

**National Institute for Entrepreneurship and Small Business Development
(NIESBUD)**

**A-23, Sector 62
Noida, Uttar Pradesh, 201301**

F. No. NIESBUD/AO-Dep/ 2024-25

VACANCY CIRCULAR

Sub: Filling up of Post of Administrative Officer at NIESBUD, NOIDA, on Deputation Basis

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 Administrative Officer for its NOIDA Campus, as per details given below:-

Sl. No.	Name of the Post	Pay Band	No.	Mode of Recruitment
1	Administrative Officer	Rs. 15600- 39100+ 5400 (Level 10 of the Pay Matrix as per 7 th CPC)	01	Deputation

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 Director, NIESBUD and by email to director-ee@niesbud.gov.in, before the last date of receipt of applications i.e. 05-11-2024.

Director

Details of the Post

Sl. No.	Particulars	Details
1.	Pay Band and Grade Pay	Rs. 15600- 39100+ 5400 (Level 10 of the Pay Matrix as per 7 th CPC)
2.	Age Limit & Period of Deputation	<ul style="list-style-type: none"> • 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 02 years. • The period of deputation including the period of deputation in another ex-cadre post held immediately/ preceding this appointment in the same or some other organization or any other Government Body, shall not exceed 3 years.
3.	Eligibility Conditions	<p>Officers of the Central/ State Governments/ Universities/ Recognized Research Institutions/ Public Sector Undertakings/ Statutory/ Semi-Govt. or Autonomous Organizations:</p> <p>(I) holding analogous post on regular basis in the parent cadre or department;</p> <p style="text-align: center;">OR</p> <p>With 6 years' regular service in posts in the Pay Band of Rs.9300-34800 with Grade Pay of Rs. 4800/- in related area;</p> <p style="text-align: center;">AND</p> <p>(II) Possessing the following educational qualifications and experience:-</p> <p>Education</p> <ul style="list-style-type: none"> • Master's Degree in relevant discipline from a recognized University/ Institution <p>Experience</p> <p>(a) Experience, dealing with Administration, Human Resource, Establishment, Procurement and Maintenance of Premises OR Budget, Finance and Accounts matters in Central/ State Government/ Universities/</p>

Sl. No.	Particulars	Details
		<p>Recognized Training or Research, Institutions/ Autonomous Bodies/ Public Sector Undertakings/ Statutory/ Semi - Government Organizations.</p> <p>(b) Minimum 8 years administrative experience in Government organizations/ educational institutions.</p> <p>(c) Experience of having dealt with all matters related to administration, establishment, vigilance or Budget, Finance and Accounts at Sectional Head or Department head level.</p> <p style="text-align: center;">OR</p> <p>(d) At least 8 years' experience in public relations work in Govt. /autonomous bodies/ PSUs/ reputed private institute/ industry.</p> <p>(e) Knowledge of Government Rules & Regulations governing Service/ Establishment Matters; Procurement or GFRs, Budget/ Finance and Accounts etc.</p> <p>Desirable</p> <p>5 years' experience in administration related work in educational institutions.</p>

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

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters)		Passport Size Photo
2. Date of Birth		
3.	(i) Date of entry in Government Service	
	(ii) Date of retirement under Central/ State Government Rules	
4. Educational Qualifications		
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)		
Qualification/ Experience required as mentioned in the advertisement/ vacancy circular (Deputation Basis)		Qualification/ Experience possessed by the candidate
<p>Essential Service Criteria:</p> <p>Officers of the Central/ State Governments/ Universities/ Recognized Research Institutions/ Public Sector Undertakings/ Statutory/ Semi-Govt. or Autonomous Organizations:</p> <p>Holding analogous post on regular basis in the parent cadre or department;</p> <p style="text-align: center;">OR</p> <p>With 6 years' regular service in posts in the Pay Band of Rs.9300-34800 with Grade Pay of Rs. 4800/- in related area;</p>		

<p>Essential Qualification -</p> <p>Master's Degree in relevant discipline from a recognized University/ Institution</p>	
<p>Experience –</p> <p>(a) Experience, dealing with Administration, Human Resource, Establishment, Procurement and Maintenance of Premises OR Budget, Finance and Accounts matters in Central/ State Government/ Universities/ Recognized Training or Research, Institutions/ Autonomous Bodies/ Public Sector Undertakings/ Statutory/ Semi - Government Organizations.</p> <p>(b) Minimum 8 years administrative experience in Government organizations/educational institutions.</p> <p>(c) Experience of having dealt with all matters related to administration, establishment, vigilance or Budget, Finance and Accounts at Sectional Head or Department head level.</p> <p style="text-align: center;">OR</p> <p>(d) At least 8 years' experience in public relations work in Govt. /autonomous bodies/ PSUs/ reputed private institute/ industry.</p> <p>(e) Knowledge of Government Rules & Regulations governing Service/ Establishment Matters; Procurement or GFRs, Budget/ Finance and Accounts etc.</p> <p>Desirable</p> <p>5 years' experience in administration related work in educational institutions.</p>	
<p>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.</p>	

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)

<p>14.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> 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. <p><i>(Note: Enclose a separate sheet if the space is Insufficient)</i></p>	
<p>15. Whether belong to SC/ ST?</p>	

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

(Employer/Cadre Controlling Authority with Seal)

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 Ministry along with the following documents:-
 - I. Attested copies of APARs for the last 5 years,
 - 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.
- 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 and prescribed manner, should reach the Director, NIESBUD and also by email to director-ee@niesbud.gov.in, along with all the requisite documents, before the last date of receipt of applications, i.e. 05-11-2024.
- h) The Institute reserves the right to cancel the recruitment process at any time.

Director