand holding and running Government of India programmes for not less than 2 years.	
4	Young Professional /Consultant- 04 Nos.	Post graduate in management/public administration/economics from national/International premier institutes	70,000/-
		At least the candidate must have experience in working for Central/State government in hand holding and running Government of India programmes for not less than 2 years.	
5	Executive Assistant- 4 Nos.	Post Graduate in any discipline	45,000/-
		Minimum 3 years of job Experience	
		At least 2 years' of experience in State/ National level mission or government programmes/schemes	

**How to Apply:**

1. Application including the name, date of Birth, address of Correspondence, educational qualifications and experience. Post held, last salary drawn, etc.
2. Affixing a recent passport size photograph on the right top corner the application
3. Relevant Date of Birth, qualification, experience certificates including salary certificate
  - a. shall be emailed to [nmiusecretariat@gmail.com](mailto:nmiusecretariat@gmail.com)
  - b. and also hard copy to be mailed to mailed to  
Chief Programme Manager  
NMIU secretariat,  
O/o Development Commissioner (MSME),  
Second Floor, East Block 7, sector 1 R.K.Puram  
New Delhi-110022
4. Last date of submission is 08.02.2020 by 5pm.
5. The envelope should be super scribed with the name of post applied for
6. Candidates employed in government/quasi government and PSUs should produce a NoC from the employer at the time of interview.

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7. Candidate applying for more than one post should submit separate applications.
8. Mere fulfilment of the eligibility norms will not entitle a candidate to be called for interview and the decision of the management in this regards shall be final and binding.
9. No TA/DA will be provided for interview.

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