

GUIDELINES

I. CONTRACT PERIOD

1. The contract will initially be for a period of three years, which may be extended thereafter based on the performance of the candidate. The contract can be terminated by either side after giving one month's notice.
2. The contract appointment will not confer any right to claim absorption in regular establishment of the Corporation.

II. SELECTION PROCESS

1. The selection process shall consist of scrutiny of applications and Personal Interview of shortlisted candidates.
2. The Management reserves the right to devise its criteria (including, to raise the minimum eligibility standards / criteria) to restrict the number of candidates to be called for Personal Interview.
3. The decision of Management regarding eligibility, interview and selection will be final and binding on the candidates and no correspondence whatsoever will be entertained in this regard.

III. COMPENSATION PACKAGE

1. The Corporation offers a very attractive package and is one of the best in the industry.
2. The CTC* per annum approximately shall be –
Rs. 10.00 lakhs for Chief Manager
Rs. 6.60 lakhs for Deputy Manager
Rs. 5.07 lakhs for Assistant Manager
3. Compensation package includes Basic pay, Industrial DA, HRA, Perquisites and Allowances as per cafeteria approach, EPF.
4. The Corporation also has in place the policy relating to Medical facilities for self and dependents (under cafeteria approach), PF, Leave(s) & Leave encashment.

**** CTC mentioned above is only indicative. Actual CTC shall depend on place of posting and other terms and conditions of appointment.***

IV. HOW TO APPLY

1.	All candidates are required to apply OFF-LINE .
2.	The soft copy of the Application Form is uploaded on CAREER section of www.nsic.co.in . The applicant is advised to download the soft-copy, type all the details in Arial Font (size 12) and take the print-out of the same in A-4 size paper. Hand-written applications and/or any addition/deletion in the format of the Application Form will lead to rejection of the candidature.
3.	Candidates should ensure the following, while filling up the Application Form:
a)	Name and Date of Birth are exactly as mentioned in Class X Certificate / School Leaving Certificate.

b)	The candidate should paste the recent passport size color photograph in the space provided in the Application Form.
c)	The Application Form should be filled in all respect as incomplete Application Form is liable to be rejected.
d)	The date of declaration of result/issuance of mark-sheet shall deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.
e)	No abbreviations have to be used, wherever indicated, otherwise liable for rejection.
f)	Wherever grades e.g. CGPA/OGPA/DGPA are awarded, the following methods will be adopted for conversion to equivalent percentage of marks: i) The conversion of CGPA/OGPA/DGPA to percentage of marks would be based on the procedures certified by the University / Institute from where they have obtained the qualifying degree. Documents like Mark Sheet / Final or Provisional Degree / Letter issued by Competent Authority of the respective University / Institute will be considered for ascertaining the CGPA/OGPA/DGPA to Percentage conversion criteria. ii) In case Mark Sheet / Final or Provisional Degree/ Letter issued by Competent Authority of the respective University / Institute the University / Institute does not indicate Percentage of marks or have any criteria for converting CGPA/OGPA/DGPA into equivalent percentage of marks, the equivalence would be established by dividing the candidates CGPA/OGPA/DGPA by the maximum possible CGPA/OGPA/DGPA and multiplying the result with 100.
4.	The copy of the following documents (self-attested) have to be necessarily enclosed with the Application Form:
a)	Class X Certificate / School Leaving Certificate as proof of Date of Birth.
b)	In case of change of name/surname, Gazette notification / national news-paper clipping along-with Affidavit indicating the previous and the changed name/surname.
c)	In case of SC/ST candidate – Caste Certificate in the Government of India prescribed format issued by a Competent Authority.
d)	In case of OBC (Non Creamy Layer) candidate – OBC (NCL) Certificate along with NCL declaration in the format prescribed by the Government of India for “Appointment for the posts under Government of India” , from a Competent Authority. The Certificate should be issued in the current calendar year i.e. 2016.
e)	In case of PwD candidate – Disability Certificate indicating the category and sub-category of disability and percentage (40% and above) in the format prescribed by Government of India.
f)	Passing Certificate / Degree and Mark sheets of educational and professional qualification.
g)	Proof of norms adopted by the University / Institute to convert CGPA / OGPA / DGPA into percentage.
h)	Experience / Service Certificate: Proof of Experience indicating post held and period of service (From-To). In case of self-employment, Income tax returns of the same will have to be furnished. In case of candidates possessing the qualification of CA / ICWA(CMA) and applying for the posts of Chief Manager & Deputy Manager; and candidates possessing the qualification of CA / ICWA(CMA) / CA(Inter) / ICWA(CMA)(Inter) and applying for the posts of Assistant Manager, the document stating the period (From-To) of the Article-ship / Practical Training will be counted as experience.

i)	Proof of Emoluments: Latest Salary Certificate or Latest Pay Slip, indicating the Grade Pay (in case of Govt. employees) and scale of pay (in case of CPSEs etc.) and gross salary (in case of private sector employees).
j)	For CM (Technology) post, Certificate indicating the Scale of Pay / Grade Pay / Gross Salary for the last three years.
5.	Application Fees of Rs.400/- per application has to be paid through Demand Draft in favor of " The National Small Industries Corporation Limited ", payable at New Delhi. However, 50% concession in Application Fees is given to SC/ST/PwD/Women candidates , hence the amount of DD will be Rs.200/- in their case. No two or more relaxations / concessions w.r.t. category will be clubbed for Application Fee. The Application Fees is non-refundable and no other mode of payment will be accepted. On the reverse of the DD, name, mobile no. and name of the post applied for should be mentioned by the applicant. Please note that the post of Chief Manager (Technology) is not identified for PwD category, hence relaxation in upper age limit and concession in application fee will not be applicable.
6.	The duly filled in Application Form along with the necessary documents given at point 4 above and Demand Draft has to be sent by Ordinary Post / Registered Post / Speed Post / Courier / By Hand to : Deputy General Manager – Human Resources The National Small Industries Corporation "NSIC Bhawan" Okhla Industrial Estate New Delhi- 110020
7.	The last date of receipt of Applications is 11.07.2016 up-to 6:00 p.m.

V. GENERAL INFORMATION AND INSTRUCTIONS

1.	Before applying, the candidate should ensure that she/he fulfills the eligibility criteria and other norms mentioned in this advertisement.
2.	If the candidate wishes to apply for more than one post or more than one field requirement (in case of Technology), she/he has to submit separate Application Forms. The Application Fee is applicable for only one application, hence in case the applicant applies for more than one post she/he has to enclose separate Demand Drafts for each Application.
3.	The mere fact that a candidate has submitted Application against the advertisement and apparently fulfills the eligibility criteria would not bestow on her/him the right to be definitely called for interview/considered further for selection process.
4.	The eligibility w.r.t. Upper age limit, Qualification and Experience will be determined from the last date of receipt of application i.e. 11.07.2016.
5.	AICTE/UGC/Government of India recognized/Approved Degree/PG Degree/PG Diploma courses in concerned discipline awarded by University/Institute recognized by AICTE/UGC/Government of India only will be considered.
6.	Applications in which the essential qualification and experience cannot be fully ascertained will be liable for rejection. Hence candidates are advised to properly fill the Application and provide necessary documents.

7.	The candidates should note that the details provided by them in their Application Form 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 Form 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, the Contract will be immediately terminated.
8.	Applications that are not in conformity with the requirements indicated in the advertisement, incomplete Applications, without Application Fee (Demand Draft) will be rejected.
9.	Application Fees is non-refundable even if the candidature is rejected for any reason and not shortlisted for interview.
10.	If any Certificate/ Document is issued in a language other than Hindi/English, candidates are advised to submit a certified translation of the same either in Hindi/English with the Application Form and also at the time of Personal Interview, if called for the same.
11.	Applications received after 11.07.2016 up-to 6:00 p.m. will not be accepted.
12.	Outstation candidates belonging to SC/ST/PwD category and not working as permanent employee in any Government/ Semi-Government/ Banks/ PSUs/ Local Bodies etc. will be reimbursed To and Fro TA fare on production of documentary evidence of the journey performed only in case where the candidate attends the Interview as follows: i) For CM, AC-II tier by train (shortest route) other than Rajdhani. The post of Chief Manager (Technology) is not identified for PwD category, hence not applicable for PwDs. ii) For DM and AM, second class sleeper by train (shortest route).
13.	Candidates working in Government/Semi-Government/PSU/Banks/Local Bodies etc. are required to produce "NO OBJECTION CERTIFICATE", at the time of Interview but will inform their employer at the time of applying.
14.	Any canvassing, directly or indirectly, by the applicant will disqualify her/his candidature.
15.	Management reserves the right to consider applicants for a position immediate lower than the advertised post, if suitable candidates are not available for the advertised posts.
16.	Management reserves the right to Cancel / Restrict / Enlarge / Modify / Alter the Recruitment/Selection process, if need so arises, without issuing any further notice or assigning any reason thereof and no correspondence whatsoever will be entertained in this regard.
17.	Management reserves the right to call for any additional documentary evidence in support of eligibility criteria, if need be.
18.	Management reserves the right to fill up all the posts based on suitability OR increase/decrease the number of posts to be filled up OR cancel any post OR even cancel the whole process of Recruitment without assigning any reason and no correspondence will be entertained in this regard.
19.	Legal jurisdiction will be NCT of Delhi in case of any cause/dispute.

20.	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.
21.	NSIC will not be held responsible for any loss of e-mail/ call letter sent due to invalid/ wrong e-mail ID/ wrong postal address / postal delays loss in transit etc.
22.	Selected candidate shall be liable to serve the Corporation anywhere in India / abroad where the Corporation may have business interests.