

**ENP/39/2023-DIR (ENP) (E-58851)**  
**Government of India**  
**Ministry of Skill Development and Entrepreneurship**

Kaushal Bhawan, New Moti Bagh,  
New Delhi – 110023

Dated the 19<sup>th</sup> September, 2024

**VACANCY CIRCULAR**

**Subject:** Filling up the post of Director General in National Institute for Entrepreneurship and Small Business Development (NIESBUD), Noida (an Autonomous Body registered under the Societies Registration Act, 1860 under the administrative control of Ministry of Skill Development and Entrepreneurship) on deputation basis.

Applications are invited from eligible candidates for filling up of one post of Director General, National Institute for Entrepreneurship and Small Business Development (NIESBUD), Noida (an Autonomous Body registered under Societies Registration Act, 1860 under the administrative control of Ministry of Skill Development and Entrepreneurship) on Deputation basis, as per the details given below:

Sl.No.	Name of the post	Scale of Pay	Place of Posting	Number of Posts
1.	Director General	Pay Level-14, (Rs. 144200-218200) of 7 <sup>th</sup> CPC, General Central Service, Group 'A' Gazetted, Non- Ministerial	NIESBUD NOIDA	One (1)

2. The above appointment will be made **purely on Deputation basis**. The mode of selection will be through a Search-cum-Selection Committee as per the provisions of DoP&T OM No. AB-14017/24/2022-Estt.(RR) dated 31.8.2022.

3. **Age Limit:** Maximum Age 58 years as on closing date of application.

4. **Eligibility conditions**

Officers under the Central/ State Government/ Public Sector Undertakings/ Autonomous or Statutory Organizations:

(i) Holding analogous posts on regular basis in the parent cadre/ department; or

(ii) With three year's service in the grade rendered after appointment thereto on regular basis in the posts in the pay band of Rs. 37,400-67,000/- (PB-4) + Grade Pay Rs. 8700/- (Level 13 as per 7<sup>th</sup> CPC) or equivalent in the parent Cadre/ Department and possessing the following academic and other qualifications:-



Cont...

- (A) Master's OR equivalent Post Graduate Diploma in Business Administration/ Master's Degree in Humanities/ Commerce/ Science or Degree in Engineering/ Technology
- (B) At least 15 years of experience in academic/ teaching, research, training, administrative and/ or finance in the area of entrepreneurship development.

Selection procedure will be as per extant orders of the Central Government.

**5. Period of Appointment:** The tenure will be 3 years or till the superannuation whichever is earlier.


6. Application for selection on deputation basis should be submitted through proper channel to this Ministry along with the following documents:-

- i. Up-to-date APAR dossiers,
- ii. Certificate of Vigilance Clearance,
- iii. Integrity Certificate,
- iv. A statement indicating major/ minor penalties imposed during the last 10 years,
- v. The Certificate annexed with the bio-data format (Annexure-II) should be signed by a forwarding officer in the Cadre Controlling Authority, not below the rank of Under Secretary to the Govt. of India.

7. While forwarding the applications, it should be ensured that the particulars furnished by the candidate are correct.

8. The applications in the prescribed proforma (Annexure-I) along with enclosures may be forwarded to the Under Secretary (Entrepreneurship), Ministry of Skill Development and Entrepreneurship, at yashdeep.khare@gov.in and also by post to 'Shri Yashdeep Khare, Under Secretary (Entrepreneurship), Room No: 323, Kaushal Bhawan, New Moti Bagh, New Delhi – 110023' by **12.11.2024**.

9. Applications received after the last date or otherwise found incomplete shall not be entertained. The Ministry reserves the right to withdraw or make any change in the vacancy circular at any time without assigning any reason.

  
19/09/2024

(Yashdeep Khare)

Under Secretary to the Government of India

Phone :- 011-26773023

Email – yashdeep.khare@gov.in

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

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

<b>1. Name and Address</b> (in Block letters)		Passport Size Photo
<b>2. Date of Birth</b>		
3.	(i) Date of entry in Government Service	
	(ii) Date of retirement under Central/ State Government Rules	
<b>4. Educational Qualifications</b>		
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)		
<b>Qualification/ Experience required as mentioned in the advertisement/ vacancy circular (Deputation Basis)</b>		<b>Qualification/ Experience possessed by the candidate</b>
<b>Essential Service Criteria:</b> Officers under the Central/ State Government/ Public Sector Undertakings/ Autonomous or Statutory Organizations:  (i) Holding analogous posts on regular basis in the parent cadre/ department; or (ii) With three year's service in the grade rendered after appointment thereto on regular basis in the posts in the pay band of Rs. 37,400-67,000/- (PB-4) + Grade Pay Rs. 8700/- (Level 13 as per 7 <sup>th</sup> CPC) or equivalent in the parent Cadre/Department.		
<b>Essential Qualification -</b> Masters' OR equivalent Post Graduate Diploma in Business Administration/ Masters Degree in Humanities/ Commerce/ Science or Degree in Engineering/ Technology		(A) Qualification

<b>Experience –</b> At least 15 years of experience in academic/teaching, research, training, administrative and/or finance in the area of entrepreneurship development.	(B) Experience
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

<b>8. Nature of present employment</b> i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent	
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**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
<b>14.A</b> <b>Additional information, if any</b> , 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 <i>(Note: Enclose a separate sheet, if the space is insufficient)</i>		
<b>14.B</b> <b>Achievements:</b> 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. <i>(Note: Enclose a separate sheet if the space is Insufficient)</i>		
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:

**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

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(Employer/Cadre Controlling Authority with Seal)