



Human Resource Department, NSIC

Advertisement(NSIC/HR/SO-III/01/16) dated
26/03/2016 for the post of: SO GR-III

• Last Date for Applying Online/ printing the
Application Form: **09 April 2016**

• Advertisement

• Guidelines

• Other Terms & Conditions

• Format of OBC Certificate

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NSIC
ISO 9001 : 2008
**THE NATIONAL SMALL
INDUSTRIES CORPORATION
LIMITED**
(A Government of India
Enterprise)
Corporate Identification No.
U74140DL1955GOI002481

The National Small Industries Corporation Ltd. (NSIC), an ISO 9001-2008 certified Mini-Ratna CPSE under the Ministry of Micro, Small and Medium Enterprises has been working to fulfill its mission of promoting, aiding and fostering the growth of small industries and industry related micro, small and medium enterprises in the country.

Advertisement (Click here)

Advt. No. NSIC/HR/SO-III/01/16

Applications are invited from Indian citizens for filling up the following posts at various locations in the country on regular basis by Direct Recruitment, as per details below:

S.No.	Name of the post	Pay scale	No. of vacancies	Upper limit age	Qualification
1.	System Operator Grade-III	Rs.7400-16000	20 * (SC-03, ST-01, OBC-04, UR-12)	25** years	Graduation degree from a recognized University and should have undergone minimum one year course from a recognized Institute in computer.

* 02 posts are reserved for Ex Servicemen

**** Upper age relaxation:**

- 5 years for SC/ST
- 3 years for OBC
- 10 years for Persons with Disability-General
- 13 years for Persons with Disability -OBC
- 15 years for Persons with Disability -SC/ST
- For ex-servicemen, the continuous service in the armed forces shall be deducted from his actual age and the resultant age should not exceed the upper age by more than 3 years. However, 8 years in case of Disabled Defence Service personnel belonging to SC/ST.
- Upper age limit is not applicable to Executive Assistants working on contract in NSIC.

The selection procedure is firstly through Written Exam and based on the performance in the Written Exam, short-listed candidates will be called for the Typing (Skill) Test in English @ 40 w.p.m. on computer.

The candidates have to apply ONLY ONLINE through Career link of NSIC website www.nsic.co.in. All the details, including other terms and condition are available on the same link.

NOTE: No physical copy of the print of the ONLINE filled Application Form is required to be sent to NSIC. However, it should be kept with the candidate for future reference.

NSIC's ONLINE application module will go live on 26.03.2016 and will remain open till 09.04.2016.


Guidelines (Click here) 

GUIDELINES

- 1) The candidates will apply **ONLY ONLINE** through **CAREER** link of NSIC website www.nsic.co.in.
- 2) Before filling in the on-line Application Form, candidates are advised to read all the Guidelines and Terms & Conditions carefully.
- 3) You are advised to fill up the Application Form ONLINE well in advance without waiting for the closing date. While filling up the Application Form, candidates should keep his/her credentials ready for entry into the system.
- 4) The print of the ONLINE filled Application Form may be taken and kept with the candidate for future reference and no physical copy of the print of the ONLINE filled Application Form is required to be sent to NSIC.
- 5) The candidates should note that the details provided by them in their application are taken on their face value and the onus of proving the correctness and authenticity of the same as and when required lies with the applicant. During the recruitment process, if any information as submitted in the application is found to be false / concealment of facts, the candidature is liable to be rejected. In case of selection of the candidate and subsequent joining the services of the Corporation, if any information as submitted in the application is found to be false / concealment of facts, he /she will be discharged from the services of the Corporation during the probation period and after closure of the probation period, his/her services will be liable to be terminated.
- 6) The eligibility w.r.t. upper age limit and qualification will be determined from the last date of receipt of application.
- 7) Selection Process – Written Exam of one hour duration in English language. It will be based on the pattern of multiple choice questions and one descriptive essay / paragraph. The syllabus shall comprise of – Numerical Ability, English language, Reasoning and General Knowledge.
- 8) Based on the performance in the Written Exam, short-listed candidates will be called for the Typing (Skill) Test in English @ 40 w.p.m. on computer.
- 9) No TA fare (to and fro) will be given for attending the Written Exam or Typing (Skill) Test.
- 10) In case of candidates who are employed in Government / Semi-Government / Public Sector Undertakings / Banks / Local Bodies etc. and are called for Typing (Skill) Test, are required to produce NOC at the time of Typing (Skill) Test, failing which they will not be allowed for Typing (Skill) Test and will be disqualified.
- 11) The candidates called for Typing (Skill) Test should ensure their eligibility as per the criteria mentioned in the advertisement and bring the following documents in original along-with one set of self-attested photocopy, failing which they will not be allowed for Typing Test and will be disqualified:
 - a. 10th Class Certificate or School Leaving Certificate as proof of Date of Birth.
 - b. Graduation Degree or Provisional certificate in case Degree has not been awarded.
 - c. Marks-sheet of 10th, 12th and Graduation.
 - d. Certificate w.r.t. to one year Computer Course from a recognized Institute.
 - e. Caste Certificate w.r.t. SC / ST/ OBC, as applicable.

IMPORTANT: In case of OBC candidates, non-creamy layer certificate issued on or after 01.04.2015 indicating "Certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India" should be produced for reservation benefit to such OBC candidates. **The requisite format of OBC Certificate is available on the Link.** It may be noted that OBC Certificate in any other format will not be accepted. In case of non-production of such OBC Certificate, the candidate will be considered as 'General category', subject to his/her fulfilling the age as that of General category candidate, failing which his / her candidature will be cancelled.

 - f. Disability Certificate for Persons with Disability (PwD), if applicable.
 - g. Additional for Ex-Servicemen (ESM) – Service Certificate clearly mentioning the period of continuous service in the armed forces.
 - h. NOC, if applicable as explained in pt.10 above.

Other Terms & Conditions (Click here) 

OTHER TERMS & CONDITIONS

1. NSIC reserves the right to Change / Cancel the number of vacancies during the recruitment process, without issuing any further notice or assigning any reason thereof. Also, NSIC reserves the right to either cancel or to fill / not to fill the post advertised at any stage of selection process.
2. The Corporation reserves the right to shortlist the candidate.

3. Any further information, corrigendum/addendum in respect of the above advertisement shall be made available only on our official **website www.nsic.co.in** UNDER HEAD: **CAREERS**. No further press advertisement will be given. Hence prospective applicants are advised to visit NSIC website regularly for above purpose.
4. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
5. Selected candidate shall be liable to serve the Corporation anywhere in India / abroad where the Corporation may have business interests.

Format of OBC Certificate