**National Entrepreneurship Resource and Co-ordination Hub (National E-Hub)**
**Pradhan Mantri YUVA Yojana**
**(Ministry of Skill Development and Entrepreneurship, Government of India)**
**NIESBUD, A-23, Sector-62, NOIDA, U.P.**

## VACANCIES

**National E-Hub**, invites applications for filling up the following Positions in the E-Hub, NOIDA under the Scheme on yearly contract basis upto 30-3-2021:–

| Sl. No. | Name of the Position | No. | Code No. | Remuneration *(p.a.)* *(Rs in lakh. All inclusive)* |
|---|---|---|---|---|
| 1. | Senior Manager : Finance, HR & Administration | 01 | 001 | 16.00 |
| 2. | Manager : Operations | 01 | 002 | 12.00 |
| 3. | **Support Team Members :** | | | |
| | – Operations | 02 | 003 | 6.00 |
| | – Technology & Platforms | 01 | 004 | 6.00 |

The relevant details are available on *www.msde.gov.in & www.niesbud.nic.in* Applications can be mailed to *yuva.niesbud@gmail.com* latest by **5.00 P.M. on 05.05.2017.**

**National Project Director**

# RELEVANT DETAILS OF THE POSITIONS

**1.0 Senior Manager : Finance, HR & Administration (Post Code : 001)**

1.1 *Position Objective:*

The position would support financial reporting, reconciliation, business reporting – analysis, and statutory aspects of the Scheme, along with the HR aspects to enable the Scheme run smoothly.

1.2 *Responsibilities:*

1.2.1 Monthly financial closure of National E-Hub, Regional E-Hubs, Nodal E-Hubs and other entities in accordance with generally accepted Accounting Principles, Indian Accounting Standards and Company financial policies.

1.2.2 Coordinate and record all consolidations activities of all the E-Hubs, management reporting, variance analysis – planned Vs. budget etc.

1.2.3 Prepare monthly, quarterly and annual financial reporting packages to satisfy internal and external reporting requirements.

1.2.4 Work with external auditors for the annual audits of the Scheme.

1.2.5   Complete monthly account reconciliations in a timely fashion and communicate any material exposure to the National Project Director and FMU (Financial Management Unit).

1.2.6   Statutory compliance process & records maintenance (ESI, EPF, Labor law under Shops & Establishment Act and liaisoning with labor officers and/or statutes as may be applicable). Ensure timely and accurate filing of TDS returns, annual returns, service tax, bank reconciliations, foreign currency regulation act etc.

1.2.7   Salary Processing: Ensure compliance on Tax Deduction at Source calculations; verification of reimbursements and processing of the same, Income Tax verifications and submissions, processes employee salaries with inputs received from HR personnel.

1.2.8   Evaluate the accounting or financial reporting impact of operational decisions.

1.2.9   Proactively recommend actions to strengthen and streamline processes to improve timeliness of information and reduce errors.

1.2.10   Assist with the execution of quarterly reviews and year-end financial audits.

1.2.11   Coach and develop accounting & HR staff. Support the HR Aspects essential to the Scheme– Payroll, Hiring, Exit formalities, and compliances.

1.2.12   Work in co-ordination with FMU in developing Manual, Processes etc.

1.2.13   Co-ordinate with Banks, NSDF, E-Hubs etc. for receipt of Financial Reports, Disbursement of Assistance etc.

1.2.14   Support the effective implementation of the Scheme.

1.3 *Essential Qualification and Experience:*

1.3.1   Post-graduate Degree in Commerce from a recognised Institution.

**OR**

Post Graduate Degree/Diploma in Business Management with specialisation in Finance from a recognised Institution.

**OR**

CA/ICWA

1.3.2   Minimum 08 years' post-qualification experience in a large organisation in the areas of Budgeting, Financial Planning and

Management, Financial Reporting, Statutory Compliances, Accounting, Auditing etc.

1.3.3 Exposure to and experience of handling Human Resource and Administrative Functions broadly.

### 1.3.4 Desirable

Experience in Business Planning-Reporting & Analysis; Project Budgeting and Accounting; Variance Analysis and Salary Administration of large projects with a multi-location spread involving multiple Stake-holders.

### 1.3.5 Maximum Age
40 years.

## 2.0 Manager : Deployment/Operations/Project Management (Post Code : 002)

2.1 *Position Objective:*

The Manager : Deployment will ensure smooth implementation of the Scheme. The position will be responsible for the on-ground implementation of the scheme at the Project Institutes through the network of Regional and Nodal E-Hubs.

2.2 *Responsibilities:*

2.2.1 Develop and execute Scheme implementation roadmap, including policies and strategies.

2.2.2 Develop annual operating plan/s including monthly, quarterly and annual deliverables and outcomes for the nodal teams.

2.2.3 Oversee deployment of programs in specific regions. Own & deliver outcomes from respective regions including ventures created and Jobs created.

2.2.4 Coordinate with the Nodal E-Hubs to measure & track impact. Monitor and measure program effectiveness and provide feedback.

2.2.5 Responsible for the E Hubs' development & training. Develop and manage the assigned Nodal Hubs & other partner Organizations in the region.

2.2.6 Develop and engage the E-hubs and the attached project institutes to run the Scheme programmes.

2.2.7 Track effectiveness of the programs, develop dashboards and performance reports on a monthly, quarterly and annual basis.

2.2.8 Relationship management and interfacing with different stakeholders including partners, Project Institutes, Govt. and other organizations.

2.2.9 Ensure training and course corrections for the success of team members.

2.2.10 Establish sound working relationships and cooperative arrangements with the E-Hubs, project institutes, community groups and organizations.

2.2.11 Represent the Organization at appropriate platforms vis-à-vis relevant stakeholders.

2.2.12 Facilitate the capacity development of the Regional and Nodal E-Hubs. Initiate and lead collaborations, networking & training programs on ground. Engage with entrepreneurship organizations, incubators and other support organizations.

2.2.13 Manage the growth of the E-hubs. Develop and engage the relevant stakeholders including institution heads, faculty, mentors, investors, incubator managers and experts.

2.3 *Essential Qualification and Experience:*

2.3.1 Degree in any discipline from a recognised Institution.

2.3.2 Minimum 6 years' post-qualification experience in the areas of project/program management.

2.3.3 Experience should preferably involve exposure to the education and training industry with knowledge of startup/entrepreneurship ecosystem.

2.3.4 Ability to work in teams, team handling, project planning and documentation.

**2.3.5 Desirable**

1. Certified Project Management Professional

2. Experience in planning, managing, monitoring, deployment of technology enabled projects, business transformation projects, implementing high budget projects with a multi-location spread involving multiple stakeholders and exposure to project management methodologies, tools and framework.

**2.3.6 Maximum Age**
35 years.

**3.  Support Team Member : Deployment / Operations / Project Management (Post Code 003)**

3.1 & 3.2  *Position Objective and Responsibilities:*

The position will support the Deployment vertical of the Scheme.

3.3  *Essential Qualification and Experience:*

3.3.1  Degree in any discipline from a recognized institution.

3.3.2  Minimum 03 years' post-qualification experience in the areas of supporting project operational co-ordination, project documentation etc.

3.3.3  Multi-tasking, customer service skills such as phone skills, listening, conflict resolving, problem solving and enquiry handling skills.

3.3.4  Experience must involve exposure to working in teams, team handling, project planning and documentation.

3.3.5  Experience of working on Software Tools for Project Management

**Desirable**

3.3.6  Certified Project Management Professional

*3.3.5  Maximum Age*
30 years.

**4.0  Support Team Member : Technology & Platforms (Post Code : 004)**

4.1  *Position Objective:*

The position will be the one point of contact for end-users (project institutes, students, faculty) for queries in LMS/Platforms related usage, to capture any feedback or issues on functionalities, technical issues to be able to help troubleshoot and resolve the issues or to direct the issues to concerned team for product improvement or corrective actions.

4.2  *Responsibilities:*

4.2.1  Close coordination with Partner Organization(s) developing LMS and Platforms in providing user feedback, monitoring and recommending changes in functionalities.

4.2.2  Ensure wide usage of the platform by all relevant stakeholders.

4.2.3  Implement, and test new features using the latest technologies under tailored minimalistic agile development methodology.

4.2.4 Follow up on and take responsibility for unresolved issues or escalations, by providing relevant insights to concerned partners or the team working on the issues.

4.2.5 Review daily priorities and take appropriate action to ensure smooth deployment.

4.2.6 Provide on-the-clock support to end users' queries related to platforms/LMs usage.

4.2.7 Track and monitor effectiveness of usage from end-user feedback and report to senior teams.

4.2.8 Communicate courteously with end users by telephone and emails, to help provide resolution or to capture their issues.

4.2.9 Investigate and proactively solve end-users' problems, which may have been passed on by the field teams or directed to the helplines.

4.2.10 Handle end-user complaints; keeping accurate records of discussions or correspondence with them

4.2.11 Analyse statistics or other data to determine the level of customer service being provided; report generation

4.2.12 Learn about organisation's products/services and keeping up to date with changes and latest developments within and outside in related domains.

4.3 *Essential Qualification and Experience:*

4.3.1 Degree in Engineering/Technology/Computer Science from a recognised Institution.

4.3.2 Minimum 03 years' post-qualifications experience in the areas of software development, networking, software testing etc.

4.3.3 Experience must involve exposure to projects related to deployment, customisation and on-going support to Learning Management Systems/Tools/Platforms/MOOCs etc.

***4.3.4 Desirable***

Relevant qualification in Networking, Software Development, ERP, LMS, E-learning etc.

***4.3.5 Maximum Age***
30 years.

**N.B.**

1. *Experience of and exposure to functioning in a technology driven environment and proficiency in M.S. Office-Word, Excel & Power Point; Documentation and*

*Report Writing; MIS and Reporting and a good understanding of IT Tools is* ***essential*** *for all the above posts.*

2. *Experience of working in the field of Entrepreneurship Education/Training, Entrepreneurship Development; Hand-holding/Mentoring Services etc. will be an* ***added advantage.***

# PROCEDURE FOR APPLYING

1. There is no prescribed format of application. The Curriculum Vitae should include all the  relevant details so as to adjudge the eligibility of the candidates in terms of the prescribed qualifications and experience. The C.V. should include the applicant's educational qualifications; complete employment history, in chronological order along with brief details of earlier assignments; responsibilities handled; compensation; contact details; date of birth etc.

   The applicant should also invariably indicate the minimum time required to join the duties, in case of selection.

2. The self-attested copies of all the relevant testimonials should also be sent along with the applications.

3. The applicants in Government/Public Service may **either** route their applications through the present employer **or** produce a No Objection Certificate at the time of interview failing which they will not be further considered for the position(s).

4. In case, a candidate is applying for more than one position, separate applications should be submitted. The composite applications are likely to be rejected summarily.

5. ***The applicants must invariably indicate the Code No. of the position in the subject line of their e-mail application.***

6. ***Only applications sent to the designated e-mail address by the due date and time specified will be considered for review. No hard copies need to be sent and/or will be accepted.***

# MISCELLANEOUS

1. The indicated remuneration package is the **maximum** total cost to the National E-Hub at the time of initial joining. The actual remuneration package, however, will depend upon the relevant qualifications, experience etc. of the candidates.

2. Mere possession of the qualifications etc. does not entitle an applicant to be further considered for the position(s).

3. The National E-Hub reserves the right to reject all or any applications.

4. The National E-Hub does not assume any responsibility for technical delays. The applications uploaded beyond **1700 Hrs. on 05-05-2017** will be rejected summarily.

5. Any questions regarding positions, procedure etc. can be mailed at *yuva.niesbud@gmail.com*