

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 requires qualified and experienced professionals, as per details below:

I. General Manager / Dy. General Manager in the IDA Pay Scale Rs.32900-58000/ Rs. 29100-54500, respectively.

Area	No. of vacancy	Eligibility /Educational Qualifications	Age limit*	Experience requirement
General Manager (Law & Recovery)	01	Graduation with degree in Law from a recognized University.	40-45 years	Should have at least 15 years experience (including 3 years post qualification experience), out of which 10 years at managerial level including 2 years independent charge of a Department in the area of Law & Recovery.
Deputy General Manager (Law & Recovery)		Graduation with degree in Law from a recognized University.	35-45 years	Should have at least 15 years experience (including 3 years post qualification experience), in a responsible capacity in the area of Law & Recovery.

The candidates who have applied earlier for the above post against our January 2010 advertisement, need not apply again as their candidature will be considered with fresh candidates.

II. Associate Company Secretary (Chief Manager level) in the IDA Pay Scale of Rs. 24900-50500/-

Area	No. of vacancy	Eligibility /educational qualification	Age limit*	Experience requirement
Corporate Secretarial Works	01 (OBC)	Graduate Degree from a recognized University having passed the examination of the Institute of Company Secretaries of India and should be a Member of the said Institute.	30-35 years	At least 5 years experience in Secretarial Department of any reputed Public or Private company or Public Sector Undertaking.

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III. Deputy Manager (A/Cs) in the IDA Pay Scale of Rs.16400-40500/-

Area	No. of vacancy	Eligibility /educational qualification	Age limit*	Experience requirement
Accounts	TOTAL 08 (SC-2, ST-1, OBC-3, UR-2)	Degree in Commerce from a recognized University and should have passed the final examination of either Institute of Chartered Accountants or ICWA.	27-35 years	Should have 3 years experience in a responsible capacity in Finance & Accounts with 1 year post qualification experience.

IV. Deputy Manager (Law) in the IDA Pay Scale of Rs.16400-40500/-

Area	No. of vacancy	Eligibility /educational qualification	Age limit*	Experience requirement
Law	TOTAL 05	Graduate with degree in Law from a recognized University	27-35 years	Should have at least five years experience (including one year post qualification experience) in a responsible capacity in the areas of Law & Recovery.

* Upper age relaxable by 5 years for SC/ST and 3 years for OBC for I to IV.

- ❖ The upper age limit can be relaxed in case of candidates with higher qualifications / more experience.
- ❖ For II to IV posts, the candidates who have interviewed earlier, need not apply again for the same posts.

The post carry besides pay, Dearness Allowance on Industrial D.A. pattern and other fringe benefits like Employees Provident Fund, HRA, CCA, Transport Allowance, LTC, Medical etc. as per rules of the Corporation.

The incumbents for all the posts should have computer proficiency and are liable to serve in any part of the country. The Corporation has the right to short list the candidature, thus mere fulfilling eligibility will not vest any right in any candidate being called for interview and the Corporation's decision in this regard shall be final and NO CORRESPONDENCE will be entertained in this regard.

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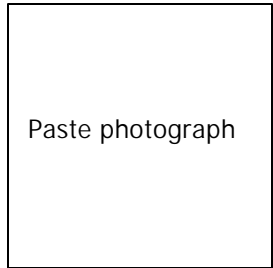
Candidates working in Government / PSEs /Autonomous bodies etc. should route their applications through proper channel or produce No Objection Certificate at the time of interview. Reimbursement of TA/DA (on production of original tickets) for attending interview by shortest route from place of residence to place of interview by Second Class Sleeper (ordinary) will be made only to those SC/ST candidates who are not working in Govt. / semi-Govt. / PSUs/Banks/ Local Bodies / Panchayats etc.

Only typed applications giving complete particulars in the prescribed format with two copies of latest passport size photographs (one pasted on the space provided in the application form and the other stapled) along with self-attested copies of all certificates and marksheet of education and professional qualifications; Caste certificate for SC/ST/OBC (in case of OBC non-creamy layer, latest certificate) and complete Experience Certificates should be sent by post only to Dy. General Manager (HR), NSIC Limited, "NSIC Bhavan", Okhla Industrial Estate, New Delhi-110 020 by super scribing on top of the envelope "APPLICATION FOR THE POST OF _____", so as to reach us latest by 10.10.2010 along with two self addressed envelopes affixed with Rs.10/- stamp on it. Applications received after the due date, without signature, documents and photographs will not be considered. Extra sheets may be annexed in case required.

FORMAT OF APPLICATION

(Only typed applications will be considered)

Post applied for : _____



- 1. Name : -----
- 2. Father's / Husband's name : -----
- 3. Sex (Male / Female) : -----
- 4. Date of Birth & Age (as on 01.08.10) : -----
- 5. Category (Gen/SC/ST/OBC/Disabled) : -----
- 6. Permanent Address : -----

- 7. Present Address for communication : -----

- 8. Telephone # : -----
- 9. Mobile # : -----
- 10. E-mail : -----

11. Educational Qualifications (starting from 10th onwards) (Extra sheets may be used wherever required)

Examination passed	Name of University / Board / Institute	Year of passing	Subjects	Division obtained

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12. Professional Qualifications (Extra sheets may be used wherever required)

Degree / Diploma acquired	Name of University / Institute	Duration of the Degree / Diploma	Year of passing	Subjects	Division obtained

13. Details of present employer in case of candidates presently employed in Government sector : (strike out in case not applicable)

- a) Name of the Organization :
- b) Address of the Organization :
- c) Name & Address of the HR Head / Personnel Deptt. Head :

14. Details of present employer in case of candidates presently employed in Private sector : (strike out in case not applicable)

- a) Name & Address of the Organization :

15. Details of complete experience starting from the present employer :
(Extra sheets may be used wherever required)

- a) Name & Address of the Organization
- b) Position(s) held
- c) Duration of the position (s) held

16. References (with complete name, address and telephone/mobile nos.) :

i) _____

ii) _____

(Signature of candidate)

Place: _____

Date: _____