

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 basis: -

| Sl. No. | Name of the Post | No. of Post | Pay Band with Grade Pay * |
|---------|------------------------------------------|-------------|---------------------------|
| 1. | Director (Entrepreneurship Education) | 01 | Rs. 37400 - 67000 + 8700 |
| 2. | Director (Entrepreneurship Development) | 01 | Rs. 37400 - 67000 + 8700 |
| 3. | 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**.
3. The Application in its complete form i.e. with
 - (a) Application Form – Annexure – II, 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, February 14, 2017.

Application may also be sent through email – 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 two more years, subject to annual review.
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.

Other relevant Information for all applicants:

6. The Institute reserves the right not to fill any of the vacancies.
7. The age limit shall be calculated with reference to the last date prescribed for receipt of the applications.
8. In case the applicant is applying for more than one post, separate applications for each of the posts, should be submitted.
9. **The applications received later than 5 pm, February 14, 2017, without supporting document(s), and not in the prescribed manner, shall not be entertained.**

Administrative Officer (I/c)
0120-4017024
www.niesbud.nic.in/www.niesbud.org

DETAILS OF THE POSTS AND ELIGIBILITY CRITERIA

A. DIRECTOR (ENTREPRENEURSHIP EDUCATION)

1. Name of the Post : Director - Entrepreneurship Education
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.
6. Educational and other Qualification : **6(a)**
Eligibility in case of Direct Appointment on Contract Basis

Education:

A Graduate Degree in any discipline.

Desirable: An advanced degree - a Master / Doctorate in Business Management, Social Work, Human Resource Management, 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 heading/leading large training & education Institute /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) and 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 institution.

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.

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

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

| Name of Company | Position Held | From | To | Full / Part Time/ Contractual | Reason for Leaving | Salary |
|-----------------|---------------|------|----|-------------------------------|--------------------|--------|
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*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).

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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. |
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| | | | |
| <p>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)</p> | | | |
| | | | |

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.

| | |
|-------------------------------|-------------|
| Signature of Applicant | Date |
| | |

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.

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