Advertisement

NIESBUD (National Institute for Entrepreneurship and Small Business Development), an autonomous body under the Ministry of Skill Development & Entrepreneurship, invites applications from retired Government officials for engagement on a contract basis for the following positions:

A. Advisor (Legal & Training) – 01 Post

B. Consultant (Administration/ Accounts) – 02 Posts

2. The detailed general terms & conditions and the application process are available on the NIESBUD website ; www.niesbud.nic.in .

3. NIESBUD reserves the right to accept or reject any application without assigning any reason.

4. The last date for submission of applications is 22.12.2025.

Director (ORA)

1. ENGAGEMENT OF RETIRED GOVT. OFFICIALS

NIESBUD invites applications from **retired Government officials** for engagement on **contract basis** for the following positions:

A. Advisor (Legal & Training)

- Retired Government official who has superannuated from Level 11 to Level 13 or equivalent.
- Should have demonstrated expertise in legal, administrative, training, and establishment matters.
- Sound knowledge of CCS Rules, service matters, procurement procedures, vigilance processes, RTI, and related domains.

B. Consultant (Administration)

- Retired Government official who has superannuated from Level 8 to 11 or equivalent.
- Should have sound knowledge of administrative matters, CCS Rules, procurement, service records, noting & drafting, RTI, etc.

C. Consultant (Accounts)

- Retired official from Level 8 to 11 or equivalent, **empanelled in CAG**, with experience in bill processing, bookkeeping, reconciliation, financial compliance, etc.

2. THE TERMS & CONDITIONS FOR ENGAGEMENT OF RETIRED GOVERNMENT OFFICIALS AS CONSULTANTS

These Terms & Conditions are issued in accordance with the **guidelines of the Government of India/DoPT** regarding engagement of retired Government officials as Consultants.

A. Nature of Engagement

- Engagement is **purely contractual** and does **not confer any right** for regular appointment.
- The engagement period shall be **one year**, extendable based on performance and administrative requirement.

B. Eligibility

- Should be a **retired Government official** (Central/State/Autonomous Body/PSU).
- Must have good service record and **no vigilance/disciplinary case pending**.
- For Account positions, candidates **must be empanelled in CAG**.
- Must have **sound domain knowledge and experience**.

C. Remuneration

- Monthly remuneration shall be **Last Pay Drawn minus Pension**, as per DoPT instructions.
- No other allowances such as DA, HRA, TA, LTC, Medical reimbursement, etc. shall be admissible except those specifically permitted by Government guidelines.

D. Working Hours and Leave

- Consultant is required to observe office hours of NIESBUD.
- One day leave per completed month of service is admissible.
- Leave beyond this will be treated as leave without pay.

E. Termination

- Engagement may be terminated at any time by serving **one month's notice** without assigning any reason.
- Unsatisfactory performance, misconduct, or violation of confidentiality may lead to immediate termination.

F. Confidentiality

- Consultant shall maintain **strict confidentiality** regarding official information, records, and data.
- No document or information shall be shared without permission of the Competent Authority.

G. Role & Responsibilities

Consultants shall perform duties assigned by the Institute, including but not limited to:

i. Advisor

- Examine legal matters, provide opinions, vet MoUs, agreements, contracts, and policy documents.
- Assist in handling legal cases, drafting replies, affidavits, and furnishing information to counsel.
- Guide on CCS Rules, service matters, procurement rules, disciplinary procedures, and related frameworks.
- Advise on interpretation of rules, precedents, and administrative procedures.
- Oversee training modules, curriculum design, and quality assurance for legal/administrative trainings.
- Provide inputs for internal capacity-building of faculty and staff.

- Assist in strengthening internal systems, monitoring compliance, and improving decision-making processes.
- Undertake tasks assigned by the Competent Authority in line with the Institute's mandate.

ii. Consultant (Administration)

- Administrative matters, procurement, general administration
- CCS Rules, GFR, file processing, noting & drafting
- Coordination, RTI, establishment-related assistance
- Recruitment rules, service records, leave, vigilance matters
- Legal cases, establishment policy implementation

iii. Consultant (Accounts)

- Bill processing, cash book, ledgers, TDS/GST
- Daily financial operations and compliance

H. Renewal

- Engagement may be extended annually subject to:
    - Satisfactory performance
    - No adverse remark
    - Continued administrative need

I. Other Conditions

- No TA/DA is admissible for joining.
- TA/DA for official travel may be allowed as per rules for Consultants, if approved.
- Institute reserves the right to modify the terms at any time.

J. General Conditions

- Engagement will be **purely contractual** for **one year**.
- Remuneration shall be **Last Pay Drawn minus Pension**, as per Government of India guidelines.
- Candidates must possess **sound knowledge and experience** in their respective fields.

- Age limit: **Below 65 years** on the date of application (or as per prevailing guidelines).
- NIESBUD reserves the right to accept/reject applications without assigning reasons.

APPLICATION FORMAT (ANNEXURE – I)

(To be submitted by the Applicant)

Post Applied For:

☐ Advisor (Legal & Training)

☐ Consultant (Administration)

☐ Consultant (Accounts)

1. Personal Details

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Age (as on date of application): _____
5. Address: _____

   _____
6. Mobile No.: _____
7. Email ID: _____

2. Government Service Details

1. Last Post Held: _____
2. Pay Level at Retirement: _____
3. Office/Ministry Retired From: _____
4. Date of Joining Service: _____
5. Date of Superannuation: _____
6. Pension PPO No.: _____
7. Whether empanelled with CAG (for Accounts posts): ☐ Yes ☐ No (If Yes, enclosed a copy)

3. Educational Qualifications

Sl. No.	Qualification	Board/University	Year	Percentage/Grade

4. Work Experience (Attach separate sheet if required)

Sl. No.	Organisation	Designation	Duration	Nature of Work

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5. Skills & Competencies

☐ Administration
☐ Establishment
☐ Accounts/Finance
☐ PFMS
☐ GFR/CCS Rules
☐ Audit/UC/SoE
☐ Legal/RTI
Other: _____

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6. Declaration

I hereby declare that:

- The information furnished is true and correct.
- No disciplinary or vigilance case is pending or contemplated against me.
- I will be bound by the terms & conditions issued by NIESBUD/Government of India.

Signature of Applicant
Name: _____
Date: _____