

**Advertisement for appointment in NDIE, Quality Council of India**

<b>Name of Post</b>	Assistant Advisors (Business Development) for the Industry Certification programmes
<b>Nature of Post</b>	Professional (contract)
<b>No. of Posts</b>	04 (Delhi, Bengaluru, Kolkata and Ahmedabad)
<b>Nature of Engagement</b>	Initially for a period of 6 months (re-engagement shall be based on performance & subject to project requirement)
<b>Age</b>	Min. 30 years
<b>Professional Fee (Per annum)</b>	Up to Rs. 15 Lakh (or as per policy)
<b>Role Description</b>	<p>The Assistant Advisor (Business Development) will be responsible for driving business development and expanding the reach of the division's certification schemes for the industry with a strong focus on supporting Micro, Small, and Medium Enterprises (MSMEs). Key responsibilities of the position will include:</p> <ul style="list-style-type: none"><li>• Driving the growth and adoption of certification schemes as per the defined targets</li><li>• Building and maintaining strong relationships with key stakeholders, including industry leaders, MSME associations, government agencies, and certification bodies</li><li>• Facilitating discussions with industry stakeholders to foster collaboration and encourage the adoption of certification programs.</li><li>• Assisting in development of promotional materials &amp; content that resonate with target audiences</li></ul>
<b>Required Qualification</b>	<ul style="list-style-type: none"><li>• A Bachelor's degree in Business Administration, Marketing, Industrial Engineering, or a related field.</li><li>• Additional certifications or courses related to business development or social media are desirable.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum of 5 years of experience in business development, sales, or marketing, ideally within the industrial, or MSME sectors</li><li>• Proven track record of acquiring clients and driving business growth in the industry and MSMEs</li><li>• Experience in certification business will be a plus</li></ul>
<b>Competencies</b>	<ul style="list-style-type: none"><li>• Strong understanding of industry certification schemes, quality standards, and best practices</li><li>• Excellent communication, negotiation, and interpersonal skills.</li><li>• Ability to develop and maintain strategic partnerships and alliances.</li><li>• Proficiency in CRM tools, Microsoft Office Suite, and related tools</li></ul>

Interested candidates fulfilling the eligibility criteria are requested to email their latest Resume/CV with a cover letter highlighting relevant experience and qualifications at email [hr@qcin.org](mailto:hr@qcin.org), clearly mentioning application for “**Assistant Advisor-NDIE**” in subject line of email.

**Last date for submission: 03.10.2025**

**General terms & conditions: Please read before applying.**

All the applicants are requested to go through the terms & conditions below before applying:

1. QCI reserves the right to increase/ decrease the number of advertised positions or cancel the advertisement (partially or fully), without assigning any reason.
2. Applying for a post and merely fulfilling the eligibility criteria does not confer the right to be called for interview. Only shortlisted candidates will be called for interview. No interim correspondence shall be entertained. For updates you are advised to go through the website.
3. The decision of QCI in respect of selections shall be final and no correspondence in this regard will be entertained.
4. In case of any dispute / ambiguity that may occur in the process of selection, the decision of QCI shall be final.
5. No TA/DA shall be paid for attending interview.
6. Interview by Videoconference may be allowed for justifiable reasons; however, the candidate should ensure proper internet connection at his/her end and QCI shall not be responsible for any issue during the interview.
7. QCI may conduct a background check on candidates & any concealment of information will make the candidate liable for cancellation of his/her candidature.
8. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, QCI reserves the right to modify/ withdraw/ cancel any communication made to the candidate.
9. The advertised position is contractual (professional) in nature.
10. In case of any query, kindly send an email at email id [hr@qcin.org](mailto:hr@qcin.org). No query on phone shall be entertained.
11. In case of any discrepancy in English & Hindi version, the English version shall prevail.

