



ISO 9001: 2008

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)  
“NSIC BHAVAN”, OKHLA INDUSTRIAL ESTATE  
NEW DELHI-110020

ADVERTISEMENT FOR EXECUTIVE ASSISTANT ON CONTRACT

National Small Industries Corporation Limited (NSIC), a Central Public Sector Enterprise, and an ISO 9001-2008 certified company, with Corporate Office in New Delhi and Branches in all major cities of the country require Executive Assistants (on fixed term contract for 3 years).

QUALIFICATION:

Degree from a recognised University with one year certificate/diploma course in Computer from a recognised Institute.

REMUNERATION:

The selected candidates on appointment will be paid consolidated amount of Rs.10,000/- per month during the contractual period and besides conveyance allowance admissible for carrying out field duties.

In addition to above, Employees Provident Fund and Leaves, except HPL will also be admissible as per rules of the Corporation.

AGE:

Maximum 35 years. Relaxable by 5 years for SC/ST and 3 years for OBC. The Management reserves the right to relax the upper age for the suitable candidates.

Reservation for SC/ST/OBC shall apply as per rules.

SELECTION PROCESS:

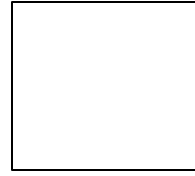
Selection will be made through skill (Typing) test and interview. Short listed candidates will have to appear in the skill test. Candidates who qualify in the skill test will be called for interview. Besides typing / secretarial work, the incumbents are liable to carry out the work of business development and other related activities of the Corporation. They are liable to serve in any part of the country.

Management reserves the right not to fill up any post or fill up a few posts of Executive Assistant. Canvassing in any form will be a disqualification.

Typed applications giving complete particulars in the prescribed form along with all documents (self attested) may be sent by post only along with two copies of latest passport size photographs (one affixed and other stapled), superscribing the envelope “application for the post of Executive Assistant (on contract)” to General Manager(I/C)(HR), National Small Industries Corporation Limited, “NSIC Bhavan”, Okhla Industrial Estate, New Delhi-110 020. The applications received after due date, without signature and photographs will not be considered. No TA/DA will be given for appearing in the skill test / interview. The last date of receipt of application is 29.01.2010.

FORMAT OF APPLICATION

Post applied for : Executive Assistant (on contract)



- 1. Name : -----
- 2. Father's/husband's name : -----
- 3. Sex (Male/Female) : -----
- 4. Date of Birth & Age : -----
- 5. Category (Gen/SC/ST/OBC/Others) : -----
- 6. Permanent Address : -----  
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- 7. Present Address for communication : -----

8. Ed. Qualification (starting from 10<sup>th</sup> onwards) & other qualification

Examination passed	Name of University/Board/Institute	Year of passing	Subject	Marks obtained % age

9. Details of Experience (starting from the present employment):

10. References (with details):

- i) \_\_\_\_\_
- ii) \_\_\_\_\_

(Signature of candidates)

Place:

Date: