



राष्ट्रीय उद्यमिता एवं लघु व्यवसाय विकास संस्थान
The National Institute for Entrepreneurship and Small Business Development
(कौशल विकास और उद्यमिता मंत्रालय, भारत सरकार)
(Ministry of Skill Development and Entrepreneurship, Govt. of India)

F. No. NIESBUD/Admn/Rec-11/2021-22

Dated the March 22nd, 2022

VACANCY CIRCULAR

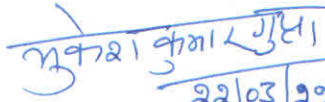
**Sub: Filling up of Post of Administrative Officer
on Deputation Basis at NIESBUD, NOIDA**

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 a 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. While Details of the Post are as per ANNEXURE-I and also available on Website of the Institute : www.niesbud.nic.in, the General Guidelines for Applicants have been duly incorporated in ANNEXURE-III.
3. It is humbly requested that wide publicity may be given to the Vacancy Circular amongst Officials/Staff of the Ministry/Department.
4. The Applications as per Format (ANNEXURE-II), complete in all respect, should reach the Administrative Officer (I/c) of the Institute or can be e-mailed also (mkgupta@niesbud.gov.in), along with all the requisite documents, not later than **1700 Hrs. on 02-05-2022**.

Thanking you,


22/03/22
(M. K. Gupta)

Joint Director (BD&M)
Mobile : 09810569166

Enclosure : ANNEXURES-I to III (09 Pages)

ए-23, सैक्टर-62, (संस्थागत क्षेत्र), नोएडा-201309, (उ०प्र०), भारत
A-23, Sector-62, (Institutional Area), NOIDA-201309, (U.P.), INDIA
Tel. (दूरभाष): 0120-4017000, 04, 05, 17, 21, 24, 39, 43, 86

E-mail: dg@niesbud.gov.in Website: www.niesbud.nic.in / www.niesbud.org / www.niesbudtraining.org

क्षेत्रीय कार्यालय : एनएसटीआई कैम्पस, ग्रीन पार्क, निरंजनपुर, पो.आ. माजरा, देहरादून-248171, (उत्तराखण्ड), फोन: 0135-2629802, 2720239

Regional Office : NSTI Campus, Green Park, Niranjapur, P.O. Majra, Dehradun-248171 (Uttarakhand), Tel.: 0135-2629802, 2720239

Details of 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>(a) holding analogous post on regular basis in the parent cadre or department; 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; AND</p> <p>(b) 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> <ul style="list-style-type: none"> 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.

Sl. No.	Particulars	Details
		<ul style="list-style-type: none"> • Minimum 8 years administrative experience in Government organizations/educational institutions. • Experience of having dealt with all matters related to administration, establishment, vigilance or Budget, Finance and Accounts at Sectional Head or Department head level. OR • At least 8 years' experience in public relations work in Govt. /autonomous bodies/ PSUs/ reputed private institute/ industry. • Knowledge of Government Rules & Regulations governing Service/ Establishment Matters; Procurement or GFRs, Budget/Finance and Accounts etc. <p>Desirable</p> <p>Experience in one/or more of the following work areas:</p> <p>5 years' experience in administration related work in educational institutions.</p>

Application Format

1. **Name and Address of Applicant** :
(Block Letters)

2. **Date of Birth** :
(In Christian era)

3. **Date of Entry into Govt. Service** :

4. **Date of Retirement under Central/
State Govt. Rules** :

5. **Whether belongs to SC/ST/OBC** :

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

	Qualifications Required	Qualifications Possessed by the Officer
Essential		
Desirable (if applicable)		

7. Experience

	Experience Required	Experience Possessed by the Officer
Essential		
Desirable (if applicable)		

Note :

- a. *The columns 6 and 7 need to be amplified to indicate Essential and Desirable Qualifications and Experience as prescribed for the post.*
- b. *The Ministry/Department is to provide their specific comments/views confirming whether the Qualifications and Experience prescribed for the Post are possessed by the Candidate.*

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 on Regular Basis</i>	<i>From</i>	<i>To</i>	<i>Pay Band* / Pay Matrix / Grade Pay of the Post held on Regular Basis</i>	<i>Nature of Duties highlighting experience required for the Post</i>	<i>Temporary or Quasi Permanent</i>

***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 Officer may be indicated below.

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

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 / organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the present organization

Note :

- i. 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.
- ii. 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/organisation 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. Please explain the relevance of your experience & contribution in context of the experience required for the post . (Approx. 250 Words)

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

12. Additional details about present employment:

Please state whether working under

- a) Central Government :**
- b) State Government :**
- c) Autonomous Organization :**
- d) Public Sector Undertaking :**
- e) University/Training/Research Institution :**
- f) Others (Please Specify) :**

(Please indicate name of the Employer against the relevant column)

13. **Total Emoluments per month being presently drawn i.e. Basic Pay, Grade Pay and Total Emoluments :**

14. **Additional information, if any, which you would like to mention in support of your suitability for the post.**

The information here may include areas like additional academic qualifications; professional training; additional experience; Research Publications; Special Projects etc.; Awards/Scholarships/Official Appreciation/affiliation with professional bodies, any other specific achievements.

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

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 candidature has been suppressed/withheld.

(Signature of the Candidate)

Address:

Date:

Email:

Mobile:

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 available records. The Officer possesses educational qualifications and experience prescribed for the Post applied for. If selected, the Officer will be relieved immediately.

2. Also certified that:

- i. There is no vigilance or disciplinary case pending/contemplated against Smt/ Shri
- ii. Her/ His integrity is certified.
- iii. Her/ His 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 her/him during the last 10 years Or A list of major/minor penalties imposed on her/him 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, invariably be routed through the Employer and accompanied by the prescribed Certificates and other Documents.
- c) Advance Copy of the Application **shall not be entertained**.
- d) 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.
- e) The Application, once submitted, shall not be allowed to be withdrawn later on.
- f) No TA/DA will be admissible for attending the Interview either in NOIDA/Delhi.
- g) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangti Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep).
- h) The Institute does not assume responsibility for postal or courier delays.
- i) The Applications, complete in all respects and prescribed manner, should reach the Administrative Officer (I/c) of the Institute or can be e-mailed also (mkgupta@niesbud.gov.in), along with all the requisite documents, not later than **1700 Hrs. on 02-05-2022**.
- j) The Institute reserves the right to cancel the recruitment process at any time.

Joint Director (BD&M)