



राष्ट्रीय उद्यमिता एवं लघु व्यवसाय विकास संस्थान (निसबुड)
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, Tel No. 0120-2990061

ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT (ACCOUNTS)

The National Institute for Entrepreneurship and Small Business Development (NIESBUD), under the Ministry of Skill Development & Entrepreneurship, Government of India, invites applications for engagement of Consultant (Accounts) on contractual basis.

2. Detailed eligibility conditions, remuneration, and application format are available on the Institute's website www.niesbud.nic.in.
3. Applications in the prescribed format may be submitted by email to chandradeep.sharma@nic.in or by post to Administrative Officer, NIESBUD, A-23, Sector-62, Noida – 201309 within **15 days** from the date of publication of this advertisement.
4. The Institute reserves the right to cancel this advertisement or modify the conditions without assigning any reason.

Administrative Officer

National Institute for Entrepreneurship and Small Business Development (NIESBUD)

(Ministry of Skill Development & Entrepreneurship, Government of India)

A-23, Sector-62, Institutional Area, Noida – 201 309 (U.P)

No.: NIESBUD/ADMN/Consultant-Accountant/13/2025-26

Dated 30-09-2025

CIRCULAR

Subject: Engagement of Retired Officer as Consultant (Accountant)

The National Institute for Entrepreneurship and Small Business Development (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 **to engage a retired** Government officer/official as Consultant (Accountant) at NIESBUD, Noida, on short term contract basis as per details given below:-

1.	Name of the Post	Consultant
2.	Number of Posts	01
3.	Period of Engagement	01 year (Extendable by another one year based on satisfactory work and approval from the Competent Authority)
4.	Job Location	NOIDA
5.	Age Limit	Age limit is 63 as on 01.10.2025
6.	Educational Qualification	Graduate in any discipline
7.	Experience Required	For Internal Audit- Experience in Internal Audit or DDO's/Schemes/Autonomous Bodies/Public Sector Units of MSDE and preparation of Internal Audit Report. He / She must possess knowledge of Accounting Rules/Regulations/Procedures, Financial Reporting, Payment Functions, Commercial Accounting & PFMS. Candidates having Diploma in Government Accounting and Internal Audit from AJNIFM, Faridabad (an Institute under Ministry of Finance, Government of India) or any other Government Institute will be given preference.
8.	Eligibility condition	The retired officer must be empaneled with O/o CGA as a Consultant.

9.	Remuneration/ Salary	<p>The remuneration of retired government servants shall be as per the DOE OM No.3-25/2020-EIII-A dated 09/12/2020.</p> <p>The Transport allowance shall be fixed as per the DoE OM No.3-25/2020-E.III-A dated 09/12/2020 and shall not be varied during the tenure of employment.</p> <p>A fixed monthly remuneration by deducting basic pension from the pay drawn at the time of retirement shall be paid. Other terms and condition shall be as per the above-mentioned OM.</p> <p>No HRA shall be paid.</p>
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The engagement shall be governed by the following terms:

- The Consultant shall be engaged as per the **HR Policy of NIESBUD** and guidelines of the Government of India.
- The tenure will be initially for **one year**, extendable based on performance and requirement.
- The Consultant will assist the Accounts/Finance Section in preparation of accounts, reconciliation, audit compliance, and other financial matters of the Institute.

Interested retired officers may submit their application/bio-data along with relevant supporting documents to the **Administrative Officer, NIESBUD**, A-23, Sector-62, Noida, Uttar Pradesh – 201309, within **15 days** of publication of this Circular.

This issues with the approval of the Competent Authority.

Administrative Officer

**APPLICATION FOR THE POST OF “CONSULTANT” ON CONTRACT BASIS
IN THE NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL
BUSINESS DEVELOPMENT (NIESBUD), NOIDA**

- 1. Name in Full (in Block Letters):**
- 2. Gender:**
- 3. Date of Birth (DD/MM/YYYY):**
- 4. Age as on date of Advertisement:**
- 5. Present/Correspondence Address:**
- 6. Telephone/Mobile No. & E-mail ID:**
- 7. Permanent Address:**
- 8. Educational Qualifications:**

Sl. No.	Name of the University/Institution	Year of Passing	Subject(s)	Division	% of Marks Obtained
1.					
2.					

9. Experience Details of all Previous and Present Employment:

Sl. No.	Name of the Organisation	Designation/ Post Held	Salary Drawn	Period		Nature of Duties Performed
				From	To	

- 10. Date of Retirement (if applicable):**
- 11. Last Pay Drawn:**
- 12. Office Pay Drawn (if applicable):**
- 13. Any Other Relevant Information:**

Declaration

I solemnly declare that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false, incorrect, incomplete, or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected, and I shall be bound by the decision of the Institute.

Signature of the Applicant

Name: _____
Place: _____
Date: _____