



SIC/PERS.I/11(198)/18

Date: 04.07.2018

Dear Candidate,

With reference to your application in response to our advertisement dated 07.04.2018 in Employment News for the post of **General Manager - Business Development (with initial posting at Guwahati)**, you are requested to appear before the Selection Board for Interview on **18.07.2018 at The National Small Industries Corporation Ltd., NSIC Bhawan, Okhla Industrial Estate, Near Okhla-NSIC Metro Station, New Delhi-110020.**

Kindly make sure that you bring the following documents IN ORIGINAL along-with one set of photocopy (self-attested) at the time of Interview:-

1.	Caste Certificate in r/o SC / ST candidates.
2.	OBC Certificate issued by the competent authority in r/o OBC candidates. It may be noted that the OBC Certificate should mention the following points:- a) Appointment for the posts under Government of India and Resolution of Ministry of Welfare, Government of India published in Gazette of India. b) Clause of belonging to non-creamy layer and c) Issued in the year 2017 or 2018. NOTE: i) In case of failure to produce the OBC certificate indicating all the above points, the candidate will not be considered under General category and her/his candidature will be rejected. ii) The OBC candidate belonging to Creamy Layer (as mentioned in the OBC Certificate) will not be eligible for any benefit of reservation and will be considered as a General candidate.
3.	Persons with Disability Certificate issued by the competent authority, if applicable.
4.	In case of change of name/surname, Gazette notification / national news-paper clipping along-with Affidavit indicating the previous and the changed name/surname. However, in case of married women who have changed their surnames, Marriage Registration Certificate / Affidavit is required.
5.	Class 10 th Certificate/Mark Sheet or Class 10 th School Leaving/Transfer Certificate as proof of Date of Birth.
6.	Certificates and Mark-sheets of Class 12 th .
7.	Graduation Degree/Provisional certificate and Mark-sheets of all years/semesters. Consolidated Mark-sheets will be considered only if the marks obtained in the previous year(s) / semesters are indicated therein.
8.	Degrees/Diplomas/Provisional certificate of Masters/Post Graduation courses and Mark-sheets of all years/semesters. Consolidated Mark-sheets will be considered only if the marks obtained in the previous year(s)/semesters are indicated therein. If subject codes are mentioned in the Mark-sheet(s), document(s) i.e. Prospectus or Certificate issued by Institute / University should be produced which mentions full name of the subjects against the subject codes.
9.	In case the Mark-sheet / Provisional Certificate / Degree / Post Graduate Diploma does not indicate two years full-time duration of the course in r/o professional qualification i.e. Masters/Post Graduation courses, the candidate has to bring a Certificate from University / Institute stating the same.
10.	Candidates presently serving in Government / Semi Govt. Departments / Autonomous Departments including PSEs/Banks etc. should bring 'No Objection Certificate' to attend the Interview.

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