

VACANCY CIRCULAR

The National Institute for Entrepreneurship and Small Business Development (NIESBUD) is a premier autonomous institution under the Ministry of Skill Development and Entrepreneurship, engaged in training, consultancy, research, etc. in order to promote entrepreneurship.

NIESBUD, invite application for the post of Assistant Director (Hostel & Protocol) in a Pay Band of 9300-34800 with Grade Pay of Rs. 4600/- (Level 7 of the pay matrix Rs 44900-142400 as per 7th CPC) to be filled on Direct Recruitment on Contract or on Deputation basis

* *On the pattern of Central Government pay structure.*

1. The details of the posts along with eligibility criteria, educational qualifications, experience etc. are given in **Annexure – I**.
2. The application form for Direct Recruitment is as in **Annexure – II** and for Deputation is in **Annexure – III**.
3. The Application in its complete form i.e. with
 - (a) Application Form – Annexure – II or Annexure III, as the case may be, and
 - (b). Supporting documents as mentioned in Point 5 and/or Point 8.

should be sent to: Administrative Officer (I/C), NIESBUD, A-23, Sector 62, Noida - 201309, NCR, U.P. latest by 5 pm, February 22, 2018.

Information for Applicants - Appointment on direct recruitment on contract basis:

4. Appointment on direct recruitment will be on Contract basis for an initial period of 5 years, subject to annual review (maximum for next two years).
5. In case, the application is being submitted for appointment on Direct Recruitment, Annexure II should be completed in all respects. Applicants need to enclose self-attested copies of the testimonials in respect of the educational qualifications, experience, date of birth etc. along with the applications.

Information for Applicants - Appointment on deputation basis:

6. The terms and conditions of the appointment of Officers selected on deputation basis will be regulated in accordance with the orders of the Central Government in the matter. The Officers selected will not be allowed to withdraw their names subsequently.
7. The applications for appointment on deputation basis has to be forwarded through the concerned department / employer.
8. The applications in the prescribed Application Form (Annexure - III), complete in all respects, along with copies of Annual Confidential Reports (ACRs/APARs) duly attested by an Officer of the level of Under Secretary or above, for the last 5 years, Vigilance Clearance, Integrity Certificate and self-attested copies of the testimonials in respect of educational, qualifications etc, should be so submitted as to reach the Institute by the prescribed date / time.

Other relevant Information for all applicants:

9. The Institute reserves the right not to fill the vacancy.
10. The age limit shall be calculated with reference to the last date prescribed for receipt of the applications.
11. **The applications received later than 5 pm, February 22nd , 2018, without supporting document(s), and not in the prescribed manner, shall not be entertained.**

Administrative Officer (I/c)
0120-4017024
www.niesbud.nic.in/www.niesbud.org

DETAILS OF THE POSTS AND ELIGIBILITY CRITERIA

ASSISTANT DIRECTOR (HOSTEL & PROTOCOL)

- Name of the Post : Assistant Director (Hostel & Protocol)
No. Of Posts : 01
Classification : Group 'B'
- Scale of Pay : Pay Band of 9300-34800 with Grade Pay of Rs. 4600/- (Level 7 of the pay matrix Rs 44900-142400 as per 7th CPC)
- Age : Maximum 30 Years for Direct Appointment on contract basis.
Maximum 56 Years for Appointment by deputation.
- Educational and other Qualification : **Eligibility in case of Direct Appointment on Contract Basis**
- Education:**
Degree in Art/Commerce/Science from a Recognised University/ Institution or its equivalent.
- Desirable:**
One year Diploma in Hotel Reception (House Keeping) from a Government Institution or establishment & recognised private institution.
- Experience:**
5 years of relevant working experience in 3/4 star category Hotel/large hostel of a Government Department/PSU/ Autonomous Organisation/ Big Corporate House.

Eligibility in case of Appointment on Deputation Basis:

- a) Officers of the Central/State Governments/ Universities/Recognized Training/ Research Institutions/Public Sector Undertakings/Statutory/ Semi-Govt./Autonomous Organizations:
- Holding analogous posts on regular basis in the Parent Cadre; **OR**
 - With 5 years' regular service in posts in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200/-(as per Sixth Pay Commission) in the Parent Cadre; **OR**
- b) Possessing the educational qualifications and experienced prescribed for Direct Recruitment.
- c) Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or any other Government Body shall not exceed 3 years.

For Armed Forces Personnel:-

Armed Forces Personnel who are due to retire or to be transferred to reserve within a period of one year and having the experience and qualifications prescribed for deputationist shall also be considered. Such persons would be given deputation term upto the date of retirement/discharge and thereafter may be continued on re-employment upto the age of superannuation with reference to civil post.

The National Institute for Entrepreneurship and Small Business Development
A-23, Sector-62, Institutional Area, Noida - 201309, NCR of Delhi, U.P

<u>Application Form for Direct Recruitment on Contract Basis</u>					
<u>Assistant Director (Hostel & Protocol)</u>					
Ref. No. & Date:					Recent Photograph
I PERSONAL DETAILS (Please fill up all boxes)					
Full Name *Mr/Ms/Dr.:			Date of Birth:		
			Age as on 05.02.2018: (Y) (M) (D)		
Address:					
Gender -			Marital Status-		
Category -			Email -		
Tel No. Office:		Home:		Mobile	
II EDUCATION					
	NAME OF SCHOOL / INSTITUTE	From	To	Full time / Part Time / Correspondence – Distance Learning	Marks / % / CGPA
Xth Std.					
XIIth Std.					
Graduation / Diploma					
Post-Graduation					
OTHERS					
Details of any other part time / full time certification or courses which you have completed or are pursuing					

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III EMPLOYMENT HISTORY (Begin with present Company first)

Name of Company	Position Held	From	To	Full / Part Time/ Contractual	Reason for Leaving	Salary

*Please provide reasons to justify any gap in employment (for gap exceeding 2 years):

Please provide a brief of your present/most recent job role, along with details on reporting relationships - i.e your job responsibilities, your position in the organisation, your team size, total workforce managed. (Approx.: 250 Words).

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IV PROFESSIONAL REFERENCE (At least two references with one being of immediate supervisor in current or immediate past organization.)			
Name	Company Name	Designation	Contact No.
V Please explain the relevance of your experience & contribution in the context of the experience required for the post being applied for through this application. (Approx. 250 Words)			

I declare that to the best of my knowledge, the particulars provided are true and I hereby give my consent to the organisation to check my employment records with my previous employers. I am aware that any false or misleading statements made by me will be cause for rejection or application / or dismissal if employed.

Signature of Applicant	Date

Note:

1. If needed, please append additional sheet(s) to address descriptive answers in this form.
2. Please append self-attested copies of supporting documents related to educational qualifications, experience, date of birth, and other documents as per the Vacancy Circular.

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Application Form for Recruitment on Deputation

Assistant Director (Hostel & Protocol)

1. Ref. No. & Date :
2. Name and Address of Applicant :
(Block Letters)

Affix Recent Passport
Size Photo

3. Date of Birth :
4. Date of Entry into Govt. Service :
5. Date of Retirement under Central Govt. Rules :
6. Whether SC/ST/OBC :
7. Educational Qualifications :

Whether Educational and other Qualifications required for the post are satisfied?

(If any qualification has been treated as equivalent to the one prescribed, state the authority for the same)

Educational Qualifications:

	Qualifications Required	Qualifications Possessed by the Officer
Essential		
A.		

B.		
Desirable		

Experience

	Experience Required	Experience Possessed by the Officer
Essential		
A.		
B.		
Desirable		

8. Details of Employment in chronological order

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

<i>Office / Institution / Organization</i>	<i>Post Held</i>	<i>From (date)</i>	<i>To (date)</i>	<i>Pay Band / Grade Pay</i>	<i>Nature of Appointment i.e whether Ad Hoc/ Deputation</i>	<i>Nature of Duties</i>

9. Please explain the relevance of your experience & contribution in context of the experience required for the post being applied for through this application. (Approx. 250 Words)

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

10. Present Pay (Pay Band & Grade Pay) and Date from which it is being drawn:

11. Additional details about present employment:

Please state whether working under

- a) **Central Government** :
- b) **State Government** :
- c) **Autonomous Organization** :
- d) **Public Sector Undertaking** :
- e) **Others (Please Specify)** :

12. Total Emoluments per month being presently drawn:

13. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient).

14. Remarks, if any :

Signature of the Candidate

Countersigned.....

Mobile No.

Address.....

Email ID.....

(Employer)

Note:

1. If needed, please append additional sheet(s) to address descriptive answers in this form.
2. Please append self-attested copies of supporting documents required as per the Vacancy Circular.

CERTIFICATE TO BE RECORDED BY THE EMPLOYER WHILE FORWARDING THE APPLICATION

Certified that the above particulars filled byDesignation have been verified and found correct. The date of his/her appointment in the present substantive grade of _____ is _____. It is also certified that no vigilance case is pending or contemplated against and his/her integrity is beyond doubt. Attested copies of his/her ACRs for the last 5 years are enclosed.

Certified that no major/minor penalties were imposed on the Officer during the last ten years of his/her service.

In case the officer is selected he/she will be relieved within 15 days of receiving the intimation.

SIGNATURE OF THE EMPLOYING
AUTHORITY WITH STAMP & DATE