

No. 11014/2/2017-ENP
Government of India
Ministry of Skill Development and Entrepreneurship

2nd Floor, PTI Building
Parliament Street
New Delhi- 110001
5th June, 2021

VACANCY CIRCULAR

Subject: Filling up of the post of Director, Indian Institute of Entrepreneurship (IIE), Guwahati (an Autonomous Body registered under Societies Registration act, 1860 under the administrative control of Ministry of Skill Development and Entrepreneurship) on deputation/ Contractual basis.

Application are invited from eligible candidates for filling up one post of Director, Indian Institute of Entrepreneurship (IIE), Guwahati (an Autonomous Body registered under Societies Registration Act, 1860 under the administrative control of Ministry of Skill Development and Entrepreneurship) on Deputation/Direct Recruitment (contractual) basis as per details given below:-

Si. No.	Name of the Post	Scale of Pay	Place of Posting	Number of Post
1.	Director	Pay Level-13 as per 7 th CPC (Pre-revised Pay Band Rs. 37,400-67,000/- (PB-4) with Grade Pay of Rs. 8700/-)	Guwahati	1(one)

2. Age Limit: Not more than 55 years as on the closing date for receipt of the application.

3. Method of recruitment and eligibility condition

I. Deputation: Officers under the Central/State Government/Public Sector Undertakings/Autonomous or Statutory Organizations –

- i. Holding analogous post on regular basis in the parent cadre/department; with at least twelve years' experience in administration /financial/academics/teaching/training/training; or
- ii. With five years' service in the grade on regular basis in the posts in the Pay Level 12th as per 7th CPC (pre-revised Pay Band of Rs. 15,600-39,100/- + Grade Pay Rs. 7,600/-) or equivalent in the parent cadre/department, with at least twelve years experience in administration/financial/academics/teaching/training/training.

*Selection procedure will be as per extant orders of the Central Government.

II. Contract Basis:

Educational Qualifications

A. **Essential:** Master's Degree in Humanities/Commerce/Science or Degree in Engineering/Technology/Chartered Accountancy/Cost Accountancy or Master's or equivalent Post Graduate Diploma in Business Administration.

B. **Desirable:** Doctorate in Humanities/Science/Management

Experience

A. **Essential:** 10 years' experience in academic/teaching/training in the area of entrepreneurship development.

B. **Desirable:**

- a. Publication of books on training, entrepreneurship etc.
- b. Publication of research papers on matters relating to industrial development and entrepreneurship & development.
- c. Articles relating to academic subjects/training/entrepreneurship development etc.

4. **Period of Appointment:** The initial appointment would be for three years which is extendable up to five years.

5. **Duties and Responsibilities:** The Director is the in-charge of the management and administration of the Institute, including discharging all day-to-day functions needed for smooth functioning of the institute. He will be responsible to Institute for conducting, defending or abandon any legal proceedings by or against the institute or its officers. He will be responsible for day to day business of the Institute in such a manner as to secure speed and efficiency in the conduct of such business and in the execution of work as approved by the Board of Management. Conducting other activities like research, studies, convening meetings of the Executive Bodies of the Institute (Executive Committee, Governing Council, General body) etc.

6. The application in the prescribed proforma (**Annexure-I**) duly signed by the candidate should be forwarded (in duplicate), so as to reach this Ministry within 30 days from the date of publication of this Advertisement in the Employment/Regional/Leading Newspapers.

7. Application for selection on deputation basis should be submitted through proper channel to this Ministry along with up-to-date APAR dossiers, Certificate of Vigilance

Clearance, Integrity Certificate and No penalty Statement for the last 10 years of the applicant. The applications received without APAR Dossiers and the Vigilance Clearance etc., or after the due date, will not be entertained.

8. While forwarding the applications, it should also be ensured by the applicant that the particulars furnished by him/her are correct.

9. The application along with enclosures may be forwarded to the **Under Secretary (Entrepreneurship) Ministry of Skill Development and Entrepreneurship, at enp-msde@gov.in**

10. Application received after the last date or otherwise found incomplete shall not be entertained. The Ministry reserves the right to withdraw or make any change in the vacancy circular at any time without assigning any reason.

ANNEXURE-I

APPLICATION FOR THE POST DIRECTOR
IN INDIAN INSTITUTE OF ENTREPRENEURSHIP (IIE), GUWAHATI
BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into Govt. service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether educational and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the prescribed in the Rule, state the authority for the same)	
Qualification/Experience required as mentioned in the advertisement/ vacancy circular (Contract Basis)	Qualification/Experience possessed by the officer
Essential	Essential
A) Qualification – Master’s Degree in Humanities/commerce/science or degree in Engineering/Technology/Chartered Accountancy/Cost Accountancy or Master’s or equivalent Post Graduate Diploma in Business Administration	(A) Qualification

B) Experience – 10 years’ experience in academic/teaching/training in the area of entrepreneurship development.	(B) Experience
Desirable:	Desirable:
(A) Qualification:- Doctorate in Humanities/Science/Management.	(A) Qualification
(B) Experience:- a) Publication of books on training, entrepreneurship etc. b) Publication of research papers on matters relating to industrial development and entrepreneurship & development. Articles relating to academic subjects/training/entrepre	(B) Experience

5.1 Note: This column needs to be amplified to indicate essential and Desirable Qualifications as mentioned in the RRs by the **Administrative Ministry/Department/Office** at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 In the case of Degree and Post Graduate Qualification Elective/main subject and subsidiary subject may be indicated **by the candidates**.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.

6.1 Note: Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.

7. Details Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band /Pay Matrix and Grade Pay/Pay Scale /Level of the Post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below.

Office/Institutions	Basic Pay, Pay- Band/Pay Matrix and Grade Pay/Level drawn under ACP/MACP Scheme	From	To
8. Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state:-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the present office / organisation to which the applicant belong.	d) Name of the post and pay of the post held in substantive capacity in the present organization

<p>9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p>9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organization.</p>	
<p>10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:</p>	
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government. (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) University (f) Others</p>	
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
<p>13. Are you in Revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>	

14. Total emoluments per month now drawn		
Basic Pa in the PB/ Level in the Pay Matrix	Grade Pay / Level	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-u details	Total Emoluments
<p>16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/ Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects.</p> <p>(ii) Awards/ Scholarships/ Official Appreciation.</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p>		

<p>(v) Any research/innovative measure involving official recognition. (vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is Insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (officers under Central/State Governments are only eligible for “Absorption” Candidates of non Government Organisations are eligible only for Short Term Contract)</p>	
<p># (The option of ‘STC’/ ‘Absorption’/ ‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “ Re-employment”)</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the Candidate)
Address:
Date:
Email

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. **Also certified that:**

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier (photocopies of the ACRs for **the last 5 years duly** attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)