

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 (IT&MIS Cell) Rs. 9300-34800 + 4600 (PB-2) | 01 | Direct Recruitment |
| 2. | Research Officer (ESDP&PI) Rs. 9300-34800 + 4200 (PB-2) | 01 | Direct Recruitment |
| 3. | Research Officer (Behavioural Science) Rs. 9300-34800 + 4200 (PB-2) | 01 | Direct Recruitment |
| 4. | Research Officer (Management - MSME) Rs. 9300-34800 + 4200 (PB-2) | 01 | Deputation etc. / Direct Recruitment |
| 5. | Junior Translator (Hindi) Rs. 5200-20200 + 2800/- (PB-1) | 01 | Deputation etc. |

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

- 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. However, the incumbent shall be entitled to all the benefits as admissible to regular employees in the corresponding pay band.
- 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. 1 to 4 whereas it will be one year in case of the post at Sl. No. 5.
- 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 :

In case, the application is being submitted on Direct Recruitment basis, the relevant columns of the Application Proforma (*ANNEXURE – II*) may be filled up. However, 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 experience as on the last date of the receipt of the applications.

The last date prescribed for receipt of applications at the Institute (deputation/direct recruitment) is **December 03, 2012.**

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

Administrative Officer
0120-4017005

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

1) Assistant Director (IT & MIS Cell)

- a) *Educational Qualifications (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

2) Research Officer (ESDP&PI)

- a) *Educational Qualifications*:- 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

3) Research Officer (Behavioural Science)

- a) *Educational Qualifications* : - 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*

4) **Research Officer (Management-MSME)**

For Direct Recruitment :

a) *Educational Qualifications :* - 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*

d) Eligibility for 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 Year 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.

d) Junior Translator (Hindi)

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) Eligibility for 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.2400/-; or
 - iii) With 10 years' regular service in posts in the Pay Band of Rs.5200-20200/- with Grade Pay of Rs. 1900/- 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.

PROFORMA FOR APPLICATION

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