

**THE NATIONAL INSTITUTE FOR ENTREPRENEURSHIP
AND SMALL BUSINESS DEVELOPMENT (NIESBUD)
(MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP)
Recruitment Notice**

Recruitment Notice No.: NIESBUD/Cont./04/2022-23

Dated :20/12/2023

The National Institute for Entrepreneurship and Small Business Development (NIESBUD), invites applications for the following positions on a contract basis for a period of 01 years which may be extended further for providing high-quality services on specific projects as per requirement of the verticals. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators.

The relevant details of each positions are as given below:

A) Senior Consultant

1	Name of Post	Senior Consultant
2	No. of Posts	04
3	Location(s)	NOIDA
4	Salary	Rs. 1,76,000/- - 2,15,000/-
5	Age Limit	Maximum: 65 Years
6	Period of Engagement	01 Years (Extendable Subject to Annual review)
7	Educational and Other Qualifications	<p>Essential</p> <p>Education: Master's Degree in Social Science/ Humanity /MSW/MBA in Management from a recognized University/ Institute.</p> <p>Experience :</p> <p>15 and above years of work experience in the Entrepreneurship Sector. Specially working in Government Sector.</p> <p>Experience in teaching and research in the area of entrepreneurship development.</p> <p>Experience in the formulation of proposal, project execution, monitoring and evaluation, and content development.</p> <p>Experience in program management of projects in entrepreneurship development.</p> <p>Experience in drafting internal and external communication with respect to social initiatives with various Ministries.</p> <p>Roles & Reasonability/ Job Profile</p> <p>Designing and conducting training programmes in the field of entrepreneurship and self-employment.</p> <p>Marketing and promoting the activities of the Institute so as to increase participation therein.</p>

		<p>Assisting the Institute in conceptualization of newer formats of training programs in consonance with market demands.</p> <p>Correspondence with the Ministry/ Organization, Reply to Parliament Questions, preparation of training proposals.</p> <p>To visit/ undertake tours to outside locations in consonance with the requirements of the work on regular basis.</p>
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B) CONSULTANT GRADE 2

1	Name of Post	Consultant Grade 2
2	No. of Posts	04
3	Location(s)	NOIDA
4	Salary	Rs. 1,21,000/- - 1,75,000/-
5	Age Limit	Maximum: 50 Years
6	Period of Engagement	01 Years (Extendable Subject to Annual review)
7	Educational and Other Qualifications	<p>Essential</p> <p>Education:</p> <p>Master Degree in Social Science/ Humanity /MSW/MBA in Management from recognized University/ Institute.</p> <p>Experience:</p> <p>8-15 years of post-qualification work experience in Entrepreneurship Sector.</p> <p>Experience in teaching and research in the area of entrepreneurship development. Specially working in Government Sector.</p> <p>Experience in formulation of proposal, project execution, monitoring and evaluation and content development.</p> <p>Experience in program management of projects in entrepreneurship development.</p> <p>Experience in drafting internal and external communication with respect to social initiatives with various Ministries.</p> <p>Roles & Reasonability/ Job Profile</p> <p>Designing and conducting training programmes in the field of entrepreneurship and self-employment.</p> <p>Marketing and promoting the activities of the Institute so as to increase participation therein.</p> <p>Assisting the Institute in conceptualization of newer formats of training programs in consonance with market demands.</p>

		<p>Correspondence with the Ministry/ Organization, preparation of training proposals.</p> <p>The selected candidate may be required to visit/ undertake tours to outside locations in consonance with the requirements of the work on regular basis.</p>
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C) CONSULTANT GRADE 1

1	Name of Post	Consultant Grade 1
2	No. of Posts	08
3	Location(s)	NOIDA
4	Salary	Rs. 80,000/- - 1,20,000/-
5	Age Limit	Maximum: 45 Years
6	Period of Engagement	01 Years (Extendable Subject to Annual review)
7	Educational and Other Qualifications	<p><i>Essential</i></p> <p>Education:</p> <p>Master Degree in Social Science/ Humanity /MSW/MBA in Management from recognized University/ Institute.</p> <p>Experience:</p> <p>03-08 years of post-qualification work experience in the Entrepreneurship Sector.</p> <p>Experience in proposal development, project execution, monitoring and evaluation, content management, reporting.</p> <p>Experience in academic or teaching in the area of entrepreneurship development.</p> <p>Experience in the implementation of Training Programmes.</p> <p>Experience in drafting internal and external communication with respect to social initiatives with various Ministries.</p> <p>Roles & Reasonability/ Job Profile</p> <p>Designing and conducting training programmes in the field of entrepreneurship and self-employment.</p> <p>Marketing and promoting the activities of the Institute so as to increase participation therein.</p> <p>Assisting the Institute in conceptualization of newer formats of training programs in consonance with market demands.</p> <p>Correspondence with the Ministry/ Organization. preparation of training proposals.</p>

		To visit/ undertake tours to outside locations in consonance with the requirements of the work on regular basis.
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D) YOUNG PROFESSIONAL (CONSULTANT)

1	Name of Post	Young Professional
2	No. of Posts	16
3	Location(s)	NOIDA, Jharkhand, Telangana, Rajasthan, Odisha, Gujarat, Kerala, Goa, Karnataka
4	Salary	Rs. 60,000/-
5	Age Limit	Maximum: 32 Years
6	Period of Engagement	01 Years (Extendable Subject to Annual review)
7	Educational and Other Qualifications	<p>Essential</p> <p>Education:</p> <p>Master Degree in Social Science/ Humanity /MSW/MBA in Management from recognized University/ Institute.</p> <p>Experience:</p> <p>01 years of post-qualification work experience in Entrepreneurship Sector.</p> <p>Experience in proposal development, project execution, monitoring and evaluation, content management, reporting. Experience in academic or teaching in the area of entrepreneurship development. Experience in the implementation of Training Programmes.. Experience in drafting internal and external communication with respect to social initiatives with various Ministries.</p> <p>Roles & Reasonability/ Job Profile</p> <p>Designing and conducting training programmes in the field of entrepreneurship and self-employment.</p> <p>Marketing and promoting the activities of the Institute so as to increase participation therein.</p> <p>Assisting the Institute in conceptualization of newer formats of training programs in consonance with market demands.</p> <p>Correspondence with the Ministry/ Organization.</p> <p>Preparation of training proposals.</p> <p>To visit/ undertake tours to outside locations in consonance with the requirements of the work on regular basis.</p>

E) Programme Coordinator

1	Name of Post	Programme Coordinator
2	No. of Posts	15
3	Location(s)	NOIDA, Jharkhand, Telangana, Rajasthan, Odisha, Gujarat, Kerala, Goa, Karnataka
4	Salary	Rs. 35,000/-
5	Age Limit	Maximum: 45 Years
6	Period of Engagement	01 Years (Extendable Subject to Annual review)
7	Educational and Other Qualifications	<p>Essential</p> <p>Education: Graduate from recognized University/ Institute.</p> <p>Experience: 2-3 years of post-qualification work experience in Entrepreneurship Sector.</p> <p>Roles & Reasonability/ Job Profile Coordination and monitoring of the training programmes. To visit/ undertake tours to outside locations in consonance with the requirements of the work on regular basis.</p>

F) System Analyst/Developer

1	Name of Post	System Analyst/Developer
2	No. of Posts	05
3	Location(s)	NOIDA
4	Salary	Rs. 61,000/- - 79,000/-
5	Age Limit	Maximum: 45 Years
6	Period of Engagement	01 Years (Extendable Subject to Annual review)
7.	Educational and Other Qualifications	<p>Masters in Computer Science from a reputed University/College.</p> <p>Experience: At least 02 years minimum and 05 years maximum experience in working in Govt./PSUs/Departments etc. In the following areas: -</p> <ul style="list-style-type: none"> ● Familiar with database management systems such as MySQL, which allows them to write complex SQL queries. ● Firm knowledge of network architecture concepts such as local area network (LAN), wide area network (WAN), virtual proxy network (VPN), routers, modems, switches, and firewalls. ● Knowledge of data analysis techniques, including data mining and statistical analysis, is also an important skill they possess to understand and analyze complex data sets and implement statistical approaches when solving problems. ● Thorough understanding of the systems development life cycle (SDLC), which includes requirements gathering, design, development, testing, implementation and maintenance etc.

8	Desirable Profile	The candidate should have demonstrated an ability to exercise sound judgment, 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.
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In addition to the above positions, the 100 Project Consultants are required for 07 months for Strive Project (Training students of NSTI&ITI and establish EDC) at remuneration @ Rs. 35000/- at different locations. The project is approved by the MSDE.

1	Name of Post	Project Consultant
2	No. of Posts	100
3	Location(s)	APPENDIX-2
4	Salary	Rs. 60,000/-
5	Age Limit	Maximum: 45 Years
6	Period of Engagement	07 months
7	Educational and Other Qualifications	<p>Educational Qualification:- Graduate in Entrepreneurship/ Business Administration/ Social Science/ Science/Commerce/ Social Work, or any other related relevant discipline.</p> <p>Experience: At least 1 year of overall experience which should include experience in Coordination of training programmes, organizing training, teaching and monitoring etc.</p>

Application for the Post of _____

I PERSONAL DETAILS (PLEASE FILL UP ALL BOXES In BLOCK LETTERS)				
Full Name Mr/Ms/Dr.:		Date of Birth: (In Christian era)		
Address:				
Gender :		Marital Status :		
Whether belongs to SC/ST/OBC :		Email :		
Tel No. Office:		Home:		Mobile
II Qualifications				
	Name of School / Institution	Subject(s)	Full time / Part Time / Correspondence – Distance Learning	Marks / % / CGPA
Xth Std.				
XIIth Std.				
Graduation				
Post-Graduation				
Ph. D.				
Diploma in relevant field				
Others, if any				

III EMPLOYMENT HISTORY (in Chronological order)

Name of Company	Position Held	From	To	Full / Part Time/ Regular	Nature of Duties highlighting experience required for the Post applied for	Pay Scale/ Emoluments

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*).

IV PROFESSIONAL REFERENCE (At least two references with one being immediate supervisor in current or immediate past organization.)

Name	Company Name	Designation	Mobile No.

V Please explain the relevance of your experience & contribution in the context of the experience required for the post being applied for. (*Approx. 250 Words*)

VI. 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).

I declare that to the best of my knowledge and belief, the particulars provided are true and I hereby give my consent to the Institute to check my employment records with my present or previous employers. I am aware that any false or misleading statements made by me will be cause for rejection of application / or subsequent dismissal if employed.

Signature of Applicant	Date
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Note:

If needed, please append additional sheet(s) to address descriptive answers, duly authenticated by your signature.

Sl. No.	State	District	Name of the ITI/NSTI	Type of the Institute
1	Andaman & Nicobar Islands	South Andaman	Government Industrial Training Institute, Dollygunj	STRIVE ITI
2	Andhra Pradesh	Visakhapatnam	ITI Gajuwaka	Model ITI
3	Andhra Pradesh	Vizianagaram	Govt. ITI Rajam	STRIVE ITI
4	Andhra Pradesh	Prakasam	Govt. ITI (B) Ongole	STRIVE ITI
5	Bihar	Patna	NSTI(W) Patna	NSTI
6	Bihar	Saran	ITI Marhowrah	Model ITI
7	Bihar	Gaya	Govt Industrial Training Institute, Gaya	STRIVE ITI
8	Bihar	Rohtas	Govt Industrial Training Institute, Rohtas	STRIVE ITI
9	Chandigarh	Chandigarh	ITI Chandigarh	Model ITI
10	Chhattisgarh	Bhilai	ITI Bhilai	Model ITI
11	Chhattisgarh	Raipur	Govt. ITI Mana, District - Raipur	STRIVE ITI
12	Chhattisgarh	Dhamtari	Govt. ITI Kurud, District - Dhamtari	STRIVE ITI
13	Delhi	Central Delhi	ITI Pusa	Model ITI
14	Goa	South Goa	NSTI(W) Goa	NSTI
15	Goa	North Goa	ITI Panaji	Model ITI
16	Gujarat	Vadodara	NSTI(W) Vadodara	NSTI
17	Gujarat	Patan	Industrial Training Institute, Patan	STRIVE ITI
18	Gujarat	Banaskantha	Industrial Training Institute, Deesa	STRIVE ITI
19	Gujarat	Mehsana	Industrial Training Institute, Vadnagar	STRIVE ITI
20	Gujarat	Surat	Industrial Training Institute, Mandvi (Surat)	STRIVE ITI
21	Haryana	Panipat	NSTI(W) Panipat	NSTI
22	Haryana	Gurugram	ITI Gurugram	Model ITI
23	Himachal Pradesh	Shimla	NSTI(W) Shimla	NSTI
24	Himachal Pradesh	Hamirpur	Govt. ITI Rail	STRIVE ITI
25	Himachal	Sirmaur	Govt. ITI Paonta-Sahib	STRIVE ITI

	Pradesh			
26	Himachal Pradesh	Kullu	Govt. ITI, Kullu	STRIVE ITI
27	Jammu & Kashmir	Jammu	NSTI(W) Jammu	NSTI
28	Jammu & Kashmir	Srinagar	ITI Srinagar	Model ITI
29	Jharkhand	Jamshedpur	NSTI Jamshedpur	NSTI
30	Jharkhand	Ranchi	ITI Ranchi	Model ITI
31	Jharkhand	Dhanbad	Govt. ITI, Dhanbad	STRIVE ITI
32	Jharkhand	Bokaro	Govt. ITI, Bokaro	STRIVE ITI
33	Karnataka	Bengaluru	NSTI Bengaluru	NSTI
34	Karnataka	Bangalore	ITI Bangalore	Model ITI
35	Karnataka	Uttar Kannada	ITI Honnavar	Model ITI
36	Karnataka	Belgaum	Government ITI, Men Belgaum	STRIVE ITI
37	Karnataka	Mysore	Government ITI, Mysore -7, Mysore	STRIVE ITI
38	Karnataka	Dakshina Kannada	Government ITI, Women Dakshina Kannada	STRIVE ITI
39	Kerala	Calicut	NSTI Calicut	NSTI
40	Kerala	Trivandrum	NSTI(W) Trivandrum	NSTI
41	Kerala	Ernakulam	ITI Kalamassery	Model ITI
42	Kerala	Kannur	Govt. ITI Kannur	STRIVE ITI
43	Ladakh	Leh	Government ITI, Leh	STRIVE ITI
44	Madhya Pradesh	Indore	NSTI(W) Indore	NSTI
45	Madhya Pradesh	Bhopal	ITI Bhopal	Model ITI
46	Madhya Pradesh	Raisen	Govt. ITI Mandideep	STRIVE ITI
47	Madhya Pradesh	Dewas	Govt. ITI Dewas	STRIVE ITI
48	Madhya Pradesh	Singroli	Govt. ITI Singroli	STRIVE ITI
49	Madhya Pradesh	Shivpuri	Govt. ITI Shivpuri	STRIVE ITI
50	Maharashtra	Mumbai	NSTI(W) Mumbai	NSTI
51	Maharashtra	Nashik	ITI Nashik	Model ITI
52	Maharashtra	Dhule	Govt. ITI Dhule	STRIVE ITI
53	Maharashtra	Amravati	Govt. ITI Nandgaon Khandeshwar	STRIVE ITI
54	Maharashtra	Gadchiroli	Govt. ITI, Gadchiroli	STRIVE ITI
55	Maharashtra	Latur	Govt. ITI, Latur	STRIVE ITI
56	Maharashtra	Beed	Govt. ITI, Wangaon	STRIVE ITI
57	Maharashtra	Satara	Govt. ITI, Satara	STRIVE ITI

58	Odisha	Bhubaneshwar	NSTI Bhubaneshwar	NSTI
59	Odisha	Kendujhar	ITI Barbil	Model ITI
60	Odisha	Cuttack	Govt. ITI, Cuttack	STRIVE ITI
61	Odisha	Sundargarh	Govt. ITI, Rourkela	STRIVE ITI
62	Puducherry	Puducherry	Govt. ITI, Nettapakkam	STRIVE ITI
63	Punjab	Ludhiana	NSTI Ludhiana	NSTI
64	Punjab	Mohali	NSTI(W) Mohali	NSTI
65	Punjab	Rupnagar	ITI Roopnagar	Model ITI
66	Rajasthan	Jaipur	NSTI(W) Jaipur	NSTI
67	Rajasthan	Jodhpur	NSTI Jodhpur	NSTI
68	Rajasthan	Udaipur	ITI Udaipur	Model ITI
69	Rajasthan	Kota	Government Industrial Training Institute, KOTA	STRIVE ITI
70	Rajasthan	Sriganganagar	Govt. ITI Sriganganagar	STRIVE ITI
71	Tamil Nadu	Chennai	NSTI Chennai	NSTI
72	Tamil Nadu	Trichy	NSTI(W) Trichy	NSTI
73	Tamil Nadu	Coimbatore	ITI Coimbatore	Model ITI
74	Tamil Nadu	Madurai	Government ITI, Madurai	STRIVE ITI
75	Tamil Nadu	Salem	Government ITI, Salem	STRIVE ITI
76	Tamil Nadu	Thanjavur	Government ITI, Thanjavur	STRIVE ITI
77	Telangana	Hyderabad	NSTI Hyderabad (Vidya Nagar)	NSTI
78	Telangana	Pathanamthitta	ITI Mallepally	Model ITI
79	Telangana	Medchal-Malkajgiri	Govt ITI Medchal	STRIVE ITI
80	Telangana	Nalgonda	Govt ITI Aleru	STRIVE ITI
81	Uttar Pradesh	Allahabad	NSTI(W) Allahabad	NSTI
82	Uttar Pradesh	Kanpur	NSTI Kanpur	NSTI
83	Uttar Pradesh	Gautam Buddha Nagar	NSTI(W) Noida	NSTI
84	Uttar Pradesh	Meerut	ITI Meerut	Model ITI
85	Uttar Pradesh	Varanasi	ITI Varanasi	Model ITI
86	Uttar Pradesh	Ayodhya	ITI Ayodhya	Model ITI
87	Uttar Pradesh	Chandauli	ITI Chandauli	Model ITI
88	Uttar Pradesh	Basti	ITI Basti	Model ITI
89	Uttar Pradesh	Siddharthnagar	ITI Siddharthnagar	Model ITI
90	Uttar Pradesh	Barabanki	Government ITI, Barabanki	STRIVE ITI
91	Uttar Pradesh	Lucknow	Government ITI, World Bank Mahila, Lucknow	STRIVE ITI
92	Uttarakhand	Dehradun	NSTI Dehradun	NSTI
93	Uttarakhand	Haldwani	NSTI Haldwani	NSTI
94	Uttarakhand	Haridwar	ITI Jagitpur, Haridwar	Model ITI

95	Uttarakhand	Chamba	Govt. Industrial Training Institute Chamba	STRIVE ITI
96	Uttarakhand	Pauri Garhwal	Govt. Industrial Training Institute Saldmahadev	STRIVE ITI
97	West Bengal	Howrah	NSTI Howrah	NSTI
98	West Bengal	Kolkata	NSTI(W) Kolkata	NSTI
99	West Bengal	Paschim Bardhaman	ITI Durgapur	Model ITI
100	West Bengal	Darjeeling	Govt. ITI Siliguri	STRIVE ITI

GUIDELINES FOR APPLICANTS

1. Mere possession of the prescribed qualifications and experience shall not result into further compulsory consideration of an Applicant.
2. In case the Applicant is in employment at present, a No Objection Certificate shall be produced at the time of Interview failing which such an Applicant may not be interviewed at all.
3. No TA/DA will be admissible for attending the Interview either in NOIDA/Delhi.
4. In case, an applicant wants to apply for more than one Post, then separate Applications (*APPENDIX-1*) should be submitted, in the prescribed manner.
5. The selected candidates will be liable to be transferred to any other state/city etc. within the country.
6. The Selection Committee shall fix the consolidated remuneration for the above positions (Sl. No. A, B, C & F) depending upon the experience and last drawn salary of the candidate. The consolidated remuneration will be inclusive of all applicable taxes and no other facility or allowance will be allowed.
7. The Applications, complete in all respect, should reach (*off line mode only*) the Director, NIESBUD, A-23, Sector-62, Institutional Area, NOIDA – 201 309 (U.P.) clearly mentioning the post alongwith self-attested copies of testimonials in respect of date of birth, qualifications, experience etc. not later than **1700 Hrs. on 09-01-2024**.
8. The Institute does not assume responsibility for postal or courier delays.
9. The Institute reserves the right to cancel the recruitment process at any time.