



VACANCIES

NIESBUD invites applications for different positions to be filled up through Deputation/Short-term Contract/Re-employment/Direct Recruitment, as per details given below: -

Sl. No.	Name of the Post & Pay Band with Grade Pay *	No. of Post	Mode of Recruitment **
1.	Assistant Director (Establishment) Rs. 9300-34800 + 4600 (PB-2)	01	Deputation including Short-term Contract/Re-employment
2.	Assistant Director (IT&MIS Cell) Rs. 9300-34800 + 4600 (PB-2)	01	Deputation including Short-term Contract/ Re-employment failing which by Direct Recruitment
3.	Research Officer (Behavioural Science) Rs. 9300-34800 + 4200 (PB-2)	01	-do-
4.	Research Officer (ESDP&PI) Rs. 9300-34800 + 4200 (PB-2)	01	-do-
5.	Research Officer (Management – MSME) Rs. 9300-34800 + 4200 (PB-2)	01	-do-
6.	Assistant (ESDP&PI) Rs. 9300-34800 + 4200 (PB-2)	01	Deputation including Short-term Contract/ Re-employment/ Direct Recruitment
7.	Assistant (Incubation) Rs. 9300-34800 + 4200 (PB-2)	02	-do-
8.	Assistant (BD&M) Rs. 9300-34800 + 4200 (PB-2)	01	-do-
9.	Junior Translator (Hindi) Rs. 5200-20200 + 2,800/- (PB-1)	01	Direct Recruitment failing which by Deputation
10.	Typist-Clerk (Reserved for SC) Rs. 5200-20200 + 1,900/- (PB-1)	01	Direct Recruitment

* *On the pattern of Central Government pay structure.*

** *The appointment on Direct Recruitment basis shall be on contract basis for 3 years extendable by another 2 years with regular appointment thereafter subject to satisfactory conduct and performance. However, the contractual incumbents are entitled to all the benefits as admissible to regular employees in the corresponding pay band(s).*

- 2) The details regarding eligibility criteria/educational qualifications/experience etc. for different posts, are as at ANNEXURE – I.

- 3) 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.

- 4) The appointment on Direct Recruitment basis shall be on contract basis for 3 years extendable by another 2 years with regular appointment thereafter subject to satisfactory conduct and performance. However, the contractual incumbents are entitled to all the benefits as admissible to regular employees in the corresponding pay band(s).
- 5) The period of Probation shall be two years from the date of joining in case of an incumbent is appointed on re-employment/direct recruitment in case of the vacancies at Sl. No. 2 to 10 (*except post number 9 which carries a period of one year*).
- 6) Armed Forces Personnel who are due to retire or to be transferred to Reserve within a period of one year and having the experience and qualifications prescribed for deputationist shall also be considered. Such persons would be given deputation terms upto the date of retirement/discharge and thereafter may be continued on re-employment upto the age of superannuation with reference to civil post.

For Deputation etc.:

The applications (*separate for each post*) in the prescribed Proforma (*ANNEXURE - II*), through proper channel, complete in all respects, should be accompanied by 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 and Integrity Certificate.

For Direct Recruitment :

While there is no prescribed Proforma for application, all the relevant details should be incorporated in the Application. Besides, the attested copies of the testimonials in respect of the educational qualifications, experience, date of birth, category etc. should be invariably enclosed alongwith the application.

The persons who are presently in employment should route the application through the employer **or** enclose a No Objection Certificate of current date from the employer.

The applications should be accompanied (in case of Direct Recruitment only) by the Pay Order/Bank Draft of Rs. 250/- payable in favour of 'NIESBUD at NOIDA' (**NIL for SC/ST/OBC candidates**). The outstation persons called for

interview shall be reimbursed to and fro single appropriate class rail fare by the shortest route.

In case applying for more than one post, separate applications alongwith the prescribed Fee for each of the posts/applications, should be submitted.

General :

The **outer envelope** containing the application and the **right top corner** of the covering page should clearly indicate the mode of recruitment viz; Deputation/Short-term Contract/Re-employment/Direct Recruitment. The applications received late and without supporting document(s) shall not be entertained.

The age limit shall be calculated with reference to the last date prescribed for receipt of the applications. The candidates should possess the relevant prescribed qualifications/experience as on the last date of the receipt of the applications.

The last date prescribed for receipt of applications at the Institute is **December 22, 2014.**

The applicants sending their applications through proper channel should ensure that their applications are also received at the Institute by the prescribed date.

The Institute reserves the right to change the number of vacancies and/or not to fill any of the vacancies.

Administrative Officer (I/c)

DETAILS OF THE POSTS, ELIGIBILITY CRITERIA, EDUCATIONAL QUALIFICATIONS, EXPERIENCE ETC.

1) Assistant Director (Establishment)

Deputation :

- a) Officers of the Central/ State Govts./ Universities/Recognized Research Institutions /Public Sector Undertakings/Statutory, Semi-govt. or Autonomous Organizations having experience in the area of Establishment, Administration/Accounts:
 - i) Holding analogous posts on regular basis in the Parent Cadre or Department; **or**
 - ii) With 5 years' regular service in posts in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200/- in the Parent Cadre or Department.
- b) 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.
- c) The maximum age limit for appointment by deputation shall be **56** years as on the last date of receipt of applications.

2) Assistant Director (IT & MIS Cell)

Direct Recruitment :

- a) *Educational Qualification (Essential):-* Master's Degree in Engineering/Computer Science/IT from a recognized University/ Institution or its equivalent.

Desirable:- Experience in software development (especially MIS related)
- b) *Experience:-* 5 years' of relevant working experience in supervisory capacity in electronic data processing, maintenance of databases and maintenance of hardware/computers, IT equipment etc. in a Government Department/PSU/ Autonomous Organization/ Big Corporate House/Company.
- c) *Age Limit :-* 30 Years

Deputation :

- a) Officers of the Central/ State Govts./ Universities/Recognized Research Institutions /Public Sector Undertakings/Statutory, Semi-govt. or Autonomous Organization:-
 - i) Holding analogous posts on regular basis in the related area; **or**
 - ii) With 5 years' regular service in posts in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs.4200/- in the related area; **and**
- b) Possessing the educational qualifications and experience prescribed for Direct Recruitment.
- c) 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.
- d) The maximum age limit for appointment by deputation shall be **56** years as on the last date of receipt of applications.

3) Research Officer (Behavioural Science)

Direct Recruitment :

- a) *Educational Qualifications (Essential):-* Degree in Science/Social Sciences/Commerce from a recognized University/ Institution or its equivalent.
Desirable:- Post Graduate Degree/Diploma in Business Management (Human Resources).
- b) *Experience:-* 4 years' experience in Training/Research/ Teaching in an organization preferably engaged in developing and promoting Entrepreneurship/MSME
- c) *Age Limit:-* 30 Years

Deputation :

- a) Officers of the Central/ State Govts./ Universities/ Recognized Research Institutions /Public Sector Undertakings/Statutory, Semi-govt./ Autonomous Organizations:-
 - i) Holding analogous posts on regular basis in related area; **or**

- ii) With 6 years' regular service in posts in the Pay Band of Rs. 5200-20200/- with Grade Pay of Rs. 2800/-; **or**
- iii) With 10 years' regular service in posts in the pay band of Rs. 5200-20200/- with G.P. 2400/-; **and**
- b) Possessing the educational qualifications and experience prescribed for Direct Recruitment.
- c) 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.
- d) The maximum age limit for appointment by deputation shall be **56** years as on the last date of receipt of application.

4) Research Officer (ESDP&PI)

Direct Recruitment :

- a) *Educational Qualifications (Essential):-* Degree in Science/Social Sciences/ Engineering or Commerce from a recognized University/ Institution or its equivalent.

Desirable:- Post Graduate Degree/Diploma in Business Management.
- b) *Experience:-* 4 years' experience in research/teaching/ training in an organization preferably engaged in developing and promoting Entrepreneurship/MSME.
- c) *Age Limit :-* 30 Years

Deputation :

- a) Officers of the Central/ State Govts./ Universities/Recognized Research Institutions /Public Sector Undertakings/Statutory, Semi-govt./Autonomous Organizations:-
 - i) Holding analogous posts on regular basis; **or**
 - ii) With 6 years' regular service in posts in the Pay Band of Rs. 5200-20200/- with Grade Pay of Rs. 2800/-; **or**
 - iii) With 10 years' regular service in posts in the pay band of Rs. 5200-20200/- with G.P. 2400/- **and**

- b) Possessing the educational qualifications and experience prescribed for Direct Recruitment.
- c) 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.
- d) The maximum age limit for appointment by deputation shall be **56** years as on the last date of receipt of application.

5) Research Officer (Management-MSME)

Direct Recruitment :

- a) *Educational Qualifications (Essential) :* - Degree in Science/Social Sciences/Engineering or Commerce from a recognized University/Institution or its equivalent.

Desirable:- Post Graduate Degree/Diploma in Business Management.

- b) *Experience:-* 4 years' experience in Research/Teaching/ Training in an organization preferably engaged in developing and promoting Entrepreneurship/MSME.
- c) *Age Limit :-* 30 Years

Deputation :

- I. Officers of the Central/ State Govts./ Universities/ Recognized Research Institutions /Public Sector Undertakings/Statutory, Semi-govt./ Autonomous Organizations:-
 - i) Holding analogous posts on regular basis in related area; **or**
 - ii) With 6 years' regular service in posts in the Pay Band of Rs. 5200-20200/-with Grade Pay of Rs. 2800/-; **or**
 - iii) With 10 years' regular service in posts in the Pay Band of Rs. 5200-20200/- with Grade Pay of Rs. 2400/- **and**
- II. Possessing the educational qualifications and experience prescribed for Direct Recruitment.
- III. 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.

IV. The maximum age limit for appointment by deputation shall be **56** years as on the last date of receipt of applications.

6. Assistant (ESDP&PI)

Direct Recruitment :

a) *Educational Qualifications (Essential) :* - Degree in Science/Social Sciences/Commerce from a recognized University/ Institution or its equivalent.

Desirable:- Post Graduate Degree/Diploma in Business Management.

b) *Experience:-* 4 years' experience in Research/Teaching/ Training in an organization preferably engaged in developing and promoting Entrepreneurship/MSME.

c) *Age Limit :-* 30 Years

Deputation :

a) Officers of the Central/ State Govts./ Universities/ Recognized Research Institutions /Public Sector Undertakings/ Statutory, Semi-govt./ Autonomous Organizations:-

i) Holding analogous posts on regular basis in the related area;
or

ii) With 6 years' regular service in posts in the Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 2800/-; **or**

iii) With 10 years' regular service in posts in the pay band of Rs. 5200-20200/- with G.P. Rs. 2400/-, **and**

b) Possessing the educational qualifications and experience prescribed for Direct Recruitment.

c) 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.

d) The maximum age limit for appointment by deputation shall be **56** years as on the last date of receipt of application.

7. Assistant (Incubation)

Direct Recruitment :

- a) *Educational Qualifications :-*
- i) Degree in Arts/ Commerce/Science from a recognized University/ Institution.
 - ii) Diploma/ Certificate (full time) in Textile/ Garment/ Fashion Technology/ IT from a Government/ Recognized Institution.
- b) *Experience:-* 4 years' experience (Technical & Administrative) in Garment/ Textile Industry/ IT preferably in a training/incubation Centre run by a Government Department/ PSU/ Autonomous Organization/ reputed private Institution/ Unit.
- c) *Age Limit :-* 30 Years

Deputation :

- a) Officers of the Central/State Govts./Universities/ Recognized Research Institutions /Public Sector Undertakings/ Statutory, Semi-govt./ Autonomous Organizations:-
- i) Holding analogous posts on regular basis in the related area;
or
 - ii) With 6 years' regular service in posts in the Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 2800/-; **or**
 - iii) With 10 years' regular service in posts in the pay band of Rs. 5200-20200/- with G.P. Rs. 2400/-, **and**
- b) Possessing the educational qualifications and experience prescribed for Direct Recruitment.
- c) 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.
- d) The maximum age limit for appointment by deputation shall be **56** years as on the last date of receipt of application.

8. Assistant (BD&M)

Direct Recruitment :

- a) *Educational Qualifications:-* Degree in Science/Social Sciences/Commerce from a recognized University/ Institution or its equivalent.
- b) *Experience:-* 4 years' experience in the area of Business Development/ Training/ Business Administration/ Research in an organization preferably related to MSME Sector.
- c) *Age Limit :-* 30 Years

Deputation :

- a) Officers of the Central/ State Govts./ Universities/ Recognized Research Institutions /Public Sector Undertakings/ Statutory, Semi-govt./Autonomous Organizations:-
 - i) Holding analogous posts on regular basis in related area; **or**
 - ii) With 6 years' regular service in posts in the Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 2800/-; **or**
 - iii) With 10 years' regular service in posts in the pay band of Rs. 5200-20200/- with G.P. Rs. 2400/- **and**
- b) Possessing the educational qualifications and experience prescribed for Direct Recruitment.
- c) 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.
- d) The maximum age limit for appointment by deputation shall be **56** years as on the last date of receipt of application.

9) Junior Translator (Hindi)

Direct Recruitment :

- a) *Educational Qualifications (Essential):-*
 - (i) Masters' Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at Degree level.

OR

Masters' Degree of a recognized University or equivalent in any subject other than Hindi or English with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at Degree level.

OR

Masters' Degree of a recognized University or equivalent in any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of the two as medium of examination and the other as a compulsory or elective subject at Degree level.

AND

- (ii) Recognized Diploma or Certificate Course in Translation from Hindi to English and vice-versa **OR** two years' experience of translation work from Hindi to English and vice-versa in Central or State Government Offices including Government of India Undertakings.

Desirable: -

- (i) *Knowledge at the level of Matriculation of a recognized Board or equivalent, of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.*
- (ii) *Degree or Diploma in Translation from Hindi to English and vice-versa from a recognized University.*

b) *Age Limit :- 30 Years*

Deputation :

- I. Officers of the Central/ State Govts./ Universities/ Recognized Research Institutions /Public Sector Undertakings/Statutory, Semi-govt./ Autonomous Organizations:-
- i) Holding analogous posts on regular basis; **or**
- ii) With 6 years' service in the Pay Band of Rs. 5200-20200/- with Grade Pay of Rs. 2400/-; **or**
- iii) With 10 years' service the Pay Band of Rs. 5200-20200/- with Grade Pay of Rs. 1,900/-; **and**

Possessing the educational qualifications and experience prescribed for Direct Recruitment as above.

II. The maximum age prescribed for different post is relaxable as per Government's instructions for different cases.

10) Typist-Clerk (Reserved for SC)

Direct Recruitment :

a) *Educational Qualifications (Essential):-*

- (i) 12th Class or equivalent qualification from a recognized Board **or** University.
- (ii) A typing speed of 30 w.p.m. in English **or** 25 w.p.m. in Hindi on manual Typewriter.

Or

A typing speed of 35 w.p.m. in English **or** 30 w.p.m. in Hindi on Computer.

b) *Age Limit :- 18 – 27 Years*

The Post is reserved for candidate belonging to Scheduled Castes. The relaxations prescribed by the Government of India for the category will apply.

PROFORMA FOR APPLICATION (FOR DEPUTATION)

1. **Post Applied for** :
2. **Name and Address of Applicant** :
(Block Letters)
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 in the Rules, state the authority for the same)



Qualifications/ Experience Required	Qualifications/ Experience Possessed by the Officer
Qualifications Essential : A	
B.	
Desirable :	
Experience:	

8. Please State clearly whether in :
the light of entries made by you
above, you meet the
requirements of the post?
9. Details of Employment in :
chronological order. Enclose a
separate sheet, duly
authenticated by your signature,
if the space below is insufficient.

Office/ Instt./ Orgn.	Post Held	From	To	Pay Band & Grade Pay	Nature of Appointment i.e. whether Regular/Ad- Hoc/Deputation	Nature of Duties

10. Name of post held substantively, :
if any, and the Pay Band & Grade
Pay thereof
11. Present Pay (Pay Band & Grade :
Pay) and Date from which it is
drawn
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) Others (*Please Specify*) :
13. Are you in the revised scale of pay? If yes, please give the date from which the revision took place and also indicate the pre-revised scale. :
14. Total Emoluments per month now drawn :
15. 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.*) :
16. Whether the Officer satisfies all the conditions prescribed for the post viz. qualification, experience and service in the analogous posts. :
17. Remarks, if any :

Countersigned.....
 Address.....
 (*Employer*)

Signature of the Candidate
 Mobile No.
 Email ID.....

**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