



Partnering to Holistic Development

Human Resource Department, NSIC

Advertisement(NSIC/HR/E-O,1,AO,SO/15/004)
dated 21/11/2015 for the post of: AM/DM/AO/ISO

- Last Date for Applying Online/ downloading the Application Form: **05 December 2015**
- Last Date for receiving the downloaded Application Form/ Printout of the online filled Application: **15 December 2015**



The National Small Industries Corporation Ltd. (NSIC), an ISO 9001-2008 certified Mini-Ratna CPSE under the Ministry of Micro, Small and Medium Enterprises 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.

- Advertisement
- Instructions and Terms & Conditions

Advertisement (Click here)

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITY (1st ATTEMPT),Advt. No. NSIC/HR/E-O,1,AO,SO/15/004

Applications are invited from candidates belonging to PwD Category (Persons with Disabilities having disability of 40% and more) for filling up the posts of Deputy Manager, Assistant Manager, Accounts Officer and System Operator on regular basis by Direct Recruitment under Special Recruitment Drive for PwDs. The detail of vacancy is as under:

S.No.	Name of the Post	Pay Scale (IDA)	No. of Vacancies under Persons with Disabilities Category	Suitability and Physical requirement for PwD	Upper Age Limit (years)	Qualification	Experience
1	System Operator Grade-III (For Uttar Pradesh region only)	Rs.7400-16000/-	02	<ul style="list-style-type: none"> ●OL (One leg affected) ●BL (Both Legs affected) ●OA (One Arm affected) 	Gen.-35 SC-40 ST-40 OBC-38	Graduation degree from a recognized University and should have undergone minimum one year course from a recognized Institute in computer.	Not applicable.
2	Accounts Officer (For West Bengal region only)	Rs.12000-24000/-	04	<ul style="list-style-type: none"> ●PD (Partially Deaf) ●PB (Partially Blind or Low Vision) 	Gen.-40 SC-45 ST-45 OBC-43	B.Com OR M.Com OR CA (Inter) / ICWA (Inter) OR B.Com with MBA / PGDBM with specialization in Finance / Banking from a recognized University or Institution.	<ul style="list-style-type: none"> ●For B.Com with five years' experience in Accounts in public / private sector organization. ●For M.Com OR CA (Inter) / ICWA (Inter) OR B.Com with MBA / PGDBM (with specialization in Finance / Banking) with one year experience in Accounts in public / private sector organization.
3	Assistant Manager - Business Development (For Tamil Nadu region only)	12600-32500/- (IDA)	02	<ul style="list-style-type: none"> ●OL (One leg affected) ●BL (Both Legs affected) 	Gen.-40 SC-45 ST-45 OBC-43	A graduate with MBA / PGDBM with specialization in Marketing from a recognized University / Institution	Should have experience of two years after graduation in a reputed public / private organization in the relevant field.
4	Assistant	12600-	02		Gen.-40	A graduate in	Two years' experience

	Manager - Finance & Accounts (For Maharashtra region only)	32500/- (IDA)		<ul style="list-style-type: none"> ●OA (One Arm affected) ●BA (Both Arms affected) ●PD (Partially Deaf) 	SC-45 ST-45 OBC-43	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.	after graduation in Accounts in public / private sector organization.
5	Deputy Manager - Business Development (For Rajasthan region only)	16400-40500/- (IDA)	02	<ul style="list-style-type: none"> ●PB (Partially Blind or Low Vision) 	Gen.-45 SC-50 ST-50 OBC-48	A graduate with MBA / PGDBM with specialization in Marketing from a recognized University or Institution.	Should have experience of five years after graduation in a reputed public / private sector organization and should be at executive level for at least two years in the relevant field.
6	Deputy Manager - Finance & Accounts (For Tamil Nadu region only)	16400-40500/- (IDA)	02		Gen.-45 SC-50 ST-50 OBC-48	A graduate in commerce with CA/ICWA / MBA / PGDBM with specialization in Finance / Banking from a recognized University or Institute.	Should have experience of at least three years (after graduation) in a reputed public / private sector organization in the relevant field.

The vacancies are for offices located in the following regions:

S.No.	Name of the Post	Region
1	System Operator Grade-III	Uttar Pradesh
2	Accounts Officer	West Bengal
3	Assistant Manager - Business Development	Tamil Nadu
4	Assistant Manager - Finance & Accounts	Maharashtra
5	Deputy Manager - Business Development	Rajasthan
6	Deputy Manager - Finance & Accounts	Tamil Nadu

For all the details, including other terms and condition, please refer Career link of NSIC website www.nsic.co.in. The eligibility w.r.t. upper age, qualification and experience will be determined from the last date of receipt of application.

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 form has to be sent by **ORDINARY POST ONLY (NO OTHER MODE WILL BE ACCEPTED)** along-with self-attested copies of all documents of all educational and professional qualification such as degrees, (provisional certificates if degree is not awarded), marks-sheets, certificate of age (10th Class certificate), certificate in respect of experience and caste, disability certificate etc to -

Deputy General Manager (HR)
National Small Industries Corporation Ltd.
"NSIC Bhawan", Okhla Industrial Estate
New Delhi - 110020, India.

NSIC's ONLINE / DOWNLOAD application module will go live on 21.11.2015 and will remain open till 05.12.2015. The last date of receipt of downloaded / printout of online filled application form by NSIC Ltd., DGM (HR) is 15.12.2015.

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

[Guidelines \(Click here\)](#)


GUIDELINES

- 1) The candidates will apply **ONLY ONLINE** through **CAREER** link of NSIC website www.nsic.co.in.

- 2) Before filling in the on-line Application Form, candidates are advised to read all the Guidelines and Terms & Conditions carefully.
- 3) You are advised to fill up the Application Form ONLINE well in advance without waiting for the closing date. While filling up the Application Form, candidates should keep his/her credentials ready for entry into the system.
- 4) The print of the ONLINE filled Application Form may be taken and kept with the candidate for future reference and no physical copy of the print of the ONLINE filled Application Form is required to be sent to NSIC.
- 5) 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.
- 6) The eligibility w.r.t. upper age limit and qualification will be determined from the last date of receipt of application.
- 7) Selection Process – Written Exam of one hour duration in English language. It will be based on the pattern of multiple choice questions and one descriptive essay / paragraph. The syllabus shall comprise of – Numerical Ability, English language, Reasoning and General Knowledge.
- 8) Based on the performance in the Written Exam, short-listed candidates will be called for the Typing (Skill) Test in English @ 40 w.p.m. on computer.
- 9) No TA fare (to and fro) will be given for attending the Written Exam or Typing (Skill) Test.
- 10) In case of candidates who are employed in Government / Semi-Government / Public Sector Undertakings / Banks / Local Bodies etc. and are called for Typing (Skill) Test, are required to produce NOC at the time of Typing (Skill) Test, failing which they will not be allowed for Typing (Skill) Test and will be disqualified.
- 11) The candidates called for Typing (Skill) Test should ensure their eligibility as per the criteria mentioned in the advertisement and bring the following documents in original along-with one set of self-attested photocopy, failing which they will not be allowed for Typing Test and will be disqualified:
 - a. 10th Class Certificate or School Leaving Certificate as proof of Date of Birth.
 - b. Graduation Degree or Provisional certificate in case Degree has not been awarded.
 - c. Marks-sheet of 10th, 12th and Graduation.
 - d. Certificate w.r.t. to one year Computer Course from a recognized Institute.
 - e. Caste Certificate w.r.t. SC / ST/ OBC, as applicable.

IMPORTANT: In case of OBC candidates, non-creamy layer certificate issued on or after 01.04.2015 indicating "Certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India" should be produced for reservation benefit to such OBC candidates. **The requisite format of OBC Certificate is available on the Link.** It may be noted that OBC Certificate in any other format will not be accepted. In case of non-production of such OBC Certificate, the candidate will be considered as 'General category', subject to his/her fulfilling the age as that of General category candidate, failing which his / her candidature will be cancelled.

 - f. Disability Certificate for Persons with Disability (PWD), if applicable.
 - g. Additional for Ex-Servicemen (ESM) – Service Certificate clearly mentioning the period of continuous service in the armed forces.
 - h. NOC, if applicable as explained in pt.10 above.

Other Terms & Conditions (Click here) 

OTHER TERMS & CONDITIONS

1. NSIC reserves the right to Change / Cancel the number of vacancies during the recruitment process, without issuing any further notice or assigning any reason thereof. Also, NSIC reserves the right to either cancel or to fill / not to fill the post advertised at any stage of selection process.
2. The Corporation reserves the right to shortlist the candidate.
3. 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 HEAD: **CAREERS**. No further press advertisement will be given. Hence prospective applicants are advised to visit NSIC website regularly for above purpose.
4. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
5. Selected candidate shall be liable to serve the Corporation anywhere in India / abroad where the Corporation may have business interests.

Format of OBC Certificate