

SPECIAL RECRUITMENT DRIVE FOR DISABLED PERSONS

National Small Industries Corporation Limited (NSIC) is a premier and fast growing Central Public Sector Enterprise, an ISO 9001-2008 certified company with Corporate Office in New Delhi and Branches in all major cities of the country invites applications from interested candidates belonging to persons with disability category for filling up the following posts :

- 1 Dy. Manager in the area of Technology**
- 2 Dy. Manager (A/cs)**
- 3 Accounts Officer**

- (1) Deputy Manager : Pay scale (IDA) Rs. 16400-40500/-.
No. of notified vacancies : 07

Educational and Professional qualification	Age Limit*	Experience required**
<i>In the area of Technology/Civil (02 posts)</i>		
Degree in Engineering in Computer Science & Engineering / Civil from a recognized University/Institute OR Graduate from recognized University with 3 yrs. regular MCA.	27-35 yrs.	Should have an experience (including 1 year post qualification experience) of at least five years in a responsible capacity in the relevant field.
<i>In the area of Finance & Accounts (05 posts)</i>		
Graduate from a recognized University and should have passed the final examination of either the Institute of Chartered Accountants of India / Institute of Costs and Works Accountants of India.	27-35 yrs.	Should have five years experience (including 1 year post qualification experience) in a responsible capacity in Finance & Accounts Department.

*Age relaxation by 05 yrs. for general category, 10 yrs. for SC/ST and 08 yrs. for OBC.

** Experience can be relaxed if sufficient applications are not received.

- (2) Accounts Officer : Pay scale (IDA) Rs. 12000-24000
No. of notified vacancies : 04

Educational and Professional qualification with experience**.	Age Limit*
Graduate in Commerce from a recognized University with five years of experience in Accounts area or M.Com/CA(Inter)/ ICWAI(Inter) with three years experience in Accounts area.	25-30 yrs.

* Age relaxation by 05 yrs. for general category, 10 yrs. for SC/ST and 08 yrs. for OBC.

**Experience can be relaxed if sufficient applications are not received.

All the above posts carry besides Pay, Dearness Allowance on Industrial D.A. pattern and other fringe benefits like Employees Provident Fund, HRA, Transport Allowance, LTC, Medical and other allowances as per rules of the Corporation.

Applications not in the prescribed format, without signatures and photographs or received after due date will not be considered.

Employees working in Government / PSEs should route their applications through proper channel or produce No Objection Certificate at the time of interview. Reimbursement of TA/DA (on production of original tickets) for attending interview by shortest route from place of residence to place of interview by second class sleeper (ordinary) will be made only to those out-stationed SC/ST candidates, who are not working in Central / State / PSU / Local Government Institution and Panchayats.

Typed applications giving complete particulars in the prescribed format with two copies of latest passport size photographs (one pasted and other stapled) and self-attested copies of all testimonials such as Degrees/Certificates/Marks-Sheets/Experience documents should be sent in an envelope super scribing "APPLICATION FOR THE POST OF _____" by post to General Manager (I/C)(HR), National Small Industries Corporation Limited, "NSIC Bhavan", Okhla Industrial Estate, New Delhi-110 020, so as to reach latest by 16.11.2009. Incomplete applications or applications not in the prescribed format without signature, without photographs and received after due date will summarily be rejected.

APPLICATION FORMAT

Paste recent
Passport size
photograph with
signature across

1. Post Applied for :
2. Name :
3. Date of Birth & Age (as on 01.10.09) :
4. Father's/Husband's Name :
5. Sex (Male/Female) :
6. Category (Gen/SC/ST/OBC/Disabled) :
7. Address for communication :
(With Tel/Fax/Email etc.) :
8. Name & Address for communication of :
Immediate Reporting Officer in case of
employed in Govt. sector and Name &
Address of Employer in case employed
in Pvt. Sector :
9. Qualification :
 - a) Academic with full details :
 - b) Professional with duration of the
course & year of passing :
10. Details of experience :
(starting from the present employment)
 - a) Name of the organization :
 - b) Designation held :
 - c) Working / Worked for the period :
 - d) Job responsibility :
 - e) Scale of pay or Gross salary p.m. :
 - f) Details of allowances :
11. Professional training attended :
with details :
12. Two references, out of which :
one should be from current/last
employer with their full particulars
and contact details. :

(Signature of the Candidate)

Place:

Date:

Please use additional sheet, if required