राष्ट्रीय उद्यमिता एवं लघु व्यवसाय विकास संस्थान (निसबड)
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 NOTICE (EXTENSION OF LAST DATE)

The last date for submission of applications for the Recruitment Notice published on **28.02.2026** in Employment News and other leading newspapers for filling up the following posts on **Deputation Basis** at NIESBUD, Noida has been **extended up to 31.05.2026:**

Sl. 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.	Research Associate	01	Level-06

2. All other terms and conditions of the Recruitment Notice shall remain unchanged.
3. Candidates who have already applied need not apply again.
4. The detailed Vacancy Circular, eligibility criteria, and application format are available on the Institute's website: **www.niesbud.nic.in.**

Director (ORA)

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, 201309

F. No. NIESBUD/DEP-2/ 99/2025-26

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**:-**

Sl. 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	Research Associate	01	Level-06

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. 28-04-2026.

Director (ORA)

ANNEXURE-I

Details of the Post

A. Director (Entrepreneurship Education)

Sl. No.	Particulars	Details
1.	**Pay Band and Grade Pay**	*Level 13 as per 7th CPC*
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.
3.	**Eligibility Conditions**	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 Level 12 as per 7th CPC in the Parent Cadre; OR • With 10 years' regular service in posts in the Level 11 as per 7th CPC in the Parent Cadre; **AND** **Possessing the following experience :-** ***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, self-sustaining & 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

Sl. No.	Particulars	Details
1.	**Pay Band and Grade Pay**	*Level 7 as per 7th 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/ department; OR • With 5 years' Service as Stenographer in the Level 06 the Pay Matrix as per 7th CPC; **AND** • Possessing proficiency in Word/Data Processing; Power Point Presentation etc.

C. Accountant

Sl. No.	Particulars	Details
1.	**Pay Band and Grade Pay**	Level 06 of the Pay Matrix as per 7th 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 /State Governments/UTs/ Autonomous Organizations holding analogous posts on regular basis or having 10 years regular service in the Level 4 as per 7th CPC 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 Level 4 as per 7th CPC 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.

Sl. 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

Sl. No.	Particulars	Details
1.	**Pay Band and Grade Pay**	Level 06 of the Pay Matrix as per 7th 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 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 Level 04 the Pay Matrix as per 7th CPC in related area; **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.

E. Research Associate

Sl. No.	Particulars	Details
1.	**Pay Band and Grade Pay**	Level 06 of the Pay Matrix as per 7th 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 with 03 years' experience of computational work; OR • With 08 years' regular Service in post in the Level 04 as per 7th CPC; **AND** • Degree in Statistics/Mathematics/Economics with Statistics from the recognised University/Institution.

XXXXXXX

ANNEXURE – II

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

BIO-DATA/ CURRICULUM VITAE PROFORMA

<table>
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<tr><td colspan="2">4. Educational Qualifications</td><td colspan="2"></td></tr>
<tr><td colspan="2">5. Whether educational and other qualification required for the post are satisfied? (If any qualification has been treated as equivalent to those prescribed in the Rule, state the authority for the same)</td><td colspan="2"></td></tr>
<tr><td colspan="2">Qualification/ Experience required as mentioned in the advertisement/ vacancy circular (Deputation Basis)</td><td colspan="2">Qualification/ Experience possessed by the candidate</td></tr>
<tr><td colspan="2">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 Level 12 as per 7th CPC in the Parent Cadre; OR
• With 10 years' regular service in posts in the Level 11 as per 7th CPC in the Parent Cadre; AND
Possessing the following experience :-

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.</td><td colspan="2"></td></tr>
</table>

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, self-sustaining & 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.	
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	To	*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

***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 Candidate may be indicated as below.

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

8. **Nature of present employment** i.e., Ad-hoc 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/ 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) a. Central Government. b. State Government c. Autonomous Organization d. Government Undertaking e. University f. Others	

12. **Total emoluments per month now drawn:**

Basic Pay in the PB/ Level in the Pay Matrix	Grade Pay / Level	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**, 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) Additional academic qualifications (ii) Professional training and (iii) 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; 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:
Email:

APPLICATION FOR THE POST OF
PRIVATE SECRETARY
IN NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

BIO-DATA/ CURRICULUM VITAE PROFORMA

<table>
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<tr><td colspan="2">4. Educational Qualifications</td><td colspan="2"></td></tr>
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<tr><td colspan="2">Qualification/ Experience required as mentioned in the advertisement/ vacancy circular (Deputation Basis)</td><td colspan="2">Qualification/ Experience possessed by the candidate</td></tr>
<tr><td colspan="2">Essential Service Criteria:

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 Level 06 the Pay Matrix as per 7th CPC; AND
• Possessing proficiency in Word/Data Processing; Power Point Presentation etc.</td><td colspan="2"></td></tr>
<tr><td colspan="2">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.</td><td colspan="2"></td></tr>
</table>

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**	**To**	***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**

***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 Candidate may be indicated as below.

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

8. **Nature of present employment** i.e., Ad-hoc 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/ 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) a. Central Government. b. State Government c. Autonomous Organization d. Government Undertaking e. University f. Others	

12. **Total emoluments per month now drawn:**

Basic Pay in the PB/ Level in the Pay Matrix	Grade Pay / Level	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**, 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) Additional academic qualifications (ii) Professional training and (iii) 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; 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:
Email:

APPLICATION FOR THE POST OF
ACCOUNTANT
IN NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

BIO-DATA/ CURRICULUM VITAE PROFORMA

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<tr><td colspan="2">Qualification/ Experience required as mentioned in the advertisement/ vacancy circular (Deputation Basis)</td><td colspan="2">Qualification/ Experience possessed by the candidate</td></tr>
<tr><td colspan="2">Essential Service Criteria:

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 Level 4 as per 7th CPC in related area;</td><td colspan="2"></td></tr>
</table>

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	To	*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

***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 Candidate may be indicated as below.

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

8. **Nature of present employment** i.e., Ad-hoc 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/ 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) a. Central Government. b. State Government c. Autonomous Organization d. Government Undertaking e. University f. Others	

12. **Total emoluments per month now drawn:**

Basic Pay in the PB/ Level in the Pay Matrix	Grade Pay / Level	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

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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:
Email:

APPLICATION FOR THE POST OF
SENIOR ASSISTANT
IN NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

BIO-DATA/ CURRICULUM VITAE PROFORMA

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<tr><td colspan="2">Qualification/ Experience required as mentioned in the advertisement/ vacancy circular (Deputation Basis)</td><td colspan="2">Qualification/ Experience possessed by the candidate</td></tr>
<tr><td colspan="2">Essential Service Criteria:

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 Level 04 the Pay Matrix as per 7th CPC in related area; AND</td><td colspan="2"></td></tr>
<tr><td colspan="2">Essential Qualification -

• Any Degree from a recognized University/Institution or its equivalent.
Desirable</td><td colspan="2"></td></tr>
</table>

• 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**	**To**	***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**

***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 Candidate may be indicated as below.

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

8. **Nature of present employment** i.e., Ad-hoc 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/ 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) a. Central Government. b. State Government c. Autonomous Organization d. Government Undertaking e. University f. Others	

12. **Total emoluments per month now drawn:**

Basic Pay in the PB/ Level in the Pay Matrix	Grade Pay / Level	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**, 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) Additional academic qualifications (ii) Professional training and (iii) 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; 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:
Email:

APPLICATION FOR THE POST OF
RESEARCH ASSOCIATE
IN NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)

BIO-DATA/ CURRICULUM VITAE PROFORMA

<table>
<tr><td colspan="2">1. Name and Address
(in Block letters)</td><td></td><td rowspan="2">Passport Size Photo</td></tr>
<tr><td colspan="2">2. Date of Birth</td><td></td></tr>
<tr><td rowspan="2">3.</td><td>(i) Date of entry in Government Service</td><td colspan="2"></td></tr>
<tr><td>(ii) Date of retirement under Central/ State Government Rules</td><td colspan="2"></td></tr>
<tr><td colspan="2">4. Educational Qualifications</td><td colspan="2"></td></tr>
<tr><td colspan="2">5. Whether educational and other qualification required for the post are satisfied? (If any qualification has been treated as equivalent to those prescribed in the Rule, state the authority for the same)</td><td colspan="2"></td></tr>
<tr><td colspan="2">Qualification/ Experience required as mentioned in the advertisement/ vacancy circular (Deputation Basis)</td><td colspan="2">Qualification/ Experience possessed by the candidate</td></tr>
<tr><td colspan="2">Essential Service Criteria:

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 with 03 years' experience of computational work; OR
• With 08 years' regular Service in post in the Level 04 as per 7th CPC; AND
• Degree in Statistics/Mathematics/Economics with Statistics from the recognised University/Institution.</td><td colspan="2"></td></tr>
<tr><td colspan="2">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.</td><td colspan="2"></td></tr>
</table>

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**	**To**	***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**

***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 Candidate may be indicated as below.

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

8. **Nature of present employment** i.e., Ad-hoc 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/ 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) a. Central Government. b. State Government c. Autonomous Organization d. Government Undertaking e. University f. Others	

12. **Total emoluments per month now drawn:**

Basic Pay in the PB/ Level in the Pay Matrix	Grade Pay / Level	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**, 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) Additional academic qualifications (ii) Professional training and (iii) 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; 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:
Email:

ENCLOSURE

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)

ANNEXURE-III

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. A statement indicating major/ minor penalties imposed during the last 10 years,

   IV. The Certificate annexed with the bio-data format along with *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 with superscribing the post applied for in the prescribed manner, should reach the **Director (ORA), National Institute for Entrepreneurship and Small Business Development (NIESBUD), A-23, Sector-62, Institutional Area, NOIDA- 201 309** along with all the requisite documents, before the last date of receipt of applications, i.e. 28-04-2026.

h) The Institute reserves the right to cancel the recruitment process at any time.

Director (ORA)