



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

Corporate Identification No. U74140DL1955GOI002481

**Inviting applications for Executive Assistant on Contractual basis**

NSIC, one of the leading Mini-Ratna Government of India Enterprises under the Ministry of Micro, Small and Medium Enterprises (MSME) is looking for self-driven, proactive and young professionals to contribute in the multi-ferrous activities of the Corporation as per details given below :-

**I. POST:** Executive Assistant (On Contract)

**II. VACANCIES:** 16 (ST-02, OBC-06, GEN-08)

**III. UPPER AGE LIMIT:** 35 years (Age relaxation as per Government rules)

**Age Relaxation for ST – 05 Years and OBC – 03 Years**

**Note:-** SC/PwD category candidates applying for the post shall be considered under General Standard of merit and no relaxation in upper age limit shall be available to them.

However, the upper age limit may further be relaxed in case of deserving candidates.

**IV. QUALIFICATION:** Graduation Degree from a recognized University with one year Certificate or Diploma course in computers from a recognized Institute.

**Only the following Certificates/Diplomas courses in computers of one year and more duration along-with Graduation will be accepted and considered:**

- 1) Computer Operator and Programming Assistant
- 2) Mechanic Computer Hardware
- 3) Desk Top Publishing Operator
- 4) DOEACC / NIELIT Computer Course 'O', 'A' and 'B' Level
- 5) Advanced Diploma in Software Technology
- 6) Advanced Diploma in Computer Hardware and Networking
- 7) Computer Hardware and Networking
- 8) Diploma in Computer Application
- 9) Advanced Diploma in Computer Application
- 10) Post Graduate Diploma in Computer Applications

**The above mentioned courses of less than one year duration will not be accepted and considered.**

**Besides above, the following Degrees will be accepted and considered as equivalent to Graduation and one year computer course:**

- 1) Bachelor in Computer Applications
- 2) Master in Computer Applications
- 3) Bachelor of Science (Computer Science / Information Technology)
- 4) Bachelor in Information Technology
- 5) Master of Business Administration (Systems / Information Technology)
- 6) Graduation in Engineering (Computer Science / Information Technology)

V. **REMUNERATION:** Consolidated gross amount of Rs. 19,360/- per month + conveyance allowance of Rs. 2,500/- for carrying out field duties.

## **EXECUTIVE ASSISTANT (ON CONTRACT)** **GUIDELINES**

### **I. Contract Period**

1. The contract will initially be for a period of three years, which may be extended thereafter based on the performance of the candidate. The contract can be terminated by either side after giving one month's notice.
2. The contract appointment will not confer any right to claim absorption in regular establishment of the Corporation.

### **II. SELECTION PROCESS**

#### **1. The selection process shall comprise the following stages :-**

- a) Scrutiny of Applications
  - b) Written Exam - The duration will be one hour and medium will be English language. The Exam will be based on pattern of multiple choice questions and one descriptive essay/paragraph. The syllabus shall comprise Numerical Ability, English Language, Logical Reasoning and General Knowledge.
  - c) Skill (Typing) Test – Based on the performance in the Written Exam, shortlisted candidates will be called for Skill (Typing) Test. The candidates can opt to give the Skill (Typing) Test either in English @ 40 w.p.m. or in Hindi @ 30 w.p.m. on computer.
2. After the Written Examination, the Management reserves the right to devise its criteria or fix a benchmark to restrict the number of candidates to be called for Skill (Typing) Test.
  3. The decision of Management regarding scrutiny of Application Form, Written Exam, Skill (Typing) Test and Selection will be final and binding on the candidates and no correspondence whatsoever will be entertained in this regard.

### **III. Remuneration**

The selected candidates on appointment will be paid consolidated gross amount of Rs. 19,360 /- per month plus conveyance allowance of Rs. 2,500 /- per month for carrying out field duties.

## II. HOW TO APPLY

1	<b>The candidate needs to apply Online through the CAREER section of <a href="http://www.nsic.co.in">www.nsic.co.in</a></b>
2	<b><u>Stage 1 :</u></b> a) Fill the details from S.no-1 to 10 b) A Registration Number will be generated ( for Reference purpose only till final submission of Application Form) c) Registration Number can be used for logging into the system for filling the incomplete Application Form. <b><u>Stage 2:</u></b> Upload passport size photograph and signature. The photograph should be in color with a white background and should be recent one. The photograph should be in JPEG format and less than 100kb in size. <b><u>Stage 3</u></b> Payment details (Demand Draft).  <b><u>Stage 4:</u></b> Finally an Application Number for the post applied for, will be issued which has to be kept for all future references.  <b><u>Note:</u></b> The Application Number will be sent to your registered mobile number via SMS.
3	<b>Candidates should ensure the following, while filling up the Online Application Form:</b>
a	The present name, middle name and surname shall be filled in the Application Form.
b	The online Application Form should be filled in all respect as incomplete Application Form will not let the candidate move forward to next stage.
c	The candidates are advised to keep all the documents ready along with the Demand Draft details while filling up the online Application Form.
d	No abbreviations have to be used, wherever indicated, otherwise liable for rejection.
4	<b>After the Application Number is generated, the candidate shall take the print of the same in A-4 size paper, and put his/her signature where indicated.</b>
5	<b>The copy of the following self-attested documents have to be necessarily enclosed with the print of the Online filled Application Form:</b>
a	Name as mentioned in Class X Certificate / Mark sheet OR Class X School Leaving / Transfer Certificate.

b	In case of change of name / surname, Gazette notification / national newspaper clipping along –with Affidavit indicating the previous and the changed name /surname.
c	Class X Certificate / School Leaving Certificate as proof of Date of Birth
d	In case of ST candidate – Caste Certificate issued by a Competent Authority in the format prescribed by Government of India.
e	<p>In case of OBC candidate – The OBC Certificate should mention the following points :-</p> <p><b>i.</b> Appointment for the posts under Government of India OR Resolution of Ministry of Welfare, Government of India published in Gazette of India.</p> <p><b>ii.</b> Clause of belonging to Non-Creamy Layer, and</p> <p><b>iii.</b> Issued in the year 2016 or 2017.</p> <p><b>Note :-</b></p> <p>1) 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.</p> <p>2) 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.</p>
f	Passing Certificate / Degree and Mark sheets of educational and professional qualification(s).
g	Certificates and Mark-sheets of class 12 <sup>th</sup> .
h	Graduation Degree/Provisional Certificate and Mark-sheets of all years/semesters.
i	Post-Graduation Degree/Diploma or Provisional Certificate and Mark-sheets of all years/semesters.
j	Certificate/Diploma w.r.t. one year computer course from a recognized Institute indicating full name and duration of the course
k	Photo Identity Proof such as Aadhaar Card / Passport / Voter Card / Driving License / PAN Card
6	<p>Application Fees of Rs. 200/- per application has to be paid through Demand Draft in favor of “The National Small Industries Corporation Limited”, payable at New Delhi. However, 50% concession in Application Fees is given to SC/ST/ESM /PwD/Women candidates, hence the amount of DD will be Rs. 100/- in their case.</p> <p>No two or more relaxations / concessions w.r.t. category will be clubbed for Application Fee. The Application Fees is non-refundable and no other mode of payment will be accepted. On the back side of the Demand Draft, the applicant should mention her/his name, date of birth and mobile number.</p>

7	<p>The print of the Online filled Application Form along with the necessary self-attested documents given at point 5 above and Demand Draft (point 6 ) has to be sent by Ordinary Post/ Registered Post/ Speed Post/Courier / By Hand to:</p> <p style="text-align: center;"><b>General Manager – Human Resources</b>  <b>The National Small Industries Corporation</b>  <b>“NSIC Bhawan”</b>  <b>Okhla Industrial Estate</b>  <b>New Delhi-110020</b></p>
8	<p>The last date of receipt of Applications is 09.06.2017 up-to 6:00p.m. Applications received after 6:00 p.m. will not be considered.</p>

#### **IV. GENERAL INFORMATION AND INSTRUCTIONS**

1	<p>Selected candidate shall be liable to serve the Corporation anywhere in India /abroad where the Corporation may have business interests.</p>
2	<p>Only Indian nationals need to apply.</p>
3	<p>Before applying, the candidate should ensure that she/he fulfills the eligibility criteria and other norms mentioned in this advertisement.</p>
4	<p>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 Exam and considered further for selection process.</p>
5	<p>The eligibility w.r.t. Upper age limit, Qualification and Experience will be determined from the last date of receipt of application i.e. 09.06.2017.</p>
6	<p>The candidates should note that the details provided by them in their 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 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, the Contract will be immediately terminated.</p>
7	<p>Application Fees is non-refundable even if the candidature is rejected for any reason and not shortlisted for Written Exam.</p>
8	<p>Applications received after 09.06.2017 up-to 6:00 p.m. will not be accepted.</p>
9	<p>No TA fare (To and Fro) will be given for attending the Written Exam and Skill (Typing) Test.</p>

10	Candidates working in Government/Semi-Government/PSU/Banks/Local Bodies etc. are required to produce "NO OBJECTION CERTIFICATE", at the time of Skill (Typing) Test but will inform their employer at the time of applying.
11	Any canvassing, directly or indirectly, by the applicant will disqualify her/his candidature.
12	The candidates should retain 3 copies of the same photograph as used in the Application Form for Written Exam and Skill (Typing) Test, if shortlisted. In case of change in the photograph, the candidature will be straight away rejected at any stage of the selection process.  They are further advised not to change their appearance till completion of the recruitment process.
13	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 thereof and no correspondence whatsoever will be entertained in this regard.
14	Management reserves the right to fill up the advertised vacancies based on suitability OR increase/decrease the number of vacancies to be filled without assigning any reason and no correspondence will be entertained in this regard.
15	Legal jurisdiction will be NCT of Delhi in case of any cause/dispute.
16	Any further information, corrigendum/addendum in respect of the above advertisement shall be made available only on our official <b>website <a href="http://www.nsic.co.in">www.nsic.co.in</a></b> UNDER HEAD: <b>CAREERS</b> . No further press advertisement will be given. Hence prospective applicants are advised to visit NSIC website regularly for above purpose
17	Management reserves the right to call for any additional documentary evidence in support of eligibility criteria, if need be.
18	NSIC will not be held responsible for :- <ul style="list-style-type: none"> <li>• Any bounce of e-mail</li> <li>• Loss of call letter sent due to invalid or wrong e-mail ID/ wrong postal address/ postal delays / loss in transit etc.</li> </ul>