NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

A-23, Sector-62, Institutional Area, Noida- 201 309 (U.P.)
(An autonomous body under Ministry of Skill Development and Entrepreneurship,
Government of India)

A-23, Sector 62 Noida, Uttar Pradesh, 201301

F. No. NIESBUD/DIR-Dep/ 93/2025-26

VACANCY CIRCULAR

Sub: Filling up the Posts on Deputation Basis at NIESBUD, NOIDA,

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 for its NOIDA Campus, as per details given below:-

SI. No.	Name of the Post	No. of Posts	Pay Level (7th CPC)
1	Director (Entrepreneurship Education)	01	Level-13
2	Private Secretary	01	Level-07
3	Accountant	01	Level-06
4	Senior Assistant	02	Level-06
5	Steno-Typist	01	Level-06
6	Junior Assistant	01	Level-04
7	Junior Stenographer	01	Level-04

- 2. Details of the Post may be seen at *ANNEXURE-I*. The General Guidelines for Applicants have been incorporated in *ANNEXURE-III*.
- 3. The Applications as per Format (ANNEXURE-II) complete in all respect may be forwarded to the Administration Section, NIESBUD before the last date of receipt of applications i.e. 16-09-2025.

Administration

Details of the Post

A. Director (Entrepreneurship Education)

SI. No.	Particulars	Details				
1.	Pay Band and Grade Pay	Rs. 37,400-67,000 (PB-4) plus Grade Pay Rs. 8,700 <i>(Level 13 as per 7th CPC)</i>				
2.	Age Limit & Period of Deputation	While the maximum age for appointment by Deputation shall be 55 years as on last date for receipt of applications, the period of Deputation would be initially for a period of 05 years.				
		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.15600-39100 with Grade Pay of Rs.7600 in the Parent Cadre; OR 				
		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;				
		AND				
3.	Eligibility Conditions	Possessing the following experience :-				
	Conditions	 Essential Minimum of 15 years' of experience in a Corporate/ PSU/ autonomous/ government/ statutory organization, with at least 3 years in heading/ leading large training & education Institute/ vertical/ corporate Academy/corporate learning & development function/ professional education academy of repute. 				
	Desirable					
		Experience in one/or more of the following work areas:				
		Executive and Administrative functions.				
		 Experience in learning methodology, learning facilitation, adult learning, curriculum development, developing training plans, assessments & certifications and instructional design. 				

- Experience in planning & deployment of Massive Open Online Courses (MOOC's), e-Learning platforms.
- Experience in areas of entrepreneurship development training.
- Experience in mass implementation of learning & development initiatives, developing skill building initiatives for mass/grass root level impact.
- Experience of setting up / leading an educational institute as business profit centre, selfsustaining & for profit institutions.
- At least 10 Papers published in National & International Journals.
 Presented papers in National & International Seminars/ Conferences.

Desirable Profile:

The candidate should have demonstrated an ability to exercise sound judgment, 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.

B. Private Secretary

SI. No.	Particulars	Details			
1.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) plus Grade Pay Rs. 4,600 (Level 7 as per 7 th CPC)			
2.	Age Limit & Period of Deputation	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 05 years.			
3.	Eligibility Conditions	Officers of the Central/ State Governments/Public Sector Undertakings/ Autonomous/ Statutory Organizations: • Holding analogous post of Private Secretary on regular basis in the Parent Cadre; OR • With 5 years' regular Service as Stenographer in the Pay Band of Rs.9300-34800+4200 (Level 06 the Pay Matrix as per 7th CPC); AND • Possessing proficiency in Word/Data Processing; Power Point Presentation etc.			

C. Accountant

SI. No.	Particulars	Details				
1.	Pay Band and Grade Pay	Rs. 9300-34800+4200 (Level 06 of the Pay Matrix as per 7 th CPC)				
2.	Age Limit & Period of Deputation	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 05 years.				
3.	Eligibility Conditions	would be initially for 05 years. Officers of the Central Governments /State Governments/UTs/ Autonomous Organizations holding analogous posts on regular basis or having 10 years regular service in the PB-I Grade Pay of Rs. 2400/- with 3 years experience of handling the account matter: • Holding analogous post on regular basis in relevant area; OR • With 10 years' regular service in posts in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 2400/- in related area; AND Possessing the following educational qualifications and experience:- Education • A Bachelor's Degree in Commerce/Finance or BBA with Accountancy/Finance from a recognized University/Institution. Desirable • Post Graduate Degree/Diploma in Commerce/Finance from a recognized University/Institution. Experience i. At least 05 years' experience of writing & maintaining prescribed Records/Books of Accounts; drafting final Books of Accounts; ensuring Statutory Compliances like GST, Income Tax, P.F., ESI etc. Salary Administration, examining & processing payments and personal claims like LTC,				
		Medical etc. ii. Working/Familiarity with TALLY, Salary Systems, Payments Apps. and other Accounting Softwares.				

SI. No.	Particulars	Details
		Desirable
		Experience in one/or more of the following work
		areas:
		Knowledge & Experience of General Financial Rules; Rules & Regulations governing Service/Establishment Matters, Statutory
		Compliances, etc.

D. Senior Assistant

SI. No.	Particulars	Details			
1.	Pay Band and Grade Pay	Rs. 9300-34800+4200 (Level 06 of the Pay Matrix as per 7^{th} CPC)			
2.	Age Limit & Period of Deputation	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 05 years.			
3.	Eligibility Conditions	Officers of the Central Governments /Autonomous Bodies/ Public Sector Undertakings/ Statutory Organizations: • Holding analogous post of Senior Assistant/ Steno-Typist on regular basis in the parent Cadre/Department; OR • With 05 years' regular service as Junior Assistant/ Junior Stenographer in the Pay Band of Rs.5200-20200+ 2400/- in related area (Level 04 the Pay Matrix as per 7th CPC); AND Possessing the following educational qualifications and experience:- Education • Any Degree from a recognized University/Institution or its equivalent. Desirable • Post Graduate Degree/Diploma in Business Management. Experience 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.			

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E. Steno Typist

SI. No.	Particulars	Details				
1.	Pay Band and Grade Pay	Rs. 9300-34800+4200 (Level 06 of the Pay Matrix as per 7 th CPC)				
2.	Age Limit & Period of Deputation	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 05 years.				
3.	Eligibility Conditions	Officers of the Central/ State Governments/ Universities/ Recognized Research Institutions//Public Sector Undertakings/ / Statutory/ Semi-Govt. or Autonomous Organizations: • Holding analogous post on regular basis in the Parent Cadre or Department; OR • With 10 years' relevant regular Service in post in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 2400; AND • Possessing proficiency in Word/Data Processing; Power Point Presentation etc.				

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F. Junior Assistant

SI.	Particulars	Details
No.	Pay Band and Grade	Rs. 5200-20200+2400 (Level 04 of the Pay Matrix as
1.	Pay	per 7 th CPC)
2.	Age Limit & Period of Deputation	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 05 years.
		Officers of the Central / State Governments /Autonomous Bodies/ Public Sector Undertakings/ Statutory Organizations:
		 Holding analogous post on regular basis in the parent Cadre or Department; OR With 08 years' regular service in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 1900/-; AND
3.	Eligibility Conditions	Possessing the following educational qualifications and experience:-
		Education A Degree from a recognized University/Institution or its equivalent.
		 Experience 02 years' experience in Administration, Establishment, Store Keeping, Procurement etc. in an organisation preferably engaged in skill development or developing and promoting Entrepreneurship/ MSME. Working knowledge of Computers

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G. Junior Stenographer

SI. No.	Particulars	Details			
1.	Pay Band and Grade Pay	Rs. 5200-20200+2400 (Level 04 of the Pay Matrix as per 7 th CPC)			
2.	Age Limit & Period of Deputation	 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 05 years. 			
3.	Eligibility Conditions	Officers of the Central / State Governments /Autonomous Bodies/ Public Sector Undertakings/ Statutory Organizations: • Holding analogous post of Junior Steno-Typist on regular basis in the parent Cadre/Department; OR • With 08 years' regular service in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 1900/-; AND Possessing the following educational qualifications and experience:- Education • Pass in 10th Class with National Trade Certificate/National Apprentice Certificate/ or National Instructor Training Certificate in 'Stenography' from ITI/NSTI/DGT. • Skill Test Norms: Dictation: 10 mts @ 80 w.p.m. • Transcription: 50 mts. (English) OR 65 mts. (Hindi) (On Computer) Experience • 02 years' experience in Stenography/Clerical work in an organization preferably engaged in skill development or developing and promoting Entrepreneurship/ MSME.			

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APPLICATION FOR THE POST OF <u>DIRECTOR (ENTREPRENEURSHIP EDUCATION)</u> IN NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

	e and Address (letters)	Passport Size Photo
2. Date	of Birth	
3.	(i) Date of entry in Government Service	
	(ii) Date of retirement under Central/ State Government Rules	
4. Educa	ational Qualifications	
are satis	her educational and other qualification required for the post sfied? (If any qualification has been treated as equivalent to escribed in the Rule, state the authority for the same)	
а	alification/ Experience required as mentioned in the dvertisement/ vacancy circular (Deputation Basis)	Qualification/ Experience possessed by the candidate
Red Und	icers of the Central/ State Governments/ Universities/ cognized Training/ Research Institutions/ Public Sector dertakings/ Statutory/ Semi Govt/ Autonomous ganizations:	
	ding analogous posts on regular basis in the Parent dre; OR	
Rs.	th 5 years regular service in posts in the Pay Band of 15600-39100 with Grade Pay of Rs.7600 in the Parent dre; OR	
Rs.	h 10 years' regular service in posts in the Pay Band of 15600-39100 with Grade Pay of Rs.6600 in the Parent dre;	
	AND	
Posse	essing the following experience :-	
	tial mum of 15 years' of experience in a Corporate/ PSU/ nomous/ government/ statutory organization, with at least	

3 years in heading/ leading large training & education Institute/ vertical/ corporate Academy/corporate learning & development function/ professional education academy of repute.

Desirable

Experience in one/or more of the following work areas:

- Executive and Administrative functions.
- Experience in learning methodology, learning facilitation, adult learning, curriculum development, developing training plans, assessments & certifications and instructional design.
- Experience in planning & deployment of Massive Open Online Courses (MOOC's), e-Learning platforms.
- Experience in areas of entrepreneurship development training.
- Experience in mass implementation of learning & development initiatives, developing skill building initiatives for mass/grass root level impact.
- Experience of setting up / leading an educational institute as business profit centre, selfsustaining & for profit institutions.
- At least 10 Papers published in National & International Journals.
 Presented papers in National & International Seminars/ Conferences.

Desirable Profile:

candidate The should have demonstrated ability sound judgment, action-orientation & hands exercise approach with strong drive for results. It is expected that an candidate acquired self-management, ideal has people management, networking and communication skills.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.

7. Details of employment, in chronological order

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

Office/	Post held on	From	То	*Pay Band/ Pay	Nature of duties (in
Institution	regular basis			Matrix and Grade	detail) highlighting
				Pay/ Pay Scale/	experience required

		Level of the Post held on regular basis	for the post applied for

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

-	8. Nature of present employment i.e., Ad-						
•	ary or Quasi-perm	anent or					
Permanent							
0 1		of the health are done to the state	- doed beats deed				
	present employme	nt is held on deputation/c	ontract basis, please				
state:							
a) The date of	b) Period of	c) Name of the present	d) Name of the post				
initial	appointment on	office/ organization to	and pay of the post				
appointment	deputation/	which the applicant	held in substantive				
	contract	belong.	capacity in the present				
			organization				

9.1 Note: In case of officers already by the parent cadre/ Department along 9.2 Note: Information under Column a post on deputation outside the contract of th	ng with C 9 (c) & (d	Cadre Clearance, Vigilance d) above must be given in a	Clearance all cases wh	and integrity certificate. here a person is holding		
10. If any post held on deput the applicant, date of retudent deputation and other details:	tation ir	n the past by	aning a ne	in mis parent caures		
11. Additional details employment:	about	present				
Please state whether working name of your employer accolumn)		`				
 a. Central Government. b. State Government c. Autonomous Organization d. Government Undertaking e. University f. Others 						
12. Total emoluments per mo	nth no	w drawn:				
Basic Pay in the PB/ Level in the Pay Matrix	G	irade Pay / Level	То	tal Emoluments		
13. In case the applicant belo Government Pay-Scales, the following details may be enclo	latest s	•		•		
Basic Pay with Scale of Pay ar of increment	nd rate	Dearness Pay/ interi other Allowances (with break-up de	etc.	Total Emoluments		
Additional information, if any in support of your suitability for t provide information with regard (i) Additional academic qualiti) Professional training and (iii) Work experience over a circular/ Advertisement)	he post to alificatio d and abo	This among other thin	gs may			

(Note: Enclose a separate sheet, if the space is insufficient)	
14.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.	
(Note: Enclose a separate sheet if the space is Insufficient)	
15. Whether belong to SC/ ST?	

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:

APPLICATION FOR THE POST OF PRIVATE SECRETARY

IN NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

	Name and Address Block letters)		Passport Size Photo
2.	Date of Birth		
3.	(i) Date of entry in Government Service (ii) Date of retirement under Central/ State		
4.	Government Rules Educational Qualifications		
rec qu tho	Whether educational and other qualification quired for the post are satisfied? (If any alification has been treated as equivalent to use prescribed in the Rule, state the authority the same)		
r	Qualification/ Experience required as nentioned in the advertisement/ vacancy circular (Deputation Basis)	Qualification/ Expossessed by the	-
Office Sect Orga	sential Service Criteria: sers of the Central/ State Governments/Public for Undertakings/ Autonomous/ Statutory anizations: Holding analogous post of Private Secretary on regular basis in the Parent Cadre; OR With 5 years' regular Service as Stenographer in the Pay Band of Rs.9300-34800+4200 (Level 06 the Pay Matrix as per 7th CPC); AND Possessing proficiency in Word/Data Processing; Power Point Presentation etc.		
enti	Please state clearly whether in the light of ries made by you above, you meet the requisite sential Qualification and work experience of the t.		

7. Details of employment, in chronological order

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

Office/ Institution	Post held on regular basis	То	*Pay Band/ Pay Matrix and Grade Pay/ Pay Scale/ Level of the Post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

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

8. Nature of present employment i.e., Ad-	
hoc or Temporary or Quasi-permanent or	
Permanent	

9. In case the state:	present employm	en	t is held on deputati	on/cor	itract basis, please
a) The date of	b) Period of		c) Name of the prese	nt	d) Name of the post
, initial	appointment on		office/ organization to		and pay of the post
appointment	deputation/		which the applicant		held in substantive
	contract		belong.	C	apacity in the present
					organization
		+			
by the parent cadre 9.2 Note: Information	/ Department along with on under Column 9 (c) &	h С & (a	utation, the applications of s adre Clearance, Vigilance C d) above must be given in all ganization but still maintai	Clearanc I cases v	e and integrity certificate. where a person is holding
10. If any post	held on deputation date of return to other details:		· · · · · · · · · · · · · · · · · · ·		
11. Additional employment:	details abo	ut	present		
name of your column) g. Central Go h. State Gove i. Autonomou j. Governmen			•		
k. Universityl. Others					
12. Total emolur	nents per month r	10	w drawn:		
Basic Pay in the the Pay M		G	rade Pay / Level	Т	otal Emoluments
Government Pa	• •		an Organization which alary slip issued by the		•
Basic Pay with Scale of Pay and rate of increment			Dearness Pay/ interim relief/ other Allowances etc. (with break-up details)		Total Emoluments

14.A **Additional information, 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 (iv) Additional academic qualifications Professional training and (v) (vi) Work experience over and above prescribed in the vacancy circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient) 14.B **Achievements:** The candidates are requested to indicate information with regard to; Research publications and reports and special projects. iv. Awards/ Scholarships/ Official Appreciation. vii. Affiliation with the professional bodies/ institutions/ societies viii. Patents registered in own name or achieved for the organization Any research/ official innovative measure involving ix. recognition. Any other information. X.

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.

(Note: Enclose a separate sheet if the space is Insufficient)

15. Whether belong to SC/ST?

Signature of the Candidate Address:

Date:

APPLICATION FOR THE POST OF ACCOUNTANT

IN NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

(in	Name and Address Block letters) Date of Birth		Passport Size Photo
3.	(i) Date of entry in Government Service (ii) Date of retirement under Central/ State Government Rules		
5. red qu the	Educational Qualifications Whether educational and other qualification quired for the post are satisfied? (If any alification has been treated as equivalent to ose prescribed in the Rule, state the authority the same)		
Qualification/ Experience required as mentioned in the advertisement/ vacancy circular (Deputation Basis)			
	circular (Deputation Basis)	Qualification/ Expossessed by the	•
Ess Office Gov hold 10 y Rs.	_	possessed by the	•
Ess Gov hold 10 y Rs. acco	circular (Deputation Basis) sential Service Criteria: cers of the Central Governments /State rernments/UTs/ Autonomous Organizations ling analogous posts on regular basis or having rears regular service in the PB-I Grade Pay of 2400/- with 3 years experience of handling the	possessed by the	•

Essential Qualification -

 A Bachelor's Degree in Commerce/Finance or BBA with Accountancy/Finance from a recognized University/Institution.

Desirable

 Post Graduate Degree/Diploma in Commerce/ Finance from a recognized University/Institution

Experience –

- At least 05 years' experience of writing & maintaining prescribed Records/Books of Accounts; drafting final Books of Accounts; ensuring Statutory Compliances like GST, Income Tax, P.F., ESI etc. Salary Administration, examining & processing payments and personal claims like LTC, Medical etc.
- Working/Familiarity with TALLY, Salary System, Payments Apps. and other Accounting Softwares.

Desirable

Experience in one/or more of the following work areas:

- Knowledge & Experience of General Financial Rules; Rules & Regulations governing Service/Establishment Matters, Statutory Compliances, etc.
- 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.

7. Details of employment, in chronological order

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

Office/ Institution	Post held on regular basis	From	То	*Pay Band/ Pay Matrix and Grade Pay/ Pay Scale/ Level of the Post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

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

8. Nature of pr	esent employment	t i.e., Ad-			
hoc or Tempor	ary or Quasi-perm	nanent or			
Permanent	•				
9 In case the	oresent employme	nt is held on deputation/o	contract basis, please		
state:		in io noia on apparations	ontract bacie, proace		
otato.					
a) The date of	b) Period of	c) Name of the present	d) Name of the post		
initial	appointment on	office/ organization to	and pay of the post		
appointment	deputation/	which the applicant	held in substantive		
	contract	belong.	capacity in the present		
organization					
Organization					

9.1 Note: In case of officers already on dep by the parent cadre/ Department along with 0 9.2 Note: Information under Column 9 (c) & (a post on deputation outside the cadre/ o organization.	Cadre Clearance, Vigilance (d) above must be given in al	Clearance a I cases wh	and integrity certificate. ere a person is holding		
10. If any post held on deputation in the applicant, date of return from deputation and other details:	•				
11. Additional details about employment:	t present				
Please state whether working under name of your employer against column)	`				
 m. Central Government. n. State Government o. Autonomous Organization p. Government Undertaking q. University r. Others 					
12. Total emoluments per month no	w drawn:				
Basic Pay in the PB/ Level in the Pay Matrix	Grade Pay / Level	То	tal Emoluments		
13. In case the applicant belongs to Government Pay-Scales, the latest stollowing details may be enclosed.	•		•		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interin other Allowances (with break-up det	etc.	Total Emoluments		
14.A Additional information, if any, relevation support of your suitability for the post provide information with regard to (vii) Additional academic qualification (viii) Professional training and (ix) Work experience over and about					

(Note: Enclose a separate sheet, if the space is insufficient)		
14.B		
Achievements:		
The candidates are requested to indicate information with regard to;		
v. Research publications and reports and special projects.		
vi. Awards/ Scholarships/ Official Appreciation.		
xi. Affiliation with the professional bodies/ institutions/ societies		
and;		
xii. Patents registered in own name or achieved for the organization		
recognition.		
xiv. Any other information.		
(Note: Enclose a separate sheet if the space is Insufficient)		
15. Whether belong to SC/ ST?		

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:

APPLICATION FOR THE POST OF SENIOR ASSISTANT

IN NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

	Name and Address Block letters)		Passport Size
2.	Date of Birth		Filoto
3.	(i) Date of entry in Government Service		
	(ii) Date of retirement under Central/ State Government Rules		
4.	Educational Qualifications		
rec qu tho	Whether educational and other qualification quired for the post are satisfied? (If any alification has been treated as equivalent to see prescribed in the Rule, state the authority the same)		
Qualification/ Experience required as mentioned in the advertisement/ vacancy circular (Deputation Basis)		Qualification/ Expossessed by the	•
Ess	ential Service Criteria:		
Bodi	ers of the Central Governments /Autonomous es/ Public Sector Undertakings/ Statutory anizations:		
	 Holding analogous post of Senior Assistant/ Steno-Typist on regular basis in the parent Cadre/Department; OR 		
	 With 05 years' regular service as Junior Assistant/ Junior Stenographer in the Pay Band of Rs.5200-20200+ 2400/- in related area (Level 04 the Pay Matrix as per 7th CPC); 		

Essential Qualification -	
 Any Degree from a recognized University/Institution or its equivalent. Desirable Post Graduate Degree/Diploma in Business Management. 	
Experience –	
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.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.	

7. Details of employment, in chronological order

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

Office/ Institution	Post held on regular basis	From	То	*Pay Band/ Pay Matrix and Grade Pay/ Pay Scale/ Level of the Post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

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

8. Nature of pr	esent employment	t i.e., Ad-			
hoc or Tempor	rary or Quasi-perm	nanent or			
Permanent					
9 In case the	nresent emnlovme	nt is held on deputation/c	ontract hasis nlease		
'	present employme	in is now on acparationic	ontract basis, picase		
state:					
a) The date of	b) Period of	c) Name of the present	d) Name of the post		
initial	appointment on	office/ organization to	and pay of the post		
appointment	deputation/	which the applicant	held in substantive		
	contract	belong.	capacity in the present		
organization					

9.1 Note: In case of officers alread by the parent cadre/ Department alo 9.2 Note: Information under Column a post on deputation outside the organization.	ng with Cadre Clearance, 9 (c) & (d) above must be	Vigilance Clearar given in all cases	nce and integrity certificate. Is where a person is holding		
10. If any post held on deputhe applicant, date of retherotenisms.	• •				
11. Additional details	about present				
employment:	about proofit				
Please state whether working name of your employer ag column)	•				
s. Central Government. t. State Government u. Autonomous Organization v. Government Undertaking w. University x. Others					
12. Total emoluments per mo	onth now drawn:				
Basic Pay in the PB/ Level in the Pay Matrix	Grade Pay / Le	vel	Total Emoluments		
13. In case the applicant belongorer than the control of the contr	latest salary slip issu		-		
Basic Pay with Scale of Pay an of increment	other All	ay/ interim relie owances etc. ak-up details)	f/ Total Emoluments		
14.A Additional information, if any in support of your suitability for to provide information with regard (x) Additional academic qual (xi) Professional training an (xii) Work experience over a circular/ Advertisement)	/				

(Note: Enclose a separate sheet, if the space is insufficient)		
14.B		
Achievements:		
The candidates are requested to indicate information with regard to;		
vii. Research publications and reports and special projects.		
viii. Awards/ Scholarships/ Official Appreciation.		
xv. Affiliation with the professional bodies/ institutions/ societies and;		
xvi. Patents registered in own name or achieved for the organization		
vii. Any research/ innovative measure involving official recognition.		
viii. Any other information.		
(Note: Enclose a separate sheet if the space is Insufficient)		
15. Whether belong to SC/ ST?		

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:

APPLICATION FOR THE POST OF STENO TYPIST

IN NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

	Name and Address Block letters)		Passport Size Photo
2.	Date of Birth		
3.	(i) Date of entry in Government Service (ii) Date of retirement under Central/ State		
	Government Rules		
4.	Educational Qualifications		
red qu the	Whether educational and other qualification quired for the post are satisfied? (If any alification has been treated as equivalent to use prescribed in the Rule, state the authority the same)		
Qualification/ Experience required as mentioned in the advertisement/ vacancy circular (Deputation Basis)		Qualification/ Expossessed by the	-
Ess	ential Service Criteria:		
Uni Inst	cers of the Central/ State Governments/ versities/ Recognized Research itutions//Public Sector Undertakings/ / Statutory/ ni-Govt. or Autonomous Organizations:		
•	Holding analogous post on regular basis in the Parent Cadre or Department; OR With 10 years' relevant regular Service in post in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 2400; AND Possessing proficiency in Word/Data Processing; Power Point Presentation etc.		
ent	Please state clearly whether in the light of ries made by you above, you meet the requisite sential Qualification and work experience of the st.		

7. Details of employment, in chronological order

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

Office/ Institution	Post held on regular basis	From	То	*Pay Band/ Pay Matrix and Grade Pay/ Pay Scale/ Level of the Post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

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

8. Nature of pr	8. Nature of present employment i.e., Ad-					
hoc or Tempor	ary or Quasi-perm	nanent or				
Permanent	•					
9 In case the	oresent employme	nt is held on deputation/o	contract basis, please			
state:		in io noia on apparations	ontract bacie, proace			
otato.						
a) The date of	b) Period of	c) Name of the present	d) Name of the post			
initial	appointment on	office/ organization to	and pay of the post			
appointment	deputation/	which the applicant	held in substantive			
	contract	belong.	capacity in the present			
organization						
			5. ga2atio11			

-					
9.1 Note: In case of officers already of by the parent cadre/ Department along 9.2 Note: Information under Column 9 a post on deputation outside the ca organization.	g with C (c) & (d	adre Clearance, V d) above must be g	igilance (iiven in al	Clearance of I cases wh	and integrity certificate. ere a person is holding
10. If any post held on deputa the applicant, date of retur deputation and other details:					
11. Additional details a employment:	about	present			
Please state whether working uname of your employer aga column)		`			
y. Central Government. z. State Government aa. Autonomous Organization bb. Government Undertaking cc. University dd. Others					
12. Total emoluments per mon	th no	w drawn:			
Basic Pay in the PB/ Level in the Pay Matrix	G	rade Pay / Leve	vel Total Emoluments		
13. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.					
Basic Pay with Scale of Pay and rate of increment Dearness Pay/ interim relief/other Allowances etc. (with break-up details)			Total Emoluments		
Additional information, 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 (xiii) Additional academic qualifications (xiv) Professional training and (xv) Work experience over and above prescribed in the vacancy circular/ Advertisement)					

(Note: Enclose a separate sheet, if the space is insufficient)				
14.B				
Achievements:				
The candidates are requested to indicate information with regard to;				
ix. Research publications and reports and special projects.				
x. Awards/ Scholarships/ Official Appreciation.				
xix. Affiliation with the professional bodies/ institutions/ societies				
and;				
xx. Patents registered in own name or achieved for the				
organization				
xxi. Any research/ innovative measure involving official				
recognition.				
xii. Any other information.				
(Note: Enclose a separate sheet if the space is Insufficient)				
15. Whether belong to SC/ ST?				

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:

APPLICATION FOR THE POST OF JUNIOR ASSISTANT

IN NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

	Name and Address Block letters)		Passport Size Photo
2.	Date of Birth		
3.	(i) Date of entry in Government Service		
	(ii) Date of retirement under Central/ State Government Rules		
4.	Educational Qualifications		
rec qua the	Whether educational and other qualification quired for the post are satisfied? (If any alification has been treated as equivalent to see prescribed in the Rule, state the authority the same)		
n	Qualification/ Experience required as nentioned in the advertisement/ vacancy circular (Deputation Basis)	Qualification/ Expossessed by the	•
Ess	sential Service Criteria:		
Bodi	ers of the Central Governments /Autonomous es/ Public Sector Undertakings/ Statutory anizations:		
•	Holding analogous post on regular basis in the parent Cadre or Department; OR		
•	With 08 years' regular service in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 1900/-;		
Ess	sential Qualification -		
	egree from a recognized University/Institution or quivalent.		

Experience –	
 02 years' experience in Administration, Establishment, Store Keeping, Procurement etc. in an organisation preferably engaged in skill development or developing and promoting Entrepreneurship/ MSME. Working knowledge of Computers 	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite	
Essential Qualification and work experience of the post.	

7. Details of employment, in chronological order

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

Office/ Institution	Post held on regular basis	То	*Pay Band/ Pay Matrix and Grade Pay/ Pay Scale/ Level of the Post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

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

8. Nature of present employment i.e., Adhoc or Temporary or Quasi-permanent or Permanent							
9. In case the part state:	present emp	loyme	nt is held	on d	leputation/	contract basis, please	
a) The date of initial appointment	b) Period appointmen deputatio contract	it on n/	on office/ organization to and pay of the post			d) Name of the post and pay of the post held in substantive capacity in the present organization	
by the parent cadre 9.2 Note: Information	/ Department ald on under Column	ng with 9 (c) &	Cadre Cleara (d) above mu	ance, V ust be g	ʻigilance Clea given in all cas	officers should be forwarded rance and integrity certificate. ses where a person is holding g a lien in his parent cadre/	
10. If any post the applicant, deputation and o	date of ret		•	-			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)							
ee. Central Government. ff. State Government gg. Autonomous Organization hh. Government Undertaking ii. University jj. Others							
12. Total emolur	nents per mo	onth no	ow drawn:	<u> </u>			
Basic Pay in the the Pay M		(Grade Pay	/ Leve	el	Total Emoluments	
13. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.							

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc. (with break-up details)	Total Emoluments			
14.A					
Additional information, if any, relev	ant to the post you applied for				
in support of your suitability for the pos	. ,				
provide information with regard to	st. This among other things may				
(xvi) Additional academic qualificat	ione				
(xvii) Professional training and	10113				
(xviii) Work experience over and ab	nove prescribed in the vacancy				
circular/ Advertisement)	rove presented in the vacancy				
(Note: Enclose a separate sheet, if th	e space is insufficient)				
14.B					
Achievements:					
The candidates are requested to indi	cate information with regard to:				
xi. Research publications and rep	•				
xii. Awards/ Scholarships/ Official	Appreciation.				
xiii. Affiliation with the professional bodies/ institutions/ societies and;					
xiv. Patents registered in own name or achieved for the organization					
xxv. Any research/ innovative measure involving official recognition.					
xvi. Any other information.					
(Note: Enclose a separate sheet if th					
15. Whether belong to SC/ ST?					

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:

APPLICATION FOR THE POST OF JUNIOR STENOGRAPHER

IN NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

	Name and Address Block letters)		Passport Size Photo
2.	Date of Birth		
3.	(i) Date of entry in Government Service		
•	(ii) Date of retirement under Central/ State Government Rules		
4.	Educational Qualifications		
rec qua the	Whether educational and other qualification quired for the post are satisfied? (If any alification has been treated as equivalent to see prescribed in the Rule, state the authority the same)		
n	Qualification/ Experience required as nentioned in the advertisement/ vacancy circular (Deputation Basis)	Qualification/ Expossessed by the	-
Ess	ential Service Criteria:		
/Auto	ers of the Central / State Governments onomous Bodies/ Public Sector Undertakings/ utory Organizations:		
•	Holding analogous post of Junior Steno-Typist on regular basis in the parent Cadre/Department; OR With 08 years' regular service in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 1900/-		
Ess	ential Qualification -		
•	Pass in 10th Class with National Trade Certificate/National Apprentice Certificate/ or National Instructor Training Certificate in 'Stenography' from ITI/NSTI/DGT.		

 Skill Test Norms: Dictation: 10 mts @ 80 w.p.m. Transcription: 50 mts. (English) OR 65 mts. (Hindi) (On Computer) 	
Experience –	
 02 years' experience in Stenography/Clerical work in an organization preferably engaged in skill development or developing and promoting Entrepreneurship/ MSME. 	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.	

7. Details of employment, in chronological order

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

Office/ Institution	Post held on regular basis	То	*Pay Band/ Pay Matrix and Grade	Nature of duties (in detail) highlighting
			Pay/ Pay Scale/ Level of the Post held on regular basis	experience required for the post applied for

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

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 appointmen deputation contrac	nt on on/	c) Name of the present office/ organization to which the applicant belong.		d) Name of the post and pay of the post held in substantive capacity in the present organization	_	
9.1 Note: 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. 9.2 Note: 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/ organization 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 the name of your employer against the relevant column)							
kk. Central Government. 11. State Government mm. Autonomous Organization nn. Government Undertaking oo. University pp. Others							
12. Total emoluments per month now drawn:					_		
Basic Pay in the PB/ Level in the Pay Matrix Grade Pay / Level in Grade		rel		Total Emoluments	_		

13. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.				
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc. (with break-up details)	Total Emoluments		
14.A				
Additional information, if any, relev				
in support of your suitability for the pos	st.This among other things may			
provide information with regard to				
(xix) Additional academic qualifications				
(xx) Professional training and				
(xxi) Work experience over and above prescribed in the vacancy				
circular/ Advertisement)				
(Note: Enclose a separate sheet, if the	e space is insufficient)			
14.B				
Achievements:				
The candidates are requested to indic	•			
xiii. Research publications and reports and special projects.				
	·			
vii. Affiliation with the professional and;	l bodies/ institutions/ societies			
viii. Patents registered in own	name or achieved for the			
organization				
xix. Any research/ innovative	measure involving official			
recognition.				
xx. Any other information.				
(Note: Enclose a separate sheet if the				
15. Whether belong to SC/ ST?	•			
1.5				

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:

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 facts available on records. He/ She possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

2.	Also certified that:
i.	There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt
ii.	His/ Her integrity is certified.
iii.	His/ Her 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 him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her 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. Application for selection on deputation basis should be submitted through proper channel to this Institute along with the following documents:-
 - I. Attested copies of APARs for the last 5 years,
 - II. Certificate of Vigilance Clearance,
 - III. Integrity Certificate,
 - IV. A statement indicating major/ minor penalties imposed during the last 10 years,
 - V. The Certificate annexed with the bio-data format (*ENCLOSURE*) should be signed by a forwarding officer in the Cadre Controlling Authority, not below the rank of Under Secretary to the Govt. of India.
- 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 Institute does not assume responsibility for postal or courier delays.
- g) The Applications, complete in all respects and prescribed manner, should reach the Administration Section, NIESBUD along with all the requisite documents, before the last date of receipt of applications, i.e. 16-09-2025.
- h) The Institute reserves the right to cancel the recruitment process at any time.

Administration