

APPLICATION FORM against
Advertisement No. NSIC/HR/E-1,3/DM,CM/16/005

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The National Small Industries Corporation Ltd. is a profit making and dividend paying PSU. The growth of Corporation is involved in providing the best of services to the micro, small and medium enterprises sector located in various industrial towns, clusters, upcoming / potential cities in the country. The work involves extensive interaction with the various stakeholders such as Industry, Associations, PSUs, Institutions, Agencies working in the space of Entrepreneurship Development, MSME sector, technology support etc. Each NSIC product line / vertical thrives to be an independent profit center and the incumbent is expected to drive himself / herself towards such efforts and growth of NSIC.

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM:

- 1) All the information in the Application Form (except signature) has to be typed by the applicant as hand-written applications will be summarily rejected.
- 2) Please copy the tick mark symbol ✓ and paste it wherever required.
- 3) The symbol of ✓ can be made by hand but any other information written by hand will make the application liable for rejection.
- 4) Fields Marked * **are Mandatory**. In Case Mandatory fields are not filled, the Application Form will be rejected.
- 5) The candidature will be summarily rejected in case of any addition/deletion/tampering in the format of the Application Form.

POST APPLIED	REQUIRED FIELD AS PER EXPERIENCE Please (tick ✓) only one option. In case applying for more than one field, submit a fresh Application Form)
Chief Manager (Business Development)	<input type="checkbox"/>
Chief Manager (Technology)	<input type="checkbox"/>
Chief Manager (Finance & Accounts)	<input type="checkbox"/>
Deputy Manager (Business Development)	<input type="checkbox"/>
Deputy Manager (Technology)	<input type="checkbox"/>
Deputy Manager (Finance & Accounts)	<input type="checkbox"/>

• Please copy the tick mark symbol ✓ and paste it wherever needed in the Application Form.
NOTE: Fields Marked * **are Mandatory**. In Case Mandatory fields are not filled, the Application Form will be rejected.

A) PERSONAL DETAILS

1.	Name Of Applicant* (in BLOCK letters)						
2.	Father's/Mother's Name*						
3.	Date Of Birth* (dd/mm/yyyy)						
4.	Aadhaar No.*						
5.	Category*	General	<input type="checkbox"/>	SC	<input type="checkbox"/>		
		ST	<input type="checkbox"/>	OBC	<input type="checkbox"/>		
6.	Whether belongs to Person with Disability Category *	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
7.	Whether Ex-Servicemen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
8.	Gender*	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Transgender	<input type="checkbox"/>
9.	Marital Status	Married	<input type="checkbox"/>	Single	<input type="checkbox"/>		
10.	Whether belongs to Minority Community*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
11.	E-mail*						
12.	Mobile*						
13.	Complete Current Residential Address	House No.					
		Street Name					
		City					
		District*					
		State*					
		Pin code*					
14.	Permanent Residential Address Complete	House No.					
		Street Name					
		City					
		District*					
		State*					
		Pin Code*					

B) EDUCATIONAL QUALIFICATION* (Xth Class onwards)

#	Name of Examination / Degree passed (No abbreviation to be used)	Full Name of Board/University/Institute (No abbreviation to be used)	Duration (Only in years)	Date of passing	Full-Time/ Distance/ Part-time	%age
1						
2						
3						
4						

C) Post-Graduation Diploma / Master's Degree*{Including CA / ICWA (CMA), as the case may be}

#	Full Name of Master's Degree / PG Diploma (No abbreviation to be used)	Specialization	Full Name of University / Institute (No abbreviation to be used)	Duration (Only in years)	Date of passing	Full-Time/ Distance/ Part-time	%age
1							
2							
3							
4							

D) EXPERIENCE* (Starting from the present employer) {In case of CA / ICWA(CMA), as the case may be, Article-ship / Practical Training may be shown as experience}

#	Full Name of Employer (No Abbreviation to be used)	Designation	Duration DD/MM/YYYY		Job profile (Maximum 30 words)	Gross Monthly Salary (Not CTC)
			From	To		
1						
2						
3						
4						
5						

E) ADDITIONAL QUALIFICATION / TRAINING ATTENDED (of more than 3 months duration), if any

#	Full Name of Qualification / Training (No abbreviation to be used)	Duration (In months / years)	Brief Description (Maximum 30 words)
1			
2			
3			
4			
5			

F) WHETHER WORKING AS PERMANENT / CONTRACT EMPLOYEE IN GOVT. / SEMI GOVT. / PSUS / BANKS / LOCAL BODIES ETC.*?

Yes <input type="checkbox"/>	Permanent <input type="checkbox"/>	If Yes, Please mention the particulars of your HR Head / Personnel Deptt. Name _____ Address _____ _____ Phone No. _____
	Contract <input type="checkbox"/>	
No <input type="checkbox"/>		

G) HAVE YOU EVER APPEARED IN INTERVIEW FOR ANY POST IN NSIC DURING LAST 3 YEARS*?

Yes <input type="checkbox"/>	If Yes, Please mention the name of the Post and Year of Interview Post _____ Year _____
No <input type="checkbox"/>	

H) PAYMENT DETAILS*

Demand Draft		Name of the Issuing Bank	Address of the Issuing Branch	Amount (in Rs.)
Number	Date			

I) OTHER ESSENTIAL INFORMATION (Answer in 30 words)

i) How do you spend your spare time?

ii) Are you fond of reading / writing – What is the latest you have been reading /writing?

iii) What kind of music do you listen? Do you sing?

iv) Which places have you visited in the last two years and why?

Personal	
Professional	

v) What do you do for fitness? - Which sport(s) do you play?

Self- Declaration of applicant*	
YES	(a) I declare that I have carefully read all the Guidelines mentioned along with the detailed advertisement hosted on NSIC website.
<input type="checkbox"/>	(b) I have verified the above details, and the details are in order to the best of my knowledge & belief.
<input type="checkbox"/>	(c) I understand that merely filling this Application Form will not be treated a complete application. Therefore, I further declare that I will send this Application Form with self-attested copies of all documents as per pt. 4 & 5 of “How to Apply” (pt. III of Guidelines) to DGM (HR), NSIC Ltd. so that the same is received on or before 07.01.2017 upto 6.00 p.m.

Place of Submission*: _____

Date of Submission*: _____

Signature of the Applicant*