



**National Entrepreneurship Resource and Co-ordination Hub
(National E-Hub)
Pradhan Mantri YUVA Yojana
(Ministry of Skill Development and Entrepreneurship,
Government of India)
NIESBUD, A-23, Sector-62, NOIDA, U.P.**

VACANCIES

National E-Hub, invites applications for the Post of Consultant (Short Term Basis) Nodal E-Hubs at Patna, Kolkata, Guwahati and Chennai under the Scheme purely on contractual basis up to March 2021.

Sl. No.	Name of the Position	No.	Remuneration (Per Month)
1.	Consultant	04	Commensurate with the experience and last drawn salary.

The relevant details are available www.niesbud.nic.in. Applications can be mailed to ashish.pmyuva@nic.in latest by **5.00 P.M. on 18.12.2020**.

National Project Director

RELEVANT DETAILS OF THE POSITION

1. Position Objective:

The Consultant will ensure the smooth implementation of PM-YUVA project at the Nodal level. He/she will be responsible for the on-ground implementation of the scheme at the Nodal hub and oversee implementation at the associated Project institutes.

2. Responsibilities:

- Oversee project implementation roadmap, including policies and strategies at the Project institutes.
- Oversee and monitor annual operating plan/s including monthly, quarterly and annual deliverables and outcomes at the associated Project institutes and other stake holder.

- c. Oversee deployment of programs in the specific nodal regions and deliver outcomes from respective nodal regions including ventures created and jobs create.
- d. Develop and manage the assigned Nodal Hub & leveraging local resource networks. Develop and engage the attached project institutes to run the programs under the scheme.
- e. Monitor and measure program effectiveness and provide feedback, develop dashboards and performance reports on a monthly, quarterly and annual basis. Provide timely feedback and relevant information regarding market needs to the National Hub team.
- f. Interfacing with different stakeholders including partners, colleges, Govt. and other organizations, local incubator, mentor and investor networks.
- g. Establish sound working relationships and cooperative arrangements with the hubs, institutes, community groups and organizations. Initiate and lead collaborations, networking & training programs on ground. Engage with entrepreneurship organizations, incubators and other support organizations
- h. Represent the Organization at appropriate platforms and vis-à-vis relevant stakeholders.
- i. Oversee the capacity development of the Project institutes. Facilitate access to different resources from within and outside the organization.

3. *Essential Qualification and Experience:*

Education:

- a. A Post-Graduate Degree in Business Management (MBA), Public Administration, Social Work, Social Science or related field would be desirable

4. Experience:

- a. Minimum 6 year of post-qualification experience, with experience in project management, program management, team handling and in similar areas as mentioned in the job details /responsibilities as expected form his role with exposure to leading & working in teams, project planning & documentation.
- b. Experience in planning, managing, monitoring project deployments with a multi-location spread, handling multiple stakeholders, implementing &

monitoring ground level engagement activities / events, marketing & communication campaigns, developing on going partner relationships, monitoring partner performance, establishing tie-ups & partnerships, developing team members, building teams in similar domain / training / skill development / education business or organization would be highly desirable and extremely relevant to the role. Experience & exposure to project management methodologies, tools and framework would be a value addition.

- c. A good experience & exposure of working in a technology driven environment and proficiency in Ms. Office – Word, Excel, PowerPoint, documentation & report writing, MIS & reporting, and a good understanding of IT Tools / Internet is essential.

5. *Maximum Age*

35 years.

PROCEDURE FOR APPLYING

- a. There is no prescribed format of application. The Curriculum Vitae should include all the relevant details so as to adjudge the eligibility of the candidates in terms of the prescribed qualifications and experience. The C.V. should include the applicant's educational qualifications; complete employment history, in chronological order along with brief details of earlier assignments; responsibilities handled; compensation; contact details; date of birth etc. The applicant should also invariably indicate the minimum time required to join the duties, in case of selection.
- b. The self-attested copies of all the relevant testimonials should also be sent along with the applications.
- c. The applicants in Government/Public Service may **either** route their applications through the present employer **or** produce a No Objection Certificate at the time of interview failing which they will not be further considered for the position(s).
- d. **No TA/DA** for appearing for the interview is admissible.
- e. ***Only applications sent to the designated e-mail address by the due date and time specified will be considered for review. No hard copies need to be sent and/or will be accepted.***

MISCELLANEOUS

- a. The actual remuneration package will depend upon the relevant qualifications, experience, last drawn salary of the candidates.
- b. Mere possession of the qualifications etc. does not entitle an applicant to be further considered for the position(s).
- c. The National E-Hub reserves the right to suspend the recruitment, change the numbers and location of appointments and / or reject all or any applications.
- d. Applications with incomplete information will be summarily rejected.
- e. The National E-Hub does not assume any responsibility for technical delays. The applications uploaded beyond **1700 Hrs. on 18-12-2020** will be rejected summarily.
- f. Any questions regarding positions, procedure etc. can be mailed at ***ashish.pmyuva@nic.in***