

Advt. No. NSIC/HR/E-5/GM/16/002



# THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

(A Government of India Enterprise)

Corporate Identification No. U74140DL1955GOI002481

Applications are invited from Indian citizens for filling up the posts of General Manager (E-5) on regular basis by Direct Recruitment in the IDA Pay Scale of Rs. 32,000-58,000/- in different functional areas across various locations in the country, as per details given below:

<b>No. of Vacancies</b>	: 11 (01-SC, 02-OBC, 08-UR)
<b>Upper Age Limit</b>	: 50 years
<b>Relaxation in upper age limit</b>	
a) For SC/ ST candidates	: 5 years
b) For OBC (NCL) candidates	: 3 years

#	Area of Functions	Qualification	Experience
1.	Business Development / Marketing	<p>Graduation with Full time MBA or equivalent with specialization in Marketing from a recognized University or Institution.</p> <p>Only the following degree(s)/Diploma(s) for the purpose of equivalency of MBA will be included:</p> <ul style="list-style-type: none"><li>• PGDBA (Post Graduate Diploma in Business Administration – 2 years)</li><li>• PGDBM (Post Graduate Diploma in Business Management – 2 years)</li><li>• MMS (Masters of Management Studies – 2 years)</li><li>• MMM (Masters of Marketing Management – 2 years)</li></ul>	<p>Total 15 years' experience including 10 years' experience after MBA or equivalent in the areas like:</p> <ol style="list-style-type: none"><li>a) Tender Marketing, Consortia Marketing, handling warehousing / godown activities</li><li>b) Knowledge of MSMED Act, Procurement Policy, Bulk for raw material,</li><li>c) Event management,</li><li>d) Interaction/liaising with Central/State Govt. agencies/PSUs/ Private companies for procurement of Steel, Aluminum/Pig Iron/Coal or any other products.</li><li>e) Coordination with all internal and external entities and explore to develop new business.</li><li>f) Business Plans and forecasts.</li><li>g) Aligning with the strategy of top management and developing business and geographies.</li><li>h) Networking and developing leads.</li></ol>

		<ul style="list-style-type: none"> <li>• PGDMM (Post Graduate Diploma in Marketing Management – 2 years)</li> <li>• MIB (Masters in International Business – 2 years)</li> <li>• PGDM (Post Graduate Diploma in Management – 2 years)</li> <li>• MFT (Masters of Foreign Trade – 2 years)</li> </ul> <p>Only the following specializations will be considered as equivalent to Marketing:</p> <ul style="list-style-type: none"> <li>• Sales &amp; Marketing</li> <li>• Retail Management</li> <li>• Sales Management</li> <li>• International Business</li> <li>• International Marketing</li> <li>• E-Commerce Marketing &amp; Management</li> <li>• Digital Marketing</li> <li>• Event Management</li> <li>• Foreign Trade</li> </ul>	<ul style="list-style-type: none"> <li>i) Promoting brand image of the Organization.</li> <li>j) Review and monitoring of MIS.</li> <li>k) Key Account management, making business plans and obtaining approvals from Board, interacting with various trade departments including government bodies within and outside country for exploring various business opportunities.</li> <li>l) Participating in domestic and international trade fairs, interacting with technology providers.</li> <li>m) Interacting &amp; coordinating with various clients for identification of business potential at regional and international arena,</li> <li>n) Organizing business development meets, forecasting business potential and presenting to top management.</li> </ul>
2.	Human Resource	<p>Graduation with Full time MBA or equivalent with specialization in Human Resource / Personnel Management from a recognized University or Institution.</p> <p>Only the following degree(s)/Diploma(s) for the purpose of equivalency of MBA will be included:</p> <ul style="list-style-type: none"> <li>• PGDBA (Post Graduate Diploma in Business Administration – 2 years)</li> <li>• PGDBM (Post Graduate Diploma in Business Management – 2 years)</li> <li>• MMS (Masters of Management Studies – 2 years)</li> </ul>	<p>Total 15 years' experience including 10 years' experience after MBA or equivalent in the areas like:</p> <ul style="list-style-type: none"> <li>a) Personnel management</li> <li>b) Industrial relations,</li> <li>c) Recruitment and Training of manpower.</li> <li>d) Knowledge of Government Service Rules such as Fundamental Rules &amp; Supplementary Rules and Other Service Matters</li> <li>e) Reservation Rules</li> <li>f) <i>Conduct, Discipline and Appeal Rules</i></li> <li>g) <i>Conducting inquiry in disciplinary matters/cases</i></li> <li>h) <i>Knowledge of EPF, ESIC &amp; Factory Acts</i></li> </ul>

		<ul style="list-style-type: none"> <li>• PGDM (Post Graduate Diploma in Management – 2 years)</li> <li>• PGDHRM (Post Graduate Diploma in Human Resource Management – 2 years)</li> <li>• MHRM (Masters of Human Resource Management -2 years)</li> <li>• MSW (Masters of Social Work -2 years)</li> </ul>	
3.	Technology	Graduation in Mechanical, Electrical, Electrical & Electronics, Electronics & Communication Engineering from a recognized University or institution.	<p>Total 15 years' experience including 10 years' experience after Engineering Degree in the areas like:</p> <p><i>a) Managing the skill development training center for training in the fields like: Mechanical / Electrical / Electronics / Information Technology.</i></p> <p><i>b) Knowledge about the guidelines of government towards standardizing the training programs.</i></p> <p><i>c) Knowledge of NABL/ISO accreditation/certification procedure for testing laboratory.</i></p> <p><i>d) Capability to interact with Industry Association / Academic Institutions / Government agencies for development of linkages for the operations of training center.</i></p> <p><i>e) Exposure to market the training courses / testing services to the potential clients.</i></p>
4.	Information Technology	Graduation in Computer Science & Engineering / Information Technology Engineering from a recognized University or institution.	<p>Total 15 years' experience including 10 years' experience after Engineering Degree in the areas like:</p> <p><i>a) ERP Development and Customization</i></p> <p><i>b) Development and maintenance of various online applications using different platforms like Dot Net Technologies with backend SQL Server / Oracle, Network and Client Server Technologies,</i></p> <p><i>c) Server Management</i></p> <p><i>d) B2B Portal development, Management and Marketing</i></p> <p><i>e) IP Technology for voice and video.</i></p>
5.	Law & Recovery	Graduation with Full time Degree in Law from a recognized University or Institution	<p>Total 15 years' experience including 10 years' experience after Degree in Law in the areas like:</p> <p><i>a) Handling legal matters with regard to recovery of loans and service matters</i></p>

			<p><i>b) Drafting of legal and financial agreements, legal petition, replies to petition, re-joinder</i></p> <p><i>c) Estate matters etc.</i></p>
6.	Works (Civil)	Graduation in Civil Engineering from a recognized University or institution.	<p>Total 15 years' experience including 10 years' experience after Engineering Degree in the areas like:</p> <p><i>a) Assess big civil projects and its requirements.</i></p> <p><i>b) Assess the impact and feasibility of site, due diligence, preliminary layout and up to the final engineering design.</i></p> <p><i>c) Prepare architectural drawings and schematic designs based on project requirements.</i></p> <p><i>d) Study and assess drawings, plans, specifications and other documents relating to construction projects.</i></p> <p><i>e) Determine budget, project schedules and scope of work and deploy appropriate staff.</i></p> <p><i>f) Direct, lead and support other engineering and skilled personnel in managing and executing multiple tasks and projects.</i></p> <p><i>g) Collaborate and interact with construction teams, architects and outside project developers and consultants.</i></p> <p><i>h) Manage deliverables on time and within the budget.</i></p>
7.	Finance & Accounts	<p>CA / ICWA <b>OR</b> Graduate in Commerce with Full time MBA or equivalent (with specialization in Finance / Banking) from a recognized University or Institution.</p> <p>Only the following degree(s)/Diploma(s) for the purpose of equivalency of MBA will be included:</p> <ul style="list-style-type: none"> <li>• PGDBA (Post Graduate Diploma in Business Administration – 2 years)</li> <li>• PGDBM (Post Graduate Diploma in Business Management – 2 years)</li> <li>• MMS (Masters of Management Studies – 2 years)</li> <li>• PGDM (Post Graduate Diploma in Management – 2 years)</li> </ul>	<p>Total 15 years' experience including 10 years' experience after CA / ICWA / MBA or equivalent in the areas of :</p> <p><i>a) Expertise in financial analysis; internal and regulatory reporting &amp; compliances; accounting operations; budgeting; forecasting; business and operations improvement initiatives that lead to long-term improvements in cost savings, profitability and productivity.</i></p> <p><i>b) Accounting policies and procedures.</i></p> <p><i>c) Cash flow positions, related borrowing needs, and available funds for investment</i></p> <p><i>d) Funds and investment management</i></p> <p><i>e) Knowledge of Public Issue and External Commercial Borrowings.</i></p> <p><i>f) Maintain banking relationships</i></p> <p><i>g) Assist in determining the company's proper capital structure</i></p> <p><i>h) Finalization of annual accounts, Month end closing of financial statements and liaison with Internal Auditors/ Statutory Auditors and Government Auditors.</i></p> <p><i>i) Matters related to Taxation and Compliances.</i></p>

		<ul style="list-style-type: none"><li>• PGDFM (Post Graduate Diploma in Financial Management – 2 years)</li><li>• MFM (Masters of Financial Management – 2 years)</li></ul>	
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**IMPORTANT:** For all the above posts, the candidate should have worked in one scale below i.e. in the pay scale of Rs.29100-54500/- (IDA) **OR** Rs. 15600-39100/- with G.P. Rs.7600/-(CDA) for two years in case of candidates from Govt./PSUs and in case of private sector, gross monthly emoluments should be not less than Rs. 65000/-.

***NOTE : The applicants having knowledge of ISO Certification will have an added advantage.***

# GUIDELINES

## **I. SELECTION PROCESS**

1. The selection process shall consist of scrutiny of applications and Personal Interview of shortlisted candidates.
2. The Management reserves the right to devise its criteria (including, to raise the minimum eligibility standards / criteria) to restrict the number of candidates to be called for Personal Interview.
3. The decision of Management regarding eligibility, interview and selection will be final and binding on the candidates and no correspondence whatsoever will be entertained in this regard.

## **II. COMPENSATION PACKAGE**

1. The Corporation offers a very attractive package and is one of the best in the industry.
2. The CTC\* per annum approximately shall be Rs.15.25 lakhs.
3. Compensation package includes Basic pay, Industrial DA, HRA, Perquisites and Allowances as per cafeteria approach, EPF, Gratuity etc. In addition, Performance Related Pay will be applicable, as admissible and as per Rules of the Corporation.
4. The Corporation also has in place the policy relating to House Building Advance, Vehicle Advance, Computer Advance, Medical facilities for self and dependents (under cafeteria approach), PF, Gratuity, Superannuation Pension & Leave encashment.

***\* CTC mentioned above is only indicative. Actual CTC shall depend on place of posting and other terms and conditions of appointment.***

## **III. HOW TO APPLY**

1.	All candidates are required to apply <b>OFF-LINE</b> .
2.	The soft copy of the Application Form is uploaded on <b>CAREER</b> section of <a href="http://www.nsic.co.in">www.nsic.co.in</a> . The applicant is advised to download the soft-copy, type all the details in Arial Font (size 12) and take the print-out of the same in A-4 size paper. Hand-written applications and/or any addition/deletion in the format of the Application Form will lead to rejection of the candidature.
3.	Candidates should ensure the following, while filling up the Application Form:
a)	Name and Date of Birth are exactly as mentioned in Class X Certificate / School Leaving Certificate.
b)	The candidate should paste the <b>recent</b> passport size color photograph in the space provided in the Application Form.
c)	The Application Form should be filled in all respect as incomplete Application Form is liable to be rejected.
d)	The date of declaration of result/issuance of mark-sheet shall deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.
e)	No abbreviations have to be used, wherever indicated, otherwise liable for rejection.

f)	<p>Wherever grades e.g. CGPA/OGPA/DGPA are awarded, the following methods will be adopted for conversion to equivalent percentage of marks:</p> <p>i) The conversion of CGPA/OGPA/DGPA to percentage of marks would be based on the procedures certified by the University / Institute from where they have obtained the qualifying degree. Documents like Mark Sheet / Final or Provisional Degree / Letter issued by Competent Authority of the respective University / Institute will be considered for ascertaining the CGPA/OGPA/DGPA to Percentage conversion criteria.</p> <p>ii) In case Mark Sheet / Final or Provisional Degree/ Letter issued by Competent Authority of the respective University / Institute the University / Institute does not indicate Percentage of marks or have any criteria for converting CGPA/OGPA/DGPA into equivalent percentage of marks, the equivalence would be established by dividing the candidates CGPA/OGPA/DGPA by the maximum possible CGPA/OGPA/DGPA and multiplying the result with 100.</p>
4.	The copy of the following documents (self-attested) have to be <b>necessarily</b> enclosed with the Application Form:
a)	Class X Certificate / School Leaving Certificate as proof of Date of Birth.
b)	In case of change of name/surname, Gazette notification / national news-paper clipping along-with Affidavit indicating the previous and the changed name/surname.
c)	In case of SC/ST candidate – Caste Certificate in the Government of India prescribed format issued by a Competent Authority.
d)	In case of OBC (Non-Creamy Layer) candidate – OBC (NCL) Certificate along with NCL declaration in the format prescribed by the Government of India for <b>"Appointment for the posts under Government of India"</b> , from a Competent Authority. The Certificate should be issued in the current calendar year i.e. 2016.
e)	Passing Certificate / Degree and Mark sheets of educational and professional qualification.
f)	Proof of norms adopted by the University/ Institute to convert CGPA / OGPA / DGPA into percentage.
g)	Experience / Service Certificate: Proof of Experience indicating post held and period of service (From-To). In case of self-employment, Income tax returns of the same will have to be furnished. In case of applicants possessing the qualification of CA / ICWA(CMA), the document stating the period (From-To) of the Article-ship / Practical Training will be counted as experience.
h)	Proof of Emoluments: Latest Salary Certificate or Latest Pay Slip, indicating the Grade Pay (in case of Govt. employees) and scale of pay (in case of CPSEs etc.) and gross salary (in case of private sector employees).
i)	Certificate indicating the Scale of Pay / Grade Pay / Gross Salary for the last two years.
5.	Application Fees of <b>Rs.500/- per application</b> has to be paid through <b>Demand Draft</b> in favor of <b>"The National Small Industries Corporation Limited"</b> , payable at New Delhi. However, <b>50% concession in Application Fees is given to SC/ST/Women candidates</b> , hence the amount of DD will be Rs.250/- in their case. No two 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 reverse of the DD, name, mobile no. and name of the post applied for should be mentioned by the applicant.

6.	The duly filled in Application Form along with the necessary documents given at point 4 above and Demand Draft has to be sent by Ordinary Post / Registered Post / Speed Post / Courier / By Hand to : <b>Deputy 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>
7.	The last date of receipt of Applications is 11.07.2016 up-to 6:00 p.m.

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

1.	Before applying, the candidate should ensure that she/he fulfills the eligibility criteria and other norms mentioned in this advertisement.
2.	If the candidate wishes to apply for more than one post, she/he has to submit separate Application Forms. The Application Fee is applicable for only one application, hence in case the applicant applies for more than one post she/he has to enclose separate Demand Drafts for each Application.
3.	The mere fact that a candidate has submitted Application against the advertisement and apparently fulfills the eligibility criteria would not bestow on her/him the right to be definitely called for interview/considered further for selection process.
4.	The eligibility w.r.t. Upper age limit, Qualification and Experience will be determined from the last date of receipt of application i.e. 11.07.2016.
5.	AICTE/UGC/Government of India recognized/Approved Degree/PG Degree/PG Diploma courses in concerned discipline awarded by University/Institute recognized by AICTE/UGC/Government of India only will be considered.
6.	Applications in which the essential qualification and experience cannot be fully ascertained will be liable for rejection. Hence candidates are advised to properly fill the Application and provide necessary documents.
7.	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, she/he will be discharged from the services of the Corporation during the probation period and after closure of the probation period, her / his services will be liable to be terminated.
8.	Applications that are not in conformity with the requirements indicated in the advertisement, incomplete Applications, without Application Fee (Demand Draft) will be rejected.
9.	Application Fees is non-refundable even if the candidature is rejected for any reason and not shortlisted for interview.
10.	If any Certificate/ Document is issued in a language other than Hindi/English, candidates are advised to submit a certified translation of the same either in Hindi/English with the Application Form and also at the time of Personal Interview, if called for the same.
11.	Applications received after 11.07.2016 up-to 6:00 p.m. will not be accepted.



12.	Outstation candidates belonging to SC/ST category and not working as permanent employee in any Government/ Semi-Government/ Banks/ PSUs/ Local Bodies etc. will be reimbursed <b>To and Fro</b> TA fare of AC-II tier (other than Rajdhani) by train shortest route on production of documentary evidence of the journey performed only on attending the Interview.
13.	Candidates working in Government/Semi-Government/PSU/Banks/Local Bodies etc. are required to produce "NO OBJECTION CERTIFICATE", at the time of Interview but will inform their employer at the time of applying.
14.	Any canvassing, directly or indirectly, by the applicant will disqualify her/his candidature.
15.	Management reserves the right to consider applicants for a position immediate lower than the advertised post, if suitable candidates are not available for the advertised posts.
16.	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.
17.	Management reserves the right to call for any additional documentary evidence in support of eligibility criteria, if need be.
18.	Management reserves the right to fill up all the posts based on suitability OR increase/decrease the number of posts to be filled up OR cancel any post OR even cancel the whole process of Recruitment without assigning any reason and no correspondence will be entertained in this regard.
19.	Legal jurisdiction will be NCT of Delhi in case of any cause/dispute.
20.	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.
21.	NSIC will not be held responsible for any loss of e-mail/ call letter sent due to invalid/ wrong e-mail ID/ wrong postal address / postal delays loss in transit etc.
22.	Selected candidate shall be liable to serve the Corporation anywhere in India / abroad where the Corporation may have business interests.