



Partnering to Holistic Development

Advertisement dated 20/12/2014 for the post of:
CM/AM/AO

- Last Date for Applying Online/ downloading the Application Form: **03 January 2015**
- Last Date for receiving the downloaded Application Form/ Printout of the online filled Application: **13 January 2015**

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

(A Government of India Enterprise)

Corporate Identification No. U74140DL1955GOI002481

The National Small Industries Corporation Ltd. (NSIC) is an ISO 9001-2008 certified Mini-Ratna CPSE under the Ministry of Micro, Small and Medium Enterprises. NSIC has been working to fulfill its mission of promoting, aiding and fostering the growth of small industries and industry related micro, small and medium enterprises in the country. NSIC, a Profit making and Dividend paying company seeks applications from promising and energetic professionals for the following posts for its offices located through the country:

Advertisement (Click here)

I. Post : Chief Manager (Company Secretary) (Rs. 24900-50500/- IDA) with Rs. 9.54 lacs as CTC (approx.)

- (i) No. of Vacancies : 01 (Gen.)
- (ii) Upper Age Limit* : 42 years
- (iii) Qualification : A graduate having passed the examination of the Institute of Company Secretaries of India and should be a Member of the said Institute.
- (iv) Experience : Should have experience of at least 5 years (post qualification experience) in a reputed public / private organization.

II. Post : Assistant Manager (Rs. 12600-32500/- IDA) with Rs. 4.83 lacs as CTC (approx.)

- (i) No. of Vacancies : 16 (SC-04,ST-02,OBC-05,Gen.-05)
- (ii) Upper Age Limit* : 30 years
- (iii) Qualification (Specialized area-wise)
Business Development: A graduate with MBA/PGDBM with specialization in Marketing from a recognized University or Institution.
Technology: A graduate in Civil / Electrical & Electronics / Electrical / Electronics & Communication Engineering from a recognized University or Institution.
- (iv) Experience (After Graduation) : Should have experience of 2 years in a reputed public / private sector organization in the relevant field in Executive capacity.

III. Post : Assistant Manager (F&A) (Rs. 12600-32500/-IDA) with Rs. 4.83 lacs as CTC (approx.)

- (i) No. of Vacancies : 15 (SC-04,ST-02,OBC-06, Gen.-03)
- (ii) Upper Age Limit* : 30 years
- (iii) Qualification : A graduate in commerce with CA(Inter) / ICWA(Inter) or M.Com or Graduate in Commerce with MBA / PGDBM with specialization in Finance / Banking from a recognized University or Institution.
- (iv) Experience (After Graduation) : Two years' experience in Accounts in public / private sector organization.

IV. Post : Accounts Officer (Rs. 12000-24000/- IDA) with Rs. 4.60 as CTC (approx.)

- (i) No. of Vacancies : 21 (SC-03,ST-03,OBC-06,Gen.-09)
- (ii) Upper Age Limit* : 30 years
- (iii) Qualification : B.Com or M.Com or CA (Inter) / ICWA (Inter) or B.Com with MBA/PGDBM (with specialization in Finance) from a recognized University or Institution.
- (iv) Experience :
(a) For B.Com with 5 years' experience in Accounts in public/private sector organization.
(b) For M.Com or CA (Inter) / ICWA (Inter) or For B.Com with MBA / PGDBM (with specialization in Finance) with 1 year experience in Accounts in public / private sector organization.

* Upper age limit relaxed for SC/ST/OBC/PwD as per Government Rules.

For all the details, kindly refer Career link of NSIC website www.nsic.co.in.

The eligible candidates can either download the application form or can apply online through Career link of NSIC website www.nsic.co.in

Note : The duly filled in downloaded form or printout of the online filled application has to be sent by ordinary post along-with self-attested copies of all documents/degrees/marks-sheets in r/o age, qualification, experience and caste/disability certificate so as to reach -

Deputy General Manager (HR)
National Small Industries Corporation Ltd.
"NSIC Bhawan", Okhla Industrial Estate
New Delhi - 110020, India.
ON OR BEFORE **13/01/2015** .

NSIC's ONLINE / DOWNLOAD application module will go live on **20/12/2014** and will remain open till **03/01/2015**. The last date of receipt of downloaded / printout of online filled application by NSIC Ltd., DGM(HR) is **13/01/2015**.

ONLY DOWNLOADED APPLICATION FORM / PRINTOUT OF THE ONLINE FILLED APPLICATION WILL BE ENTERTAINED.

Terms & Conditions (Click here) 

1. Only Indian Nationals need to apply.
2. Reservation applicable - As per Government Guidelines for **SC/ST/OBC/PwD** (Person with disability)
3. **In case of OBC candidates, non-creamy layer certificate issued on or after 01.01.2014 for service in Central Government is required for reservation benefit to such OBC Candidates.**
4. Upper Age limit may be relaxed in case of deserving candidates.
5. Candidates employed in Government / Semi-Government / Public Sector Undertakings / Banks / Local Bodies etc. are required to submit their applications through Proper Channel or alternatively, produce a "No Objection Certificate" from their present employer at the time of Interview / Written test failing which they shall not be allowed for Interview / Written Test
6. The date of eligibility in reference of age, requisite qualification and experience will be counted from the last date of receipt of the application.
7. TA fare (to and fro) reimbursement to outstation **SC/ST/PwD** candidates not working in any Govt./Semi-Govt./Banks/PSUs/Local bodies etc. on production of documentary evidence of the journey performed only on attending interview.
Entitlement - By train AC-II tier (shortest route) other than Rajdhani for the post of Chief Manager.
By train second class sleeper (shortest route) for rest of the posts.
8. Details given in the Application Form will be treated as final and no change(s) will be entertained at any later stage.
9. The candidates should note that the details provided by them in their application 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 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, he /she will be discharged from the services of the Corporation during the probation period and after closure of the probation period, his/her services will be liable to be terminated as per Conduct Rules.
10. The envelope for sending application should be superscribed as "Application for the post of"
11. The applicant will send the print out of the online filled application or the duly filled in downloaded application form, as the case may be, along-with self-attested copies of all documents /degrees/marks-sheets in r/o age, qualification, experience and caste/disability by ordinary post only so as to reach Deputy General Manager (HR), National Small Industries Corporation Ltd., "NSIC Bhawan", Okhla Industrial Estate, New Delhi-110020, India on or before the 13 January 2015 . Application sent by Courier / Speed Post / By Registered A.d. or Registered Post will not be accepted and same will be treated as invalid. Applications received after the last date will be rejected.
12. Only one application should be submitted for one post. If a candidate wishes to apply for more than one post, separate applications should be submitted for each post.
13. Applications received in any other format will be rejected. Incomplete application i.e. without photograph, signature, and documents/degrees/marks-sheets pertaining to age, qualification, experience and caste/disability (all to be self-attested) will be summarily rejected.
14. No correspondence will be entertained from the candidates with respect to either the receipt of application/ status of application/ details or reasons of rejected applications.
15. Selected candidate shall be liable to serve the Company any where in India / abroad where the Corporation may have business interests.
16. NSIC reserves the right to change/cancel/restrict/modify/alter the number of vacancies during the recruitment process, without issuing any further notice or assigning any reason thereof.
17. The Corporation reserves the right to shortlist the candidate, therefore, mere submission of application form & fulfilling eligibility will not vest any right in any candidate to be called for interview and the Corporation's decision in this regard shall be final. NO CORRESPONDENCE in this regard will be entertained.

18. NSIC reserves the right to either cancel or to fill / not to fill any of the post(s) advertised at any stage of selection process.

19. NSIC will not be responsible for any loss of e-mail/ call letter sent due to invalid/wrong email id/wrong postal address / postal delays / Loss in transit etc.

20. Any corrigendum in respect of the above advertisement shall be made available only on our official website www.nsic.co.in UNDER HEAD: CAREERS. No further press advertisement will be given. Hence prospective applicants are advised to visit NSIC website regularly for above purpose.

21. Selection Process:

(i) Personal Interview only for the posts of Chief Manager and Assistant Manager.

(ii) Written Test followed by Personal Interview for the posts of Accounts Officer.

22. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.