

**VACANCY CIRCULAR****Sub: Filling up of Post of Administrative Officer at NIESBUD, NOIDA, on Deputation Basis**

**National Institute for Entrepreneurship and Small Business Development (NIESBUD)**, an autonomous institution 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 filling up the Post of Administrative Officer for its NOIDA Campus, as per details given below:-

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Pay Band</b>	<b>No.</b>	<b>Mode of Recruitment</b>
1	Administrative Officer	Rs. 15600- 39100+ 5400 (Level 10 of the Pay Matrix as per 7 <sup>th</sup> CPC)	01	Deputation

2. Details of the Post may be seen at *ANNEXURE-I* and the General Guidelines for Applicants have been duly incorporated in *ANNEXURE-III*.

3. The Applications as per Format (*ANNEXURE-II*) complete in all respect may be forwarded to the Director (EE), NIESBUD and also by email to [director-ee@niesbud.gov.in](mailto:director-ee@niesbud.gov.in), before the last date of receipt of applications i.e. within 45 days of publication of the advertisement in the Employment News.

Director

## Details of the Post

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 &amp; Period of Deputation</b>	<ul style="list-style-type: none"> <li>• While the maximum age for appointment by Deputation shall be 56 years as on last date for receipt of applications, the period of Deputation would be initially for 02 years.</li> <li>• The 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> </ul>
3.	<b>Eligibility Conditions</b>	<p>Officers of the Central/ State Governments/ Universities/ Recognized Research Institutions/ Public Sector Undertakings/ Statutory/ Semi-Govt. or Autonomous Organizations:</p> <p>(a) holding analogous post on regular basis in the parent cadre or department; <b>OR</b></p> <p>With 6 years' regular service in posts in the Pay Band of Rs.9300-34800 with Grade Pay of Rs. 4800 in related area;</p> <p style="text-align: center;"><b>AND</b></p> <p>(b) <b>Possessing the following educational qualifications and experience:-</b></p> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Master's Degree in relevant discipline from a recognized University/ Institution</li> </ul> <p><b>Experience</b></p> <ul 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 Central/ State Government/ Universities/</li> </ul>

Sl. No.	Particulars	Details
		<p>Recognized Training or Research, Institutions/Autonomous Bodies/ Public Sector Undertakings/ Statutory/ Semi - Government Organizations.</p> <ul style="list-style-type: none"> <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 or Budget, Finance and Accounts at Sectional Head or Department head level.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <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 or GFRs, Budget/Finance and Accounts etc.</li> </ul> <p><b>Desirable</b> 5 years' experience in administration related work in educational institutions.</p>

## Application Format

1.Name and Address (in Block Letters)	
2.Date of Birth (In Christian era)	
3.i) Date of Entry into Service	
(ii) Date of Retirement under Central/State Govt. Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	
B) Experience	
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	
B) Experience	
5.1 <b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the <b>RRs by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
6.1 <b>Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.</b>	

7. Details of Employment in chronological order

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

Office / Institution/ Organization	Post Held on Regular Basis	From	To	Pay Band* / Pay Matrix / Grade Pay of the Post held on Regular Basis	Nature of Duties highlighting experience required for the Post applied for

**\*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 below.

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

8.Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
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
<b>9.1 Note :</b> 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.		
<b>9.2 Note:</b> 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. Additional details about present employment: Please state whether working under (indicate name of the Employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Public Sector Undertaking e) University/Training/Research Institution f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total Emoluments per month now drawn:		
Basic Pay	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</b>	<b>Total Emoluments</b>
<b>16. A. Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i)		

<p>additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p>16. B. Achievements: The candidates are requested to indicate information with regard to;  (i) Research publications and reports and special projects  (ii) Awards/Scholarships/Official Appreciation  (iii) Affiliation with the professional bodies/institutions/societies and;  (iv) Patents registered in own name or achieved for the organization  (v) Any research/ innovative measure involving official recognition  vi) any other information.  <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non Government Organizations are eligible only for Short Term Contract)  # (The option of 'STC' / 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. 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 selection 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)



**General Guidelines for Applicants**

- a) The Application shall, invariably, be submitted in the prescribed Format as at *ANNEXURE-II*.
- b) The Application shall be routed through the Employer and accompanied by the prescribed Certificates and other Documents.
- c) 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.
- d) The Application, once submitted, shall not be allowed to be withdrawn later on.
- e) No TA/DA will be admissible for attending the Interview either in NOIDA/Delhi.
- f) 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).
- g) The Institute does not assume responsibility for postal or courier delays.
- h) The Applications, complete in all respects and prescribed manner, should reach the Administrative Officer (I/c) of the Institute or can be e-mailed also ([director-ee@niesbud.gov.in](mailto:director-ee@niesbud.gov.in)), along with all the requisite documents, within 45 days of publication of the advertisement in the Employment News.
- i) The Institute reserves the right to cancel the recruitment process at any time.

**Director**