



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 multifarious activities of the Corporation. The person should be committed with competitive attitude, customer centric approach and determined spirit for the growth of MSME sector in the county.

I. POST: Executive Assistant (On Contract)

II. VACANCIES: 15 (ST-02, OBC-06, GEN-07)

III. UPPER AGE LIMIT: 35 years.

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, 50% relaxation in application fee is granted to SC/PwD candidates (see pt. 4 of clause IV titled How to Apply in the Guidelines).

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.

a) *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.

b) *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: 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.

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.

IV. HOW TO APPLY

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| 1. | All candidates are required to apply OFF-LINE ONLY in the prescribed Application Form. |
| 2. | The soft copy of the Application Form is uploaded on CAREER section of NSIC website www.nsic.co.in . The applicant is advised to download the soft-copy, type (not hand-written) 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 / tampering 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/Mark Sheet OR Class X School Leaving/Transfer Certificate. |

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| b) | The candidate should paste one recent passport size color photograph in the space provided in the Application Form. One more identical photograph should be stapled with the Application Form. Name and date of birth should be written at the back of both the photographs. |
| c) | The Application Form should be filled in all respect (including mandatory fields) as incomplete Application Form is liable to be rejected. |
| d) | No abbreviations have to be written wherever indicated, otherwise liable for rejection. (For e.g. B.A. should be typed as Bachelor of Arts) |
| 4. | 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/PwD/Women candidates , hence the amount of DD will be Rs. 100/- in their case. 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. |
| 5. | The duly filled in Application Form along with the Demand Draft has to be sent by Ordinary Post / Registered Post / Speed Post / Courier / By Hand to : Deputy General Manager – Human Resources The National Small Industries Corporation "NSIC Bhawan" Okhla Industrial Estate New Delhi- 110020 <i>NOTE: The candidates are advised NOT to send any other document along-with the Application Form except the Demand Draft.</i> |
| 6. | The last date of receipt of Application is 15.11.2016 up-to 6:00 p.m. |

V. GENERAL INFORMATION AND INSTRUCTIONS

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| 1. | Only Indian nationals need to apply. |
| 2. | Before applying, the candidate should ensure that she/he fulfills the eligibility criteria and other norms mentioned in this advertisement. |
| 3. | The candidate cannot send more than one Application Form under any given circumstances otherwise her/his candidature will be straight away rejected. |
| 4. | 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 called for Written Exam. |
| 5. | The eligibility w.r.t. Upper age limit and Qualification will be determined from the last date of receipt of application i.e. 15.11.2016. |
| 6. | Applications in which the eligibility w.r.t. age, caste and qualification cannot be fully ascertained will be rejected. Hence, candidates are advised to properly fill the Application Form. |
| 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 |

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| | 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. |
| 8. | Applications that are not in conformity with the requirements indicated in the advertisement, incomplete Applications (for e.g. without photograph / signature / non-filling of mandatory fields) and 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 Written Exam. |
| 10. | Applications received after 15.11.2016 up-to 6:00 p.m. will not be accepted. |
| 11. | No TA fare (To and Fro) will be given for attending the Written Exam and Skill (Typing) Test. |
| 12. | 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. |
| 13. | Any canvassing, directly or indirectly, by the applicant will disqualify her/his candidature. |
| 14. | 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. |
| 15. | 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. |
| 16. | 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. |
| 17. | Legal jurisdiction will be NCT of Delhi in case of any cause/dispute. |
| 18. | 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. |
| 19. | 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. |
| 20. | Selected candidate shall be liable to serve the Corporation anywhere in India / abroad where the Corporation may have business interests. |
| 21. | The self-attested copies of the documents w.r.t. age, caste/category and qualification will be procured and verified from the originals at the time of Skill (Typing) Test. The candidates are advised to keep the following documents ready and handy in case shortlisted for Skill (Typing) Test: |
| a) | Class 10 th Certificate/Mark Sheet OR Class 10 th School Leaving/Transfer Certificate as proof of Date of Birth. |

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| 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. However, Marriage Registration Certificate /Affidavit in case of married women who have changed their surnames. |
| c) | Caste Certificate in r/o SC / ST / OBC (Non-Creamy Layer). The OBC Certificate should be issued for "Appointment for the posts under Government of India" indicating the clause of belonging to non-creamy layer and issued in the year 2016. |
| d) | Persons with Disability Certificate, if applicable |
| e) | Certificates and Mark-sheets of class 12 th . |
| f) | Graduation Degree/Provisional Certificate and Mark-sheets of all years/semesters. |
| g) | Post-Graduation Degree/Diploma or Provisional Certificate and Mark-sheets of all years/semesters. |
| h) | Certificate/Diploma w.r.t. one year computer course from a recognized Institute indicating full name and duration of the course. |
| i) | Candidates presently serving in Government / Semi Govt. Departments / Autonomous Departments including PSEs/Banks etc. will be required to bring 'No Objection Certificate' at the time of Skill (Typing) Test. |
| j) | Photo Identity Proof such as Aadhaar Card / Passport / Voter Card / Driving License / PAN Card |
