

**The National Institute for Entrepreneurship and
Small Business for Development
(NIESBUD)**

Advertisement

Subject: - Engagement of Administrative Consultant in The National Institute for Entrepreneurship and Small Business Development (NIESBUD) on Contract Basis.

The National Institute for Entrepreneurship and Small Business Development (NIESBUD) seeks to engage 1 (One) Administrative Consultant, (Retired Central/State Govt./PSU/Autonomous Body) for attending to specific and time bound jobs of the Institute. Candidates with requisite qualification and experience as prescribed would be hired as Administrative Consultant. Details of the post and terms & Conditions as well as period of engagement, eligibility, experience etc. are as under:

Job Title	Administrative Consultant
No. of Vacancies	01 (One)
Mode of Recruitment	Contract Basis
Period of Engagement	Initially for 01 year (May be extended on the basis of performance)
Place of Posting	Noida (Uttar Pradesh)

Eligibility:

Name of Post	No. Vacancy	Essential Qualification	Desirable qualification	Work experience
Administrative Consultant	01	Graduation from a recognized university/ institution or equivalent.	Post-Graduation, from a recognized university/ institution or equivalent.	a) Minimum 8 years administrative experience. a) Experience, dealing with Administration, Human Resource, Establishment, Procurement and Maintenance of Premises or Budget, Finance and Accounts matters in a Central/State Government/Universities/ Recognized Training or Research, Institutions/Autonomous Bodies/ Public Sector Undertakings/ Statutory/ Semi-Government Organizations.

2. The retired govt. officer is to be considered for post-retirement engagement only on receipt of Vigilance clearance/ Vigilance input from all organization where the retired officer had served

during a period of 10 Years prior to retirement as per Central Vigilance Commission (CVC) circular no. 07/05/21 dated 03.06.2021.

Interested candidate may send their bio-data in the enclosed format (Annexure-I) on email at application.niesbud@gmail.com so as to reach the following address latest by 04.04.2022.

(Dr. Poonam Sinha)
Director

Application format for engagement of Administrative Consultant

Name: -

Father's Name:

Date of Birth:

Nationality:

Mailing Address:

Permanent Address:.....

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Educational Qualification (List from Graduation Onwards):

Sl. No.	Course	Subject	University/Institute	Year of Passing	Division/Class	% of Marks

Work Experience:

Sl. No.	Organization/Institute	Period	Nature of Work	Remarks

Research Experience, if any:

Statistical application knowledge:

Details of Publications (Give all citations):

Any other specific information in relation to essential/desirable qualification and experience (Use separate sheet, if necessary):

Signature of Candidate with date
Email
Phone/Mobile