



The National Institute for Entrepreneurship and Small Business Development (NIESBUD)

(Ministry of Skill Development and Entrepreneurship, Government of India)
A-23 Sector-62, Institutional Area, NOIDA (U.P.), Website: www.niesbud.nic.in, Mob.: 9953912660

RECRUITMENT NOTICE

NIESBUD, an autonomous body under administrative control of Ministry of Skill Development and Entrepreneurship, Government of India, engaged in activities aimed at entrepreneurship development in the country, invites applications for the following likely vacancy:-

Sl. No.	Name of the Post	Pay Band	No.	Mode of Recruitment
1	Joint Director (Projects & Incubation)	Rs. 15600-39100 + 7600 (Level 12)	01	Deputation failing which by Direct Recruitment on Contract Basis * / Re-employment

** Direct Recruitment for the Post will be on Contract Basis for a period of 05 years extendable by a maximum of another 02 years subject to Annual Reviews.*

The relevant details are available at www.niesbud.nic.in

The Institute reserves the right not to make recruitment to the post, at any time.

Joint Director (BD&M)

DETAILS OF THE POST AND APPLICATION PROCEDURE

1. Details of Post : *ANNEXURE-I*
2. Application Format for Direct Recruitment : *ANNEXURE-II*
3. Application Format for Deputation/Absorption/
Re-employment : *ANNEXURE-III*
4. General Guidelines for Applicants : *ANNEXURE-IV*

Details of the Post

Sl. No.	Particulars	Details
1.	Name of Post	Joint Director (Projects & Incubation)
2.	Pay Band and Grade Pay	Rs. 15,600- 39,100 (PB-3) plus Grade Pay Rs. 7,600 (Level 12)
3.	Age limit for direct recruitment (on contract)	Maximum: 50 years
4.	Educational Qualifications and Experience	<p>A. In case of Direct Recruitment on Contract Basis:-</p> <p>Education: Doctorate in Business Management, Social Science/ Social Work, Human Resource Management or in a relevant discipline with relevant experience.</p> <p>Desirable: UGC NET/ GATE</p> <p>Experience: Minimum of 10 years' experience in a corporate /PSU/autonomous / government /statutory organization, with experience in skill development, training & education Institute/ organization/ corporate academy/corporate learning & development function/ professional education academy of repute.</p> <p>Desirable Experience in one/or more of the following work areas:</p> <ul style="list-style-type: none"> ➤ Experience in engaging with government agencies, ministries, state governments for large scale implementations of social initiatives, skill building initiatives, and entrepreneurship development initiatives. ➤ Experience with skill building, entrepreneurship development, SME support initiatives from corporate, government & multi- lateral agencies. ➤ Experience in setting up sector specific incubation centres, and mentor networks to augment SME/MSME capability. ➤ Experience in project management, evaluation, financial feasibility and funding of ventures. ➤ Experience in leading projects related to developing & skilling partner network of ancillary industries /clusters to support the supply side for leading engineering/ Manufacturing/trading organisations. ➤ Experience of setting up / leading a business profit centre, self-sustaining & for profit social ventures, autonomous institutions. ➤ At least 8 Papers published in National & International Journals. Presented papers in National & International Seminars/ Conferences. <p>Desirable Profile: The candidate should have demonstrated an ability to exercise sound judgement, action-orientation & hands on approach with strong drive for results. It is expected that an ideal candidate has acquired self-management, people management, networking and communication skills.</p>

Sl. No.	Particulars	Details
		<p>B. In case of Deputation:-</p> <p>Officers being considered for appointment on Deputation basis should satisfy the experience criteria prescribed for direct appointment (para (4).</p> <p>Officers of the Central/ State Governments/Public Sector Undertakings/ Autonomous/ Statutory Organizations:</p> <ul style="list-style-type: none"> Holding analogous post i.e. posts in Pay Band of Rs. 15600-39100 + Grade Pay Rs. 7,600 (PB-3) or equivalent on regular basis in the Parent Cadre/Department; OR With 5 years' service on regular basis in the posts in Pay Band of Rs.15600-39100 (PB-3) with Grade Pay of Rs.6,600 or equivalent in the parent cadre/department; And Possessing the following academic and other qualifications as prescribed for Direct appointment. <p>Experience</p> <p>In the area of Training/Business Administration/Research preferably in the area of Entrepreneurship, Skill Development or MSME.</p> <p>C. In case of Re-employment (Armed Forces Personnel):-</p> <p>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 terms upto the date of retirement/discharge and thereafter may be continued on re-employment upto the age of superannuation with reference to civil post.</p>
5.	Period of probation, if any	2 years
6.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer.	By Deputation/Direct Appointment on Contract basis /Re-employment.

Application Format for Direct Recruitment

I PERSONAL DETAILS (PLEASE FILL UP ALL BOXES In BLOCK LETTERS)				
Full Name Mr/Ms/Dr.:		Date of Birth: (In Christian era)		
Address:				
Gender :		Marital Status :		
Whether belongs to SC/ST/OBC :		Email :		
Tel No. Office:		Home:		Mobile
II Qualifications				
	Name of School / Institution	Subject(s)	Full time / Part Time / Correspondence – Distance Learning	Marks / % / CGPA
Xth Std.				
XIIth Std.				
Graduation				
Post-Graduation				
Ph. D.				
Diploma in relevant field				
Others, if any				

III EMPLOYMENT HISTORY (in Chronological order)

Name of Company	Position Held	From	To	Full / Part Time/ Regular	Nature of Duties highlighting experience required for the Post applied for	Pay Scale/ Emoluments

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**).

IV PROFESSIONAL REFERENCE (At least two references with one being immediate supervisor in current or immediate past organization.)

Name	Company Name	Designation	Mobile No.

V Please explain the relevance of your experience & contribution in the context of the experience required for the post being applied for. (**Approx. 250 Words**)

VI. Additional Information, if any, which you would like to mention in support of your suitability for the Post.

The information here may include areas like additional academic qualifications; professional training; additional experience; Research Publications; Special Projects etc.; Awards/Scholarships/Official Appreciation/affiliation with professional bodies, any other specific achievements.

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

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

Signature of Applicant	Date
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Note:

If needed, please append additional sheet(s) to address descriptive answers, duly authenticated by your signature.

Application Format for Deputation/Absorption/Re-employment

1. **Name and Address of Applicant :**
(Block Letters)

2. **Date of Birth :**
(In Christian era)

3. **Date of Entry into Govt. Service :**

4. **Date of Retirement under Central/ :**
State Govt. Rules

5. **Whether belongs to SC/ST/OBC :**

6. **Educational Qualifications :**

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

Educational Qualifications:

	Qualifications Required	Qualifications Possessed by the Officer
Essential		
Desirable		

7. Experience

	Experience Required	Experience Possessed by the Officer
Essential		
Desirable (if applicable)		

Note :

- The columns 7 and 8 need to be amplified to indicate Essential and Desirable Qualifications and Experience as prescribed for the post.*
- The Ministry/Department is to provide their specific comments/views confirming whether the Qualifications and Experience prescribed for a Post are possessed by the Candidate.*

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 on Regular Basis</i>	<i>From</i>	<i>To</i>	<i>Pay Band* / Pay Matrix / Grade Pay of the Post held on Regular Basis</i>	<i>Nature of Duties highlighting experience required for the Post applied for</i>	<i>Temporary or Quasi Permanent</i>

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the Officer and therefore, should not be mentioned. Only Pay Band and Grade/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Officer may be indicated as below.

Office/Institutions	Basic Pay, Pay-Band/ Pay Matrix and Grade Pay/Level drawn under ACP/MACP Scheme	From	To

9. In case the present employment is held on deputation/contract basis, please state:-

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the present office / organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the present organization

Note :

- i. In case of officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.
- ii. Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organization.

10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:

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

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

12. Additional details about present employment:

Please state whether working under

- a) Central Government :**
- b) State Government :**
- c) Autonomous Organization :**
- d) Public Sector Undertaking :**
- e) University/Training/Research Institution :**
- f) Others (Please Specify) :**

(Please indicate name of the Employer against the relevant column)

13. Total Emoluments per month being presently drawn i.e. Basic Pay, Grade Pay and Total Emoluments :

14. **Additional information, if any, which you would like to mention in support of your suitability for the post.**

The information here may include areas like additional academic qualifications; professional training; additional experience; Research Publications; Special Projects etc.; Awards/Scholarships/Official Appreciation/affiliation with professional bodies, any other specific achievements.

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

The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my candidature has been suppressed/withheld.

(Signature of the Candidate)

Address:

Date:

Email:

Mobile:

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the available records. The Officer possesses educational qualifications and experience prescribed for the Post applied for. If selected, the Officer will be relieved immediately.

2. Also certified that:

- i. There is no vigilance or disciplinary case pending/contemplated against Smt/Shri
- ii. Her/ His integrity is certified.
- iii. Her/ His CR Dossier (photocopies of the ACRs for **the last 5 years duly** attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
- iv. No major/minor penalty has been imposed on her/him during the last 10 years Or A list of major/minor penalties imposed on her/him during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

GUIDELINES FOR APPLICANTS

1. Direct Recruitment Applicants

- a) Will use Application Format as at *ANNEXURE-II*.
- b) Applications should be accompanied by self-attested copies of testimonials in respect of date of birth; qualifications, experience and caste.
- c) The appointment on Direct Recruitment, shall be made on Contract basis for a period of 05 years extendable by a maximum of another 02 years subject to satisfactory performance and conduct as assessed during annual/periodic reviews.
- d) In case the Applicant is in employment at present, the Application should be forwarded through the Employer **OR** a No Objection Certificate shall be produced at the time of Interview failing which such an Applicant may not be interviewed at all.

2. Deputation/Re-employment Applicants

- a) Will use Application Format as at *ANNEXURE-III*.
- b) The Application shall be invariably routed through the present Employer and accompanied by the prescribed Certificates and other Documents.
- c) Advance Copy of the Application **shall not be entertained**.
- d) The Appointment shall be regulated as per terms and conditions governing such appointments issued by the Central Government from time to time and/or agreed between the two Institutions.
- e) The Application, once submitted, shall not be allowed to be withdrawn later on.

3. General Guidelines Applicable to all Categories

- a) Mere possession of the prescribed qualifications and experience shall not result into further compulsory consideration of an Applicant.

- b) No TA/DA will be admissible for attending the Interview either in NOIDA/Delhi.
- c) The Institute does not assume responsibility for postal or courier delays.
- d) The Institute reserves the right to cancel the recruitment process any time.
- e) All the relaxations in Age etc. as allowed in terms of relevant Rules & Regulations by the Central Government to the persons belonging to specific Social categories for making recruitment to Civil Posts, shall be applicable.
- f) The Applications, complete in all respect, should reach the Administrative Officer (I/c) of the Institute or can be e-mailed also (mkgupta@niesbud.gov.in) clearly mentioning the post and mode of recruitment in subject line, along with all the requisite documents, not later than **1700 Hrs. on 13-10-2021**.

Joint Director (BD&M)