



**The National Institute for Entrepreneurship and Small Business Development (NIESBUD)**  
(Under Ministry of Skill Development and Entrepreneurship, Govt. of India)  
A-23 Sector-62, Institutional Area, NOIDA (U.P.), Website: [www.niesbud.nic.in](http://www.niesbud.nic.in), Office No. 0120-4017017, 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 **existing and future vacancies**:-

| S.N. | Name of the Post                            | Pay Band                            | No. of Post | Mode of Recruitment   |
|------|---|-------------------------------------|-------------|---|
| 1    | Director<br>(Entrepreneurship Development)  | Rs. 37400 - 67000 + 8700 (Level 13) | 01          | Deputation failing which by Direct Recruitment on Contract Basis *                |
| 2    | Director<br>(Outreach, Research & Advocacy) | Rs. 37400 - 67000 + 8700 (Level 13) | 01          | Deputation failing which by Direct Recruitment on Contract Basis *                |
| 3    | Joint Director<br>(Outreach & Advocacy)     | Rs. 15600 - 39100 + 7600 (Level 12) | 01          | Deputation failing which by Direct Recruitment on Contract Basis */ Re-employment |
| 4    | Administrative Officer                      | Rs. 15600 - 39100 + 5400 (Level 10) | 01          | Deputation / Direct Recruitment   |
| 5    | Private Secretary                           | Rs. 9300 - 34800 + 4600 (Level 7)   | 01          | Deputation / Absorption   |
| 6    | Senior Assistant                            | Rs. 9300 - 34800 + 4200 (Level 6)   | 02          | Deputation / Absorption / Direct Recruitment                                      |
| 7    | Junior Assistant                            | Rs. 5200 - 20200 + 2400 (Level 4)   | 02          | Deputation / Absorption or Direct Recruitment                                     |
| 8    | Junior Stenographer                         | Rs. 5200 - 20200 + 2400 (Level 4)   | 01          | Deputation / Absorption or Direct Recruitment on Contract Basis *                 |
| 9    | Cashier                                     | Rs. 5200 - 20200 + 2400 (Level 4)   | 01          | Direct Recruitment  |

\* Direct Recruitment for these Posts 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](http://www.niesbud.nic.in)

The Institute reserves the right to withdraw any post/alter the number of post (s) at any time.

**Joint Director (BD&M)**

### DETAILS OF THE POSTS AND APPLICATION PROCEDURE

1. Details of Different Posts : 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 DIFFERENT POSTS

### 1. Director (Entrepreneurship Development)

| Sl. No. | Particulars                                      | Details   |
|---------|--|---|
| 1.      | <b>Pay Band and Grade Pay</b>                    | Rs. 37,400-67,000 (PB-4) plus Grade Pay Rs. 8,700 (Level 13)  |
| 2.      | <b>Age limit</b>                                 | Maximum 55 years for appointment by deputation.<br>In case of Direct Appointment on Contract Basis :<br>Maximum: 55 years   |
| 3.      | <b>Educational Qualifications and Experience</b> | <p><b>A. In case of Direct Appointment on Contract Basis</b></p> <p><b>Education:</b><br/>Doctorate in Business Management/ Social Science/ Social Work/ Human Resource Management or any relevant discipline, with relevant experience.</p> <p><b>Experience:</b><br/>Minimum of 15 years' of experience in a corporate/ PSU/autonomous/government/statutory organization, with at least 3 years in heading/leading large training &amp; education Institute/ corporate Academy/ corporate learning &amp; development function/ professional education academy of repute.</p> <p><b>Desirable</b><br/>Experience in one/or more of the following work areas:-</p> <ul style="list-style-type: none"> <li>➤ Experience in engaging with government agencies, ministries, state governments for large scale implementations of social initiatives, skill building initiatives, and entrepreneurship development initiatives.</li> <li>➤ Experience with skill building, entrepreneurship development, SME support initiatives from corporate, government &amp; multi-lateral agencies.</li> <li>➤ Experience in setting up sector specific incubation centres, and mentor networks to augment SME/MSME capability.</li> <li>➤ Experience in project management evaluation, financial feasibility and funding of ventures.</li> <li>➤ Experience in leading projects related to developing &amp; skilling partner network of ancillary industries/ clusters to support the supply side for leading engineering/ Manufacturing/trading organisations.</li> <li>➤ Experience of setting up / leading a business profit centre, self-sustaining &amp; for profit social ventures,</li> </ul> |

| Sl. No. | Particulars                        | Details  |
|---------|------------------------------------|--|
|         |                                    | <p>autonomous institutions.</p> <p>➤ At least 10 Papers published in National &amp; International Journals. Presented papers in National &amp; International Seminars/Conferences.</p> <p><b>Desirable Profile:</b> The candidate should have demonstrated an ability to exercise sound judgement, action-orientation &amp; 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> <p><b>B. In case of Deputation:</b></p> <p><b>Desirable:</b> Officers being considered for appointment on a Deputation basis should satisfy the experience criteria prescribed for Direct appointment.</p> <p>Officers of the Central/State Governments/ Universities/ Recognized Training/ Research Institutions /Public Sector Undertakings/ Statutory/ Semi-Govt./ Autonomous Organizations:</p> <ul style="list-style-type: none"> <li>• Holding analogous posts on regular basis in the Parent Cadre; <b>OR</b></li> <li>• With 5 years' regular service in posts in the Pay Band of Rs.15600-39100 with Grade Pay of Rs.7600 in the Parent Cadre; <b>OR</b></li> <li>• With 10 years' regular service in posts in the Pay Band of Rs.15600-39100 with Grade Pay of Rs.6600 in the Parent Cadre.</li> </ul> |
| 4.      | <b>Period of Probation, if any</b> | 2 years  |
| 5.      | <b>Method of Recruitment</b>       | By Deputation failing which by Direct Appointment on Contract Basis.   |

## 2. Director (Outreach, Research and Advocacy)

| Sl. No. | Particulars                               | Details   |
|---------|---|---|
| 1.      | Pay Band and Grade Pay                    | Rs. 37,400-67,000 (PB-4) plus Grade Pay Rs. 8,700 (Level 13)  |
| 2.      | Age limit                                 | Maximum 55 years for appointment by deputation.<br>In case of Direct Appointment on Contract Basis :<br>Maximum: 55 years   |
| 3.      | Educational Qualifications and Experience | <p><b>A. In case of Direct Appointment on Contract Basis</b></p> <p><b>Education:</b><br/>Doctorate in Business Management/ Social Science/ Social Work/ Human Resource Management or any relevant discipline with relevant experience.</p> <p><b>Experience:</b><br/>Minimum of 15 years' of experience in a corporate/PSU/ autonomous / government/statutory organization, with at least 3 years in heading/leading large training &amp; education Institute/ vertical/ corporate Academy/corporate learning &amp; development function /professional education academy of repute.</p> <p><b>Desirable</b><br/>Experience in one/or more of the following work areas:</p> <ul style="list-style-type: none"> <li>➤ Experience in policy advocacy at national level on skill development, entrepreneurship development, social welfare initiatives.</li> <li>➤ Experience of conducting research studies, dissertations and having fair idea of research methodologies.</li> <li>➤ Experience in policy advocacy through lobbying/liaising, engagement with ministries and state governments.</li> <li>➤ Experience in public relations, marketing, brand building, business development &amp; management and mass media campaigns.</li> <li>➤ Experience in building &amp; scaling up distribution network, sales network in large corporate.</li> <li>➤ Experience of setting up / leading a business profit centre, self-sustaining &amp; for profit social ventures, autonomous institutions.</li> <li>➤ At least 10 Papers published in National &amp; International Journals. Presented papers in National &amp; International Seminars/ Conferences.</li> </ul> |

| Sl. No. | Particulars                        | Details  |
|---------|------------------------------------|--|
|         |                                    | <p><b>Desirable Profile:</b></p> <p>The candidate should have demonstrated an ability to exercise sound judgement, action-orientation &amp; 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> <p><b>B. In case of Deputation:</b></p> <p><b>Desirable:</b> Officers being considered for appointment on a Deputation basis should satisfy the experience criteria prescribed for Direct appointment.</p> <p>Officers of the Central/State Governments/ Universities/ Recognized Training/Research Institutions/Public Sector Undertakings/Statutory/ Semi-Govt./Autonomous Organizations:</p> <ul style="list-style-type: none"> <li>• Holding analogous posts on regular basis in the Parent Cadre; <b>OR</b></li> <li>• With 5 years' regular service in posts in the Pay Band of Rs.15600-39100 with Grade Pay of Rs.7600 in the Parent Cadre; <b>OR</b></li> <li>• With 10 years' regular service in posts in the Pay Band of Rs.15600-39100 with Grade Pay of Rs.6600 in the Parent Cadre.</li> </ul> |
| 4.      | <b>Period of Probation ,if any</b> | 2 years  |
| 5.      | <b>Method of Recruitment</b>       | By Deputation failing which by Direct Appointment on Contract Basis.   |

### 3. Joint Director (Outreach & Advocacy)

| Sl. No. | Particulars                                    | Details   |
|---------|--|---|
| 1.      | Pay Band and Grade Pay                         | Rs.15,600- 39,100 (PB-3) plus Grade Pay Rs. 7,600 (Level 12)  |
| 2.      | Age limit for direct recruitment (on contract) | Maximum: 50 years   |
| 3.      | Educational Qualifications and Experience      | <p><b>A. In case of Direct Appointment on Contract Basis</b></p> <p><b>Education:</b></p> <p>Doctorate in Business Management, Social Science/ Social Work, Human Resource Management, or any relevant discipline with relevant experience.</p> <p><b>Desirable:</b></p> <p>UGC NET/ GATE</p> <p><b>Experience:</b></p> <p>Minimum of 10 years' experience in a senior position in a corporate /PSU/autonomous / government /statutory organization, with experience in skill development, training &amp; education Institute/ organization/ corporate academy/ corporate learning &amp; development function / professional education academy of repute.</p> <p><b>Desirable</b></p> <p>Experience in one/or more of the following work areas:</p> <ul style="list-style-type: none"> <li>➤ Experience in building and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce &amp; industries, state &amp; central government, investors etc.</li> <li>➤ Experience in policy advocacy at national level on skill development, entrepreneurship development, social welfare initiatives.</li> <li>➤ Experience in policy advocacy through liaising/ lobbying, engagement with ministries and state governments.</li> <li>➤ Experience in conducting research studies and evaluation.</li> <li>➤ Experience in public relations, marketing, brand building, business development &amp; management and mass media campaigns.</li> <li>➤ Experience of setting up / leading a business profit centre, self-sustaining &amp; for profit social ventures,</li> </ul> |

| Sl. No. | Particulars | Details   |
|---------|-------------|---|
|         |             | <p>autonomous institutions.</p> <p>➤ At least 8 Papers published in National &amp; International Journals. Presented papers in National &amp; International Seminars/ Conferences.</p> <p><b>Desirable Profile:</b> The candidate should have demonstrated an ability to exercise sound judgement, action-orientation &amp; 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> <p><b>B. In case of Deputation:</b></p> <p>Officers being considered for appointment on a Deputation basis should satisfy the experience criteria prescribed for Direct appointment.</p> <p>Officers of the Central/ State Governments/Public Sector Undertakings/ Autonomous/ Statutory Organizations:</p> <ul style="list-style-type: none"> <li>• Holding analogous post i.e. posts in Pay Band Rs. 15600-39100 + Grade Pay Rs. 7,600 (PB-3) or equivalent on regular basis in the Parent Cadre/Department; <b>OR</b></li> <li>• With 5 years' service on regular basis in the posts in the Pay Band of Rs.15600-39100 (PB-3) with Grade Pay of Rs.6,600 or equivalent in the parent cadre/department; <b>AND</b></li> <li>• Possessing the academic and other qualifications as prescribed for Direct appointment.</li> </ul> <p><b>Experience</b></p> <p>In the area of Training/Business Administration/ Research preferably in the area of Entrepreneurship, skill development or MSME.</p> <p><b>C. In case of Re-employment (Armed Forces Personnel):</b></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> |

| <b>Sl. No.</b> | <b>Particulars</b>                 | <b>Details</b>   |
|----------------|------------------------------------|--|
| <b>4.</b>      | <b>Period of probation, if any</b> | 2 years for direct recruits, One year in case of Re-employment                     |
| <b>5.</b>      | <b>Method of Recruitment</b>       | By Deputation failing which by Direct Appointment on Contract basis/Re-employment. |



#### 4. Administrative Officer

| Sl. No. | Particulars                                      | Details   |
|---------|--|---|
| 1.      | <b>Pay Band and Grade Pay</b>                    | Rs. 15600- 39100+ 5400 (Level 10 of the Pay Matrix as per 7 <sup>th</sup> CPC)  |
| 2.      | <b>Age limit for direct recruitment</b>          | Maximum 50 years<br>Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government. 05 years' age relaxation for the employees of the Institute.   |
| 3.      | <b>Educational Qualifications and Experience</b> | <p><b>A. In case of Direct Recruitment</b></p> <p><b>Education:</b></p> <p><b>Essential:</b><br/>Master's Degree in relevant discipline from a recognized University/ Institution</p> <p><b>Desirable:</b><br/>MBA, preferably in Human Resource Management with good academic record from a recognized university/ institution or equivalent.</p> <p><b>Experience:</b><br/><i>Essential:</i></p> <ol style="list-style-type: none"> <li>Experience, dealing with Administration, Human Resource, Establishment, Procurement and Maintenance of Premises <b>or</b> Budget, Finance and Accounts matters in a Central/State Government/Universities/ Recognized Training or Research, Institutions/Autonomous Bodies/ Public Sector Undertakings/ Statutory/ Semi-Government Organizations.</li> <li>Minimum 8 years administrative experience in Government organizations/ educational institutions.</li> <li>Experience of having dealt with all matters related to administration, establishment, vigilance <b>or</b> Budget, Finance and Accounts at Sectional Head or Department head level. <b>OR</b></li> <li>At least 8 years experience in public relations work in Govt. /autonomous bodies/ PSUs reputed private institute/ industry.</li> <li>Knowledge of Government Rules &amp; Regulations governing Service/ Establishment Matters; Procurement <b>or</b> GFRs, Budget/Finance and Accounts etc.</li> </ol> |

| Sl. No. | Particulars                        | Details  |
|---------|------------------------------------|--|
|         |                                    | <p><b>Desirable</b></p> <p>Experience in one/or more of the following work areas:</p> <p>5 years' experience in administration related work in educational institutions.</p> <p><b>B. In case of Deputation/ Absorption:</b></p> <p>Officers of the Central/State Governments/ Universities/Recognized Research Institutions/ Public Sector Undertakings/Statutory/ Semi-Govt. or Autonomous Organizations:</p> <ul style="list-style-type: none"> <li>• holding analogous post on regular basis in the parent cadre or department and possessing the requisite educational qualification prescribed for direct recruitment.; <b>OR</b></li> <li>• With 6 years' regular service in posts in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800 in related area; <b>AND</b> <ol style="list-style-type: none"> <li>a) Possessing the educational qualifications and experience prescribed for Direct Recruitment.</li> <li>b) Period of deputation including the period of deputation in another ex -cadre post held immediately/preceding this appointment in the same or some other organization or any other Government Body shall not exceed 3 years.</li> <li>c) The maximum age limit for appointment by deputation shall be 56 years as on the last date for receipt of application. <b>And</b></li> <li>d) Possessing the essential Educational Qualifications and having experience in the fields as prescribed for Direct Recruitment.</li> </ol> </li> </ul> |
| 4.      | <b>Period of probation, if any</b> | 2 years for direct recruits  |
| 5.      | <b>Method of Recruitment</b>       | By Deputation/Direct Appointment   |

## 5. Private Secretary

| Sl. No. | Particulars                               | Details   |
|---------|---|---|
| 1.      | Pay Band and Grade Pay                    | Rs. 9300- 34800+ 4600 (Level 07 of the Pay Matrix as per 7 <sup>th</sup> CPC)   |
| 2.      | Educational Qualifications and Experience | <p>Officers of the Central/ State Government/ Autonomous Bodies/ Public Sector Undertakings/ Statutory Organisations:</p> <ul style="list-style-type: none"> <li>• Holding analogous Post of Private Secretary on regular basis in the parent Cadre/ Department</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• With 05 years' Service as Stenographer in the Pay Band of Rs. 9300 – 34800 + 4200 (Level 06 of the Pay Matrix as per 7<sup>th</sup> CPC).</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Possessing proficiency in Word/Data Processing; Power Point Presentation etc.</li> </ul> |
| 3.      | Period of probation, if any               | Not Applicable  |
| 4.      | Method of Recruitment                     | By Deputation/Absorption  |

## 6. Senior Assistant

| Sl. No | Particulars                               | Details  |
|--------|---|--|
| 1.     | Pay Band and Grade Pay                    | Rs. 9300-34800+ 4200 (Level 06 of the Pay Matrix as per 7 <sup>th</sup> CPC)   |
| 2.     | Age limit for direct recruitment          | 30 years<br>Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Institute.   |
| 3.     | Educational Qualifications and Experience | <p><b>A. In case of Direct Recruitment</b></p> <p><b>Educational :</b></p> <p><b>Essential</b><br/>Any Degree from a recognized University/ Institution or its equivalent.</p> <p><b>Desirable:</b><br/>Post Graduate Degree/ Diploma in Business Management.</p> <p><b>Experience:</b><br/>4 years' experience in Administration, Establishment, Procurement, Vigilance, Maintenance etc. or providing logistic support to training activities in a reputed training/research institution, as the case may be, preferably engaged in skill development or developing and promoting Entrepreneurship/ MSME.</p> <p><b>B. In case of Deputation/ Absorption:</b><br/>Officers of the Central/State Government/ Autonomous Bodies/ Public Sector Undertakings/ Statutory Organisations:</p> <ul style="list-style-type: none"> <li>• Holding analogous Post of Senior Assistant/Steno-Typist on regular basis in the parent Cadre/ Department <b>OR</b></li> <li>• With 05 years' regular service as Junior Assistant/Junior Stenographer in the Pay Band of Rs. 5200-20200+2400 in related area (<i>Level 04 of the Pay Matrix as per 7<sup>th</sup> CPC</i>).</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Possessing the educational qualifications and experience prescribed for Direct Recruitment.</li> </ul> |
| 4.     | Period of probation, if any               | 02 years for Direct Recruitment  |
| 5.     | Method of Recruitment                     | By Deputation/Absorption/Direct Recruitment.   |

## 7. Junior Assistant

| Sl. No. | Particulars                               | Details  |
|---------|---|--|
| 1.      | Pay Band and Grade Pay                    | Rs. 5200-20200+2400 (Level 04 of the Pay Matrix as per 7 <sup>th</sup> CPC)  |
| 2.      | Age limit for direct recruitment          | 30 years<br>Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Institute.   |
| 3.      | Educational Qualifications and Experience | <p><b>A. In case of Direct Recruitment</b></p> <p><b>Educational Qualifications Essential</b></p> <p>A Degree from a recognized University/ Institution or its equivalent.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 2 years' experience in Administration, Establishment, Store-keeping, Procurement etc. in an organization preferably engaged in skill development or developing and promoting Entrepreneurship/MSME.</li> <li>• Working knowledge of Computers.</li> </ul> <p><b>B. In case of Deputation/ Absorption:</b></p> <p>Officers of the Central/State Government/ Autonomous Bodies/ Public Sector Undertakings/ Statutory Organisations:</p> <ul style="list-style-type: none"> <li>• Holding analogous post on regular basis in the parent cadre or department; <b>OR</b></li> <li>• With 08 years' regular service in posts in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 1900 . <b>And</b></li> <li>• Possessing the requisite educational qualifications and experience prescribed for Direct Recruitment.</li> </ul> |
| 4.      | Period of probation, if any               | 2 years  |
| 5.      | Method of Recruitment                     | By Deputation/ Absorption or Direct Recruitment  |

## 8. Junior Stenographer

| Sl. No. | Particulars                                    | Details  |
|---------|--|--|
| 1.      | Pay Band and Grade Pay                         | Rs. 5200-20200+2400 (Level 04 of the Pay Matrix as per 7 <sup>th</sup> CPC)  |
| 2.      | Age limit for direct recruitment (On contract) | 30 years<br>Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Institute.   |
| 3.      | Educational Qualifications and Experience      | <p><b>A. In case of Direct Recruitment</b></p> <p><b>Essential</b></p> <p>Pass in 10<sup>th</sup> Class with National Trade Certificate/National Apprentice Certificate/ or National Instructor Training Certificate in 'Stenography' from ITI/NSTI/DGT.</p> <p>1. Skill Test Norms: Dictation: 10 mts @ 80 w.p.m.<br/>Transcription: 50 mts. (English) OR 65 mts. (Hindi) (On Computer)</p> <p><b>Experience:</b></p> <p>02 years' experience in Stenography/Clerical work in an organization preferably engaged in skill development or developing and promoting Entrepreneurship/ MSME.</p> <p><b>B. In case of Deputation/ Absorption:</b></p> <p>Officers of the Central/ State Government/ Autonomous Bodies/ Public Sector Undertakings/ Statutory Organisations:</p> <p>Holding analogous post of Junior Steno-Typist on regular basis in the parent Cadre/ Department.</p> <p><b>OR</b></p> <p>With 08 years' regular service in posts in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 1900 <b>And</b></p> <p>Possessing the requisite educational qualifications and experience prescribed for Direct Recruitment."</p> |
| 4.      | Period of probation, if any                    | 2 years  |
| 5.      | Method of Recruitment                          | By Deputation/Absorption or Direct Recruitment on contract basis.  |

## 9. Cashier

| Sl. No. | Particulars                               | Details  |
|---------|---|--|
| 1.      | Pay Band and Grade Pay                    | Rs. 5200-20200+2400 (Level 04 of the Pay Matrix as per 7 <sup>th</sup> CPC)  |
| 2.      | Age limit for direct recruitment          | Between 18-27 years ( <i>Relaxable for Departmental candidates upto 40 years</i> )<br><br>Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government. 05 years age relaxation for the employees of the Institute.   |
| 3.      | Educational Qualifications and Experience | <p><b>In case of Direct Appointment:</b></p> <p><b>Education: Essential:</b></p> <p>A Bachelor's Degree in Commerce/ Finance or BBA with Accountancy/Finance from a recognized University/ Institution.</p> <p><b>Desirable:</b></p> <p>Post Graduate Degree/ Diploma in Commerce/ Finance from a recognized University/ Institution.</p> <p><b>b) Experience:</b></p> <p><b><i>Essential:</i></b></p> <p>At least 03 years' experience in dealing with Cash, Accounts, Budget, Finance, Procurement etc. in a Central/State Government/ Universities/ Recognized Training or Research, Institutions/Autonomous Bodies/ Public Sector Undertakings/ Statutory/ Semi -Government Organizations.</p> <p><b><i>Desirable:</i></b></p> <p>Knowledge of Government Rules and Regulation governing Cash, Accounts, Budget and Financial Matters etc.</p> |
| 4.      | Period of probation, if any               | 2 years for direct recruits  |
| 5.      | Method of Recruitment                     | By Direct Appointment  |

**Application Format for Direct Recruitment**

|   |                              |                                      |  |                  |
|---|------------------------------|--------------------------------------|--|------------------|
| <b>I PERSONAL DETAILS (PLEASE FILL UP ALL BOXES In BLOCK LETTERS)</b> |                              |                                      |  |                  |
| Full Name Mr/Ms/Dr.:  |                              | Date of Birth:<br>(In Christian era) |  |                  |
| Address:  |                              |                                      |  |                  |
| Gender :  |                              | Marital Status :                     |  |                  |
| Whether belongs to SC/ST/OBC :  |                              | Email :                              |  |                  |
| Tel No. Office:   |                              | Home:                                |  | Mobile           |
| <b>II Qualifications</b>  |                              |                                      |  |                  |
|   | 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.

|                               |             |
|-------------------------------|-------------|
| <b>Signature of Applicant</b> | <b>Date</b> |
|-------------------------------|-------------|

**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:**

|                  | <b>Qualifications Required</b> | <b>Qualifications Possessed by the Officer</b> |
|------------------|--------------------------------|--|
| <b>Essential</b> |                                |  |
| <b>Desirable</b> |                                |  |

## 7. Experience

|                                      | Experience Required | Experience Possessed by the Officer |
|--------------------------------------|---------------------|-------------------------------------|
| <b>Essential</b>                     |                     |                                     |
| <b>Desirable<br/>(if applicable)</b> |                     |                                     |

### 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 /<br/>Institution/<br/>Organization</i> | <i>Post<br/>Held on<br/>Regular<br/>Basis</i> | <i>From</i> | <i>To</i> | <i>Pay Band*<br/>/ Pay<br/>Matrix /<br/>Grade Pay<br/>of the Post<br/>held on<br/>Regular<br/>Basis</i> | <i>Nature of Duties<br/>highlighting<br/>experience<br/>required for the<br/>Post applied for</i> | <i>Temporary<br/>or Quasi<br/>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 basis for different Posts **wherever specifically indicated**, shall be made, in accordance with Rules of the Institute for such appointments, 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/Absorption/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) *The incumbents appointed to the Posts till Level 10 shall also function as “Faculty” for taking training sessions and co-ordinating different training programmes/activities etc. of the Institute as per requirements from time to time. Similarly, the incumbents appointed to Posts at other Levels shall also co-ordinate different training programmes/activities etc. of Institute as per requirements from time to time.*
- b) Mere possession of the prescribed qualifications and experience shall not result into further compulsory consideration of an Applicant.
- c) No TA/DA will be admissible for attending the Interview either in NOIDA/Delhi.
- d) The Institute does not assume responsibility for postal or courier delays.
- e) The Institute reserves the right to cancel the recruitment process any time.
- f) In case, an applicant wants to apply for more than one Post, then separate Applications should be submitted, in the prescribed manner.
- g) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep).
- h) The Applications, in the format, as may be applicable, complete in all respect, should reach the Administrative Officer (I/c) of the Institute or can be e-mailed also ([mohitdutt@niesbud.gov.in](mailto:mohitdutt@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 10-08-2021.**

Sd/-

**Joint Director (BD&M)**