

**VACANCY CIRCULAR**

The National Institute for Entrepreneurship and Small Business Development (NIESBUD) is a premier autonomous institution under the Ministry of Skill Development and Entrepreneurship, engaged in training, consultancy, research, etc. in order to promote entrepreneurship.

NIESBUD, invites applications for the following key positions to be filled on Direct Recruitment on Contract or on Deputation basis: -

| SI. No. | Name of the Post                         | No. of Post | Pay Band with Grade Pay * |
|---------|--|-------------|---------------------------|
| 1.      | Director (Entrepreneurship Development)  | 01          | Rs. 37400 - 67000 + 8700  |
| 2.      | Director (Outreach, Research & Advocacy) | 01          | Rs. 37400 - 67000 + 8700  |

\* On the pattern of Central Government pay structure.

1. The details of the posts along with eligibility criteria, educational qualifications, experience etc. are given in **Annexure – I**.
2. The application form for Direct Recruitment is as in **Annexure – II** and for Deputation is in **Annexure – III**.
3. The Application in its complete form i.e. with
  - (a) Application Form – Annexure – II or Annexure III, as the case may be, and
  - (b). Supporting documents as mentioned in Point 5 and/or Point 8.

should be sent to: Administrative Officer (I/C), NIESBUD, A-23, Sector 62, Noida - 201309, NCR, U.P., latest by 5 pm, June 10, 2018.

Application may also be sent through email – [dg@niesbud.gov.in](mailto:dg@niesbud.gov.in) For email applications, please attach the scanned copies of application form and the prescribed supporting documents.

**Information for Applicants - Appointment on direct recruitment on contract basis:**

4. Appointment on direct recruitment will be on Contract basis for a period of 5 years, extendable by a maximum of another 2 years subject to satisfactory performance and conduct as assessed during annual reviews

5. In case, the application is being submitted for appointment on Direct Recruitment, Annexure II should be completed in all respects. Applicants need to enclose self-attested copies of the testimonials in respect of the educational qualifications, experience, date of birth etc. along with the applications.

**Information for Applicants - Appointment on deputation basis:**

6. The terms and conditions of the appointment of Officers selected on deputation basis will be regulated in accordance with the orders of the Central Government in the matter. The Officers selected will not be allowed to withdraw their names subsequently.
7. The applications for appointment on deputation basis has to be forwarded through the concerned department / employer.
8. The applications (separate for each post) in the prescribed Application Form (Annexure - III), complete in all respects, along with copies of Annual Confidential Reports (ACRs/APARs) duly attested by an Officer of the level of Under Secretary or above, for the last 5 years, Vigilance Clearance, Integrity Certificate and self-attested copies of the testimonials in respect of educational, qualifications etc, should be so submitted as to reach the Institute by the prescribed date / time.

**Other relevant Information for all applicants:**

9. The Institute reserves the right not to fill any of the vacancies.
10. The age limit shall be calculated with reference to the last date prescribed for receipt of the applications.
11. In case the applicant is applying for more than one post, separate applications for each of the posts, should be submitted.
12. **The applications received later than 5 pm, June 10, 2018, without supporting document(s), and not in the prescribed manner, shall not be entertained.**

**Administrative Officer (I/c)**  
**0120-4017024**  
**[www.niesbud.nic.in](http://www.niesbud.nic.in)/[www.niesbud.org](http://www.niesbud.org)**

## DETAILS OF THE POSTS AND ELIGIBILITY CRITERIA

### DIRECTOR (OUTREACH, RESEARCH AND ADVOCACY )

1. Name of the Post : Director - Outreach, Research and Advocacy
2. No. Of Posts : 01
3. Classification : Group 'A'
4. Scale of Pay : Pay Band:(PB-4) Rs. 37,400-67,000 + Grade Pay of Rs. 8,700.
5. Age : Maximum 50 Years for Direct Appointment on contract basis. Maximum 55 Years for Appointment by deputation.
6. Educational and other Qualification : **Eligibility in case of Direct Appointment on Contract Basis**

**Education:**

A Graduate Degree in any discipline.

**Desirable:** An advanced degree - Master in Public Policy, Business Management, Social Work, Marketing, Economics, Engineering would be a value addition, and may be preferred if supported well with relevant experience.

**Experience:**

Minimum of 8 Years' experience in a **senior position** in a corporate / PSU / autonomous / government / statutory organization, with at least 3 years in leading large scale initiatives in industry, social, development sector with focus on network augmentation, field force development, channel development, establishing partnerships, and

capacity building for wider impact and reach.

**Desirable:**

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

- Experience in policy advocacy at national level on skill development, entrepreneurship development and social welfare initiatives.
- Experience in policy advocacy through lobbying, engagement with ministries and state governments.
- Experience in public relations, marketing, brand building, business development & management and mass media campaigns.
- Experience in building & scaling up distribution network, sales network in large corporate.
- Experience of setting up / leading a business profit centre, self-sustaining & for profit social ventures, autonomous institutions.
- Experience of conducting dissertations and having fair idea of research methodologies.

**Desirable Profile:** The candidate should have demonstrated an ability to exercise sound judgement, 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(b)**

**Eligibility in case of Appointment on Deputation Basis:**

**Desirable:** Officers being considered for appointment on a Deputation basis should satisfy the experience criteria prescribed for Direct appointment 6(a).

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.

**The National Institute for Entrepreneurship and Small Business Development**  
A-23, Sector-62, Institutional Area, Noida - 201309, NCR of Delhi, U.P

| <b><u>Application Form for Direct Recruitment on Contract Basis</u></b>   |                               |       |                 |   |                     | <b>Recent<br/>Photograph</b> |
|---|-------------------------------|-------|-----------------|---|---------------------|------------------------------|
| <b>Post Applied for:</b>  |                               |       |                 |   |                     |                              |
| <b>I PERSONAL DETAILS (Please fill up all boxes)</b>  |                               |       |                 |   |                     |                              |
| Full Name *Mr/Ms/Dr.:   |                               |       | Date of Birth:  |   |                     |                              |
| Address:  |                               |       |                 |   |                     |                              |
| Gender -  |                               |       | Marital Status- |   |                     |                              |
| Email -   |                               |       |                 |   |                     |                              |
| Tel No. Office:   |                               | Home: |                 | Mobile  |                     |                              |
| <b>II EDUCATION</b>   |                               |       |                 |   |                     |                              |
|   | NAME OF SCHOOL /<br>INSTITUTE | From  | To              | Full time / Part<br>Time /<br>Correspondence –<br>Distance Learning | Marks / % /<br>CGPA |                              |
| Xth Std.  |                               |       |                 |   |                     |                              |
| XIIth Std.  |                               |       |                 |   |                     |                              |
| Graduation /<br>Diploma   |                               |       |                 |   |                     |                              |
| Post-Graduation   |                               |       |                 |   |                     |                              |
| OTHERS  |                               |       |                 |   |                     |                              |
| <b>Details of any other part time / full time certification or courses which you have completed or are pursuing</b> |                               |       |                 |   |                     |                              |
|   |                               |       |                 |   |                     |                              |

|  |
|--|
|  |
|--|

**III EMPLOYMENT HISTORY (Begin with present Company first)**

| Name of Company | Position Held | From | To | Full / Part Time/<br>Contractual | Reason for Leaving | Salary |
|-----------------|---------------|------|----|----------------------------------|--------------------|--------|
|                 |               |      |    |                                  |                    |        |
|                 |               |      |    |                                  |                    |        |
|                 |               |      |    |                                  |                    |        |
|                 |               |      |    |                                  |                    |        |
|                 |               |      |    |                                  |                    |        |

\*Please provide reasons to justify any gap in employment (for gap exceeding 2 years):

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).

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

**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. |
|------|--------------|-------------|-------------|
|      |              |             |             |
|      |              |             |             |
|      |              |             |             |

|  |
|--|
|  |
|--|

**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**)

|  |
|--|
|  |
|--|

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.



|                               |             |
|-------------------------------|-------------|
| <b>Signature of Applicant</b> | <b>Date</b> |
|-------------------------------|-------------|

**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.

*ANNEXURE - III*

**The National Institute for Entrepreneurship and Small Business Development**  
A-23, Sector-62, Institutional Area, Noida - 201309, NCR of Delhi, U.P.

## **Application Form for Recruitment on Deputation**

1. **Post Applied for** :
2. **Name and Address of Applicant** :  
(Block Letters)

Affix Recent Passport  
Size Photo

3. **Date of Birth** :
4. **Date of Entry into Govt. Service** :
5. **Date of Retirement under Central Govt. Rules** :
6. **Whether SC/ST/OBC** :
7. **Educational Qualifications** :

*Whether Educational and other Qualifications required for the post are satisfied?*

*(If any qualification has been treated as equivalent to the one prescribed, state the authority for the same)*

**Educational Qualifications:**

|           | <b>Qualifications Required</b> | <b>Qualifications Possessed by the Officer</b> |
|-----------|--------------------------------|--|
| Essential |                                |  |
| A.        |                                |  |
| B.        |                                |  |
| Desirable |                                |  |

**Experience**

|           | <b>Experience Required</b> | <b>Experience Possessed by the Officer</b> |
|-----------|----------------------------|--|
| Essential |                            |  |
| A.        |                            |  |
| B.        |                            |  |
| Desirable |                            |  |

**8. Details of Employment in chronological order**

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

| <i>Office / Institution/ Organization</i> | <i>Post Held</i> | <i>From (date)</i> | <i>To (date)</i> | <i>Pay Band / Grade Pay</i> | <i>Nature of Appointment i.e whether Ad Hoc/ Deputation</i> | <i>Nature of Duties</i> |
|---|------------------|--------------------|------------------|-----------------------------|---|-------------------------|
|   |                  |                    |                  |                             |   |                         |
|   |                  |                    |                  |                             |   |                         |
|   |                  |                    |                  |                             |   |                         |
|   |                  |                    |                  |                             |   |                         |
|   |                  |                    |                  |                             |   |                         |

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

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

**10. Present Pay (Pay Band & Grade Pay) and Date from which it is being drawn:**

**11. Additional details about present employment:**

**Please state whether working under**

- a) Central Government :
- b) State Government :
- c) Autonomous Organization :
- d) Public Sector Undertaking :
- e) Others (Please Specify) :

12. Total Emoluments per month being presently drawn:

13. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient).

14. Remarks, if any :

Signature of the Candidate

Countersigned.....

Mobile No. ....

Address.....

Email ID.....

(Employer)

**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 required as per the Vacancy Circular.

**CERTIFICATE TO BE RECORDED BY THE EMPLOYER WHILE FORWARDING THE APPLICATION**

Certified that the above particulars filled by .....

Designation ..... have been verified and found correct. The date of his/her appointment in the present substantive grade of \_\_\_\_\_ is \_\_\_\_\_. It is also certified that no vigilance case is pending or contemplated against ..... and his/her integrity is beyond doubt. Attested copies of his/her ACRs for the last 5 years are enclosed.

Certified that no major/minor penalties were imposed on the Officer during the last ten years of his/her service.

In case the officer is selected he/she will be relieved within 15 days of receiving the intimation.

SIGNATURE OF THE EMPLOYING  
AUTHORITY WITH STAMP & DATE