



THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED
(A Government of India Enterprise)

Corporate Identification No. U74140DL1955GOI002481

Inviting applications for the post of Accounts Officer (IDA Pay Scale of Rs.12000-24000/-)

Vacancies	Upper age limit	Qualification	Experience
19 (03-SC, 03-ST, 02-OBC, 11-UR)	30 years Age relaxation of <ul style="list-style-type: none"> • 5 years for SC/ST, • 3 years for OBC, • 5 years for PwD-Gen., • 10 years for PwD-SC/ST and • 8 years for PwD-OBC) • For Ex-Servicemen, as per Govt. rules 	B.Com or M.Com or CA (Inter) or ICWA/CMA (Inter) or B.Com with MBA / PGDBM with specialization in Finance / Banking from a recognized University or Institution. In addition to MBA/PGDBM, the following Degree(s) / Diploma(s) will be considered as eligible qualifications: <ul style="list-style-type: none"> • PGDBA (Post Graduate Diploma in Business Administration) • MMS (Masters of Management Studies) • PGDM (Post Graduate Diploma in Management) • PGDFM (Post Graduate Diploma in Financial Management) • MFM (Masters of Financial Management) 	i) For B.Com – Five years' experience in Accounts in public / private sector organization. ii) For M.Com or CA (Inter) or ICWA/CMA(Inter) or B.Com with MBA/PGDBM with specialization in Finance / Banking - One year experience in Accounts in public / private sector organization.

Desirable: The applicants having knowledge of ISO Certification will have an added advantage.

DETAILED GUIDELINES

I. SELECTION PROCESS

- a) The criteria of selection for the post of Accounts Officer is Written Examination. The candidates will be called for written examination based on the prima facie information furnished in the application form and requisite fee being found in order.
- b) Based on the performance in the written exam, the document verification will be done only for the short-listed candidates, for which the separate notice will be issued at the time of declaration of result of short-listed candidates on the website.
- c) 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 Written Examination.
- d) The decision of Management regarding eligibility, written examination and selection will be final and binding on the candidates and no correspondence what so ever will be entertained in this regard.
- e) There will be no interview of the short-listed candidates in the written exam.

II. COMPENSATION PACKAGE

- a) The Corporation offers a very attractive package and is one of the best in the Industry.
- b) The CTC* for the post of Accounts Officer shall be Rs.5.51 lakhs per annum approximately
- c) Compensation package includes Basic pay, Industrial DA, HRA, Perquisites and Allowances as per cafeteria approach, EPF, Gratuity etc. In addition, Performance Related Pay will be applicable, as admissible and as per Rules of the Corporation.
- d) The Corporation also has in place the policy relating to House Building Advance, Vehicle Advance, Computer Advance, Medical facilities for self and dependents (under cafeteria approach), Provident Fund ,Gratuity, Superannuation Pension Scheme and Leave encashment.

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

III. HOW TO APPLY

1.	The candidate needs to apply ONLY ONLINE through CAREER section of www.nsic.co.in .
2.	Candidates should ensure the following, while filling up the Online Application Form:
a)	The first name, middle name and surname shall be filled in the Application Form, as mentioned in the 10 th (Matriculation/High School) certificate.
b)	The candidates are advised to keep all the documents ready along-with the Demand Draft details while filling up the Online Application Form.
c)	The date of declaration of result or issuance of mark-sheet/Degree/Certificate, whichever is earlier, shall deemed to be the date of acquiring the qualification.
d)	No abbreviations have to be used, wherever indicated.
e)	Wherever grades e.g. CGPA/OGPA/DGPA are awarded (in respect of Qualifications), the following methods will be adopted for conversion to equivalent percentage of marks: i) The conversion of CGPA/OGPA/DGPA to % 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 % 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 % of marks or have any criteria for converting CGPA/OGPA/DGPA into equivalent % 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.
3.	Once the on-line application is filled in, an application number will be generated which will be sent on the applicant's registered mobile number via SMS as well as through e-mail. This may be kept by the applicant for future references.
4.	After the Application Number is generated , the candidate shall take the print-out of the same in A-4 size paper and paste her/his recent colour passport size photograph and put her/his signature, date and place in the space provided for in the Application Form.

5.	<p>Application Fees of Rs. 500/- has to be paid through Demand Draft in favor of “The National Small Industries Corporation Limited”, payable at New Delhi.</p> <p>However, 50% concession in Application Fees is given to SC/ST/Persons with Disability (PwD)/Ex-servicemen (ESM)/Women candidates. No two relaxations /concessions w.r.t. category will be clubbed for Application Fee. The Application Fee is non-refundable and no other mode of payment will be accepted. On the reverse of the DD, applicants should mention their name, mobile no. and name of the post applied for.</p> <p>Applications without Demand Draft will be straightaway rejected.</p>
6.	<p>The print-out of the Online filled Application Form and Demand Draft (point 5) has to be sent by Ordinary Post/ Registered Post/ Speed Post/Courier / By Hand to:</p> <p style="text-align: center;">General Manager – Human Resources The National Small Industries Corporation “NSIC Bhawan” Okhla Industrial Estate New Delhi-110020</p> <p>No other document has to be sent to NSIC except the Application Form and Demand Draft.</p>
7.	<p>The last date of receipt of Applications is 28.04.2018 up-to 6:00p.m. Applications received after 6:00 p.m. and on or after 29.04.2018 will not be accepted. Therefore, candidates are advised to submit application as early as possible and not to wait till the last date.</p>

IV. GENERAL INFORMATION AND INSTRUCTIONS

1	Only Indian Nationals are eligible to apply.
2	The selected candidate shall be liable to serve the Corporation anywhere in India / abroad where the Corporation may have business interests.
3	Before applying, the candidate should ensure that she / he fulfills the eligibility criteria and other norms mentioned in this advertisement.
4	The candidate should not change their mobile number and email address at least till this recruitment process is over.
5	The mere fact that a candidate has filled the Online Application Form and has been given the Application Number, would not bestow on her/him the right to be definitely called for Written Test.

6	The eligibility w.r.t. Upper age limit, Qualification and Experience will be determined from the last date of receipt of application i.e. 28.04.2018.
7	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.
8	The candidates should note that the details provided by them in their Online filled 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 Online filled 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, she / he will be discharged from the services of the Corporation during the probation period and after closure of the probation period, her / his services will be liable to be terminated.
9	Application Fees is non-refundable even if the candidature is rejected for any reason and not shortlisted for Written Test.
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 language with the Application Form and also at the time of Personal Interview / Written Test, if called for the same.
11	The Applicants are not entitled for reimbursement of Travelling Allowance for Written Test.
12	Candidates working in Government / Semi-Government / PSU / Banks / Local Bodies etc. are required to produce "NO OBJECTION CERTIFICATE" at the time of document verification OR as and when desired by NSIC.
13	Any canvassing, directly or indirectly, by the applicant will disqualify her/his candidature.
14	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 there of and no correspondence what so ever will be entertained in this regard.
15	Management reserves the right to call for any additional documentary evidence in support of eligibility criteria, if need be.

16	Management reserves the right to fill up all the vacancies based on suitability OR increase / decrease the number of vacancies 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.
17	Legal jurisdiction will be NCT of Delhi in case of any cause/dispute.
18	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 THE HEAD: CAREERS . No further press advertisement will be given. Hence, prospective applicants are advised to visit NSIC website regularly for above purpose.
19	NSIC will not be held responsible for :- <ul style="list-style-type: none">• Any bounce of e-mail• Loss of call letter sent due to invalid or wrong e-mail ID / wrong postal address/ postal delays / loss in transit etc.• Non-delivery of SMS• Change of email and mobile number.