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ANNEXURE-A

THE NATIONAL INSTITUTE FOR ENTREPRENEURSHIP &
SMALL BUSINESS DEVELOPMENT (NIESBUD)
(Ministry of Skill Development & Entrepreneurship, Govt. of India)
A-23, Sector-62, NOIDA-201 309 (U.P.)
Tel.: 0120-4017024/39
Website : www.niesbud.nic.in/www.niesbud.org

Hiring of Consultants

NIESBUD, an apex level National Institute in the areas of promotion of entrepreneurship & small business development intends to hire consultants on contract basis (full-time) in different fields.

The details of hiring includes broad areas of duties, age, qualifications, experience etc. are available on Website (www.niesbud.nic.in) of the Institute.

The applications, complete in all respect should reach latest within 30 days of publication of advertisement.

Joint Director (Administration)

Details of Hiring of Consultant

NIESBUD, an apex level National Institute in the areas of promotion of entrepreneurship & small business development intends to hire consultants on contract basis (full-time) in following fields:-

- i. Finance Management: Accounts & Banking
- ii. Organizational Behavior: Entrepreneurial Motivation, Soft Skills, Personality Development
- iii. Marketing Research & Management
- iv. Foreign Trades & International Business
- v. Information Technology
- vi. Administration (*only for retired/ex-service Govt. employee*)

Broad Scope of Duties

- Business Development & Promotion
- Designing of Training Programmes
- Development of Course Curriculum
- Delivery of Training Programmes including taking sessions therein
- Formulation and implementation of Projects
- Undertaking/Research/Review Studies

1. The details of the posts along with eligibility criteria, educational qualifications, experience etc. are given in **Annexure – I**.
2. The application form is given in **Annexure – II**.

Information for Applicants:

3. Appointment is purely on Contract basis for an initial period of two year, subject to annual review.
4. In case, the application is being submitted for more than one post, Annexure II should be submitted separately in all respects along with

self-attested copies of the testimonials in respect of the educational qualifications, experience, date of birth etc. along with the applications.

Other relevant Information for all applicants:

5. The Age relaxation shall be considered for ex-servicemen who possess prescribed educational qualification, experience etc. and remuneration will be paid as per Govt. Rules & Regulations.
6. The Institute reserves the right not to fill any/one vacancy.
7. No TA/DA will be admissible for attending personal interview at New Delhi/NOIDA.
8. The applications complete in all respect should reach latest within 30 days of publications of advertisement to “*The Joint Director (Administration), NIESBUD, A-23, Sector-62, NOIDA*”, without supporting document(s), and not in the prescribed manner, shall not be entertained.

Joint Director (Administration)
www.niesbud.nic.in

Sl. No.	Name of Post	No. of Post	Age	Educational Qualifications & Experience
01.	Consultant-Finance Management	01	30-40	<p>Essential Qualifications & Experience:-</p> <ol style="list-style-type: none"> 1. Masters in Humanities/Social Science/Business Administration with specialization preferably in Finance 2. 3 (three) years of experience in a responsible position in dealing with financial Management including Accounts. <p>Desirable Qualification and Experience:-</p> <ol style="list-style-type: none"> 1. Doctorate in the concerned field. 2. Associated member of Institute of Chartered Accountants of India. 3. 2 (two) years' of experience in a Institute engaged as a Teaching and / or Research. <p>Desirable Profile: The candidate must have sound knowledge of Finance management and should possess:</p> <ul style="list-style-type: none"> • Commercial and business awareness. • Excellent communication and presentation skills. • An analytical approach to work. • High numeracy and sound technical skills.
02.	Consultant – Organizational Behavior	01	30-40	<p>Essential Qualifications & Experience:-</p> <ol style="list-style-type: none"> 1. Masters in Humanities/Social Science/Business Administration with specialization preferably in O.B./ H.R.M.

				<p>2. 3 (three) years of experience in a responsible position in dealing with Establishment (H.R.).</p> <p>Desirable Qualification and Experience:-</p> <ol style="list-style-type: none"> 1. Doctorate in the concerned field. 2. 2 (two) years' of experience in a Institute engaged as a Teaching and / or Research. <p>Desirable Profile: The candidate must have sound knowledge of Human Resource management and should possess:</p> <ul style="list-style-type: none"> • Commercial and business awareness. • Excellent communication and presentation skills. • Familiarity with traditional and modern training methods, tools and techniques • Previous commercial training/mentoring experience with a passion for training • Proven experience in designing multiple training events in a corporate setting
03.	Consultant – Marketing Research & Management	01	30-40	<p>Essential Qualifications & Experience:-</p> <ol style="list-style-type: none"> 1. Masters in Humanities/Social Science/Business Administration with specialization preferably in Marketing. 2. 3 (three) years of experience in a responsible position in dealing with Marketing. <p>Desirable Qualification and Experience:-</p> <ol style="list-style-type: none"> 1. Doctorate in the concerned field. 2. 2 (two) years' of experience in a Institute engaged as a Teaching and / or Research. <p>Desirable Profile: The candidate must have sound knowledge of Marketing Research &</p>

				<p>Management and should possess:</p> <ul style="list-style-type: none"> • Commercial and business awareness. • Excellent communication and presentation skills. • Familiarity with traditional and modern marketing methods, tools and techniques • Past cross domain experience in Marketing
04.	Consultant- Foreign Trade and International Business	01	30-40	<p>Essential Qualifications & Experience:-</p> <ol style="list-style-type: none"> 1. Masters in Humanities/Social Science/Business Administration with specialization preferably in Foreign Trade 2. 3 (three) years of experience in a responsible position in dealing with foreign trade including through knowledge of export/import. <p>Desirable Qualification and Experience:-</p> <ol style="list-style-type: none"> 1. Doctorate in the concerned field. 2. 2 (two) years' of experience in a Institute engaged as a Teaching and / or Research. <p>Desirable Profile: The candidate must have sound knowledge of Foreign Trade & International Business and should possess:</p> <ul style="list-style-type: none"> • Commercial and business awareness. • Excellent communication and presentation skills. • Familiarity with traditional and modern marketing methods, tools and techniques • Past cross domain experience in Foreign Trade & International Business

05.	Consultant- Information Technology	01	30- 40	<p>Essential Qualifications & Experience:-</p> <ol style="list-style-type: none"> 1. Master degree in specialization preferably in Information Technology. 2. 3 (three) years of experience in a responsible position in dealing with Information Technology including Hardware & Software. <p>Desirable Qualification and Experience:-</p> <ol style="list-style-type: none"> 1. Doctorate in the concerned field. 2. 2 (two) years' of experience in a Institute, engaged as a Teaching and / or Research. <p>Desirable Profile: The candidate must have sound knowledge of Finance management and should possess:</p> <ul style="list-style-type: none"> • Proficiency in latest software (application/developer) • Commercial and business awareness. • Strong communication and presentation skills. • Relevant experience in the domain • Exceptional presentation, facilitation and coaching skill.
06.	Consultant – Administration (CTC as per Govt. rules & regulations)	01	65 years	<p>Retired Govt. Servants who have retired from the post of Under Secretary, Deputy Director, Section Officer, Assistant Section Officer or equivalent, are eligible for engagement to the position of Consultant.</p> <p>Desirable Profile</p> <ul style="list-style-type: none"> • Should have expertise in noting/drafting, various administration/establishment related rules/regulations of Govt. of India. • Capable of handling Administrative matters (including General Administration), Framing of Rules, Regulations, Vigilance matters, Court Cases, Parliament Questions and related

				<p>matters, RTI, Procurement matters, examination of financial proposal, grant-in-aid, dealing with Subordinate/attached offices, Autonomous/Statutory Bodies etc.</p> <ul style="list-style-type: none">• Should have good communication and interpersonal skills.• Fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc. <p>Age Limit: Should not be more than 65 years of age on the last date for receipt of application.</p>
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ANNEXURE - II

The National Institute for Entrepreneurship and Small Business Development

A-23, Sector-62, Institutional Area, Noida - 201309, NCR of Delhi, U.P

<u>Application Form</u>						
Consultant :-					Recent Photograph	
I PERSONAL DETAILS (Please fill up all boxes)						
Full Name *Mr/Ms/Dr.:			Date of Birth:			
Address:						
Gender -			Marital Status-			
Category -			Email -			
Tel No. Office:		Home:		Mobile		
II EDUCATION						
	NAME OF SCHOOL / INSTITUTE	From	To	Full time / Part Time / Correspondence – Distance Learning	Marks / % / CGPA	
Xth Std.						
XIIth Std.						
Graduation / Diploma						
Post-Graduation						
OTHERS						

Details of any other part time / full time certification or courses which you have completed or are pursuing

III EMPLOYMENT HISTORY (Begin with present Company first)

Name of Company	Position Held	From	To	Full / Part Time/ Contractual	Reason for Leaving	Salary

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).

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

Name	Company Name	Designation	Contact No.

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

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

Signature of Applicant	Date
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Note:

- 1. If needed, please append additional sheet(s) to address descriptive answers in this form.*
- 2. Please append self-attested copies of supporting documents related to educational qualifications, experience, date of birth, and other documents as per the Vacancy Circular.*