

**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. 35,000/-
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>