

SIC/PERS.I/11(198)/18

Date: 04.07.2018

Dear Candidate,

With reference to your application in response to our advertisement dated 07.04.2018 in Employment News for the post of **General Manager - Business Development (with initial posting at Guwahati)**, you are requested to appear before the Selection Board for Interview on **18.07.2018 at The National Small Industries Corporation Ltd., NSIC Bhawan, Okhla Industrial Estate, Near Okhla-NSIC Metro Station, New Delhi-110020.**

Kindly make sure that you bring the following documents IN ORIGINAL along-with one set of photocopy (self-attested) at the time of Interview:-

1.	Caste Certificate in r/o SC / ST candidates.
2.	OBC Certificate issued by the competent authority in r/o OBC candidates. It may be noted that the OBC Certificate should mention the following points:- a) Appointment for the posts under Government of India and Resolution of Ministry of Welfare, Government of India published in Gazette of India. b) Clause of belonging to non-creamy layer and c) Issued in the year 2017 or 2018. <b>NOTE:</b> i) In case of failure to produce the OBC certificate indicating all the above points, the candidate will not be considered under General category and her/his candidature will be rejected. ii) The OBC candidate belonging to Creamy Layer (as mentioned in the OBC Certificate) will not be eligible for any benefit of reservation and will be considered as a General candidate.
3.	Persons with Disability Certificate issued by the competent authority, if applicable.
4.	In case of change of name/surname, Gazette notification / national news-paper clipping along-with Affidavit indicating the previous and the changed name/surname. However, in case of married women who have changed their surnames, Marriage Registration Certificate / Affidavit is required.
5.	Class 10 <sup>th</sup> Certificate/Mark Sheet or Class 10 <sup>th</sup> School Leaving/Transfer Certificate as proof of Date of Birth.
6.	Certificates and Mark-sheets of Class 12 <sup>th</sup> .
7.	Graduation Degree/Provisional certificate and Mark-sheets of all years/semesters. Consolidated Mark-sheets will be considered only if the marks obtained in the previous year(s) / semesters are indicated therein.
8.	Degrees/Diplomas/Provisional certificate of Masters/Post Graduation courses and Mark-sheets of all years/semesters. Consolidated Mark-sheets will be considered only if the marks obtained in the previous year(s)/semesters are indicated therein. If subject codes are mentioned in the Mark-sheet(s), document(s) i.e. Prospectus or Certificate issued by Institute / University should be produced which mentions full name of the subjects against the subject codes.
9.	In case the Mark-sheet / Provisional Certificate / Degree / Post Graduate Diploma does not indicate <b>two years full-time</b> duration of the course in r/o professional qualification i.e. Masters/Post Graduation courses, the candidate has to bring a Certificate from University / Institute stating the same.
10.	Candidates presently serving in Government / Semi Govt. Departments / Autonomous Departments including PSEs/Banks etc. should bring 'No Objection Certificate' to attend the Interview.

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-2-

11.	Identity Proof i.e. Aadhaar Card / Passport / Voter Card / Driving License / PAN Card
12.	Two recent passport size color photographs, preferably the same as given in the application form.
13.	A Certificate issued by the employer or Pay/Salary slips indicating the following, as applicable: <ul style="list-style-type: none"> <li>In r/o candidates presently in PSUs (Central/State) / Government sector – Working in the IDA pay scale of Rs. 29100-54500/- (pre-revised) or Rs. 70000-200000 (revised) OR in the CDA pay scale of Rs. 15600-39100/- with GP of Rs. 7600/- (pre-revised) or Rs. 78800-209200 (revised) for two years i.e. from 22.04.2016 till 21.04.2018.</li> <li>In r/o candidates presently in Private sector – Drawing gross monthly emoluments (not CTC) of Rs. 68000/- for two years i.e. from 22.04.2016 till 21.04.2018.</li> </ul>
14.	The following documents will be considered as Experience: <ul style="list-style-type: none"> <li>a) Service Certificate indicating the start and end of employment period with the particular organization, <b>Or</b></li> <li>b) Appointment Letter / Offer Letter issued by the employer organization <b>along-with</b> resignation letter duly received/acknowledged by the employer and/or the relieving letter issued by the employer organization (indicating date of joining and last date of employment) and/or salary slip of joining month and of the last worked/working month) duly stamped and signed by the employer.</li> <li>c) In case the documents mentioned at a) and b) above are on email, the same should be accompanied by trail emails.</li> </ul>
<b>Note:</b>	
i)	In case of change in the name of the company or transfer of the employee from one company to another within a Group of companies, the candidate should produce documentary proof of the same.
ii)	In case of experience as partner / proprietor / free-lancer / self-employed all the following documents are mandatory to ascertain experience (self-declaration will not be considered): <ul style="list-style-type: none"> <li>Income Tax Returns of the said period,</li> <li>Copies of Contract(s) / Partnership Deed entered by the candidate with other party(s) mentioning the nature and start &amp; end/continuation of the contract period,</li> <li>Copies of the payments received against the services rendered as per contract.</li> </ul>

**YOU MAY PLEASE NOTE THAT IF YOU COME FOR INTERVIEW WITHOUT THE AFORESAID DOCUMENTS, IT WILL BE SOLELY AT YOUR OWN COST, RISK AND RESPONSIBILITY AND YOU WILL NOT BE ALLOWED TO APPEAR BEFORE THE SELECTION BOARD FOR INTERVIEW.**

**The candidates have the option to reply in Hindi in the Interview.**

No TA/DA will be paid for attending the interview. However, reimbursement of To and Fro TA fare (on production of original tickets) by AC-III tier (other than Rajdhani) by shortest train route from place of residence to place of interview only on attending interview will be made only to those SC/ST/PwD candidates who are not working in any Govt./Semi-Govt./ Banks/PSUs/ Local bodies etc.

For more information on NSIC, please visit us at [www.nsic.co.in](http://www.nsic.co.in). Looking forward to see you.

Yours sincerely



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