

Advt. No. NSIC/HR/E-1,4/AO,DM,DGM/17/003



THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED
(A Government of India Enterprise)
Corporate Identification No. U74140DL1955GOI002481

Inviting applications for Deputy General Manager, Deputy Manager and Accounts Officer

The National Small Industries Corporation Ltd. (the premier Mini-Ratna Government of India Enterprise under Ministry of Micro, Small and Medium Enterprises) is unremittingly working for the advancement of MSME sector through a compendium of Marketing, Technical and Financial enablement. We invite vivacious professionals with profound marketing sense, thorough technical acumen, adaptability and knack of tapping new business boulevards to join the NSIC Team for the following posts:

- I. Post: Deputy General Manager (IDA Pay Scale of Rs.29100-54500/-)
II. Post: Deputy Manager (IDA Pay Scale of Rs.16400-40500/-)

III. Post: Accounts Officer (IDA Pay Scale of Rs.12000-24000/-)

Vacancies	Upper age limit	Qualification	Experience
17 (03-ST, 01-OBC,	30 years Age relaxation of	B.Com or M.Com or CA (Inter) or ICWA/CMA (Inter) or B.Com with MBA / PGDBM with specialization in Finance / Banking from a recognized University or Institution.	i) For B.Com – Five years' experience in Accounts in

13-UR)	<ul style="list-style-type: none"> • 5 years for SC/ST, • 3 years for OBC, • 5 years for PwD-Gen., • 10 years for PwD-SC/ST and • 8 years for PwD-OBC) • For Ex-Servicemen, as per Govt. rules 	<p>In addition to MBA/PGDBM, the following Degree(s) / Diploma(s) will be considered as eligible qualifications:</p> <ul style="list-style-type: none"> • PGDBA (Post Graduate Diploma in Business Administration) • MMS (Masters of Management Studies) • PGDM (Post Graduate Diploma in Management) • PGDFM (Post Graduate Diploma in Financial Management) • MFM (Masters of Financial Management) 	<p>public / private sector organization.</p> <p>ii) For M.Com or CA (Inter) or ICWA/CMA(Inter) or B.Com with MBA / / PGDBM with specialization in Finance / Banking - One year experience in Accounts in public / private sector organization.</p>
--------	--	--	--

The upper age in r/o Ex-Servicemen applicants' will be calculated in the following manner:

The resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than three years.

Desirable for All: The applicants having knowledge of ISO Certification will have an added advantage.

DETAILED GUIDELINES

I. SELECTION PROCESS

- 1) The selection process shall consist of firstly scrutiny of applications received.
- 2) The criteria of selection for the posts of Deputy General Manager, Deputy General Manager (F&A), Deputy Manager and Deputy Manager (F&A) is Personal Interview.
- 3) The criteria of selection for the post of Accounts Officer is Written Examination.
- 4) 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 or Written Examination as per pt. 2 and 3 above.
- 5) The decision of Management regarding eligibility, interview / written examination and selection will be final and binding on the candidates and no correspondence what so ever will be entertained in this regard.

II. COMPENSATION PACKAGE

- The Corporation offers a very attractive package and is one of the best in the Industry.
- The CTC*per annum approximately shall be:

Deputy General Manager including F&A	-	Rs. 13.03 lakhs
Deputy Manager including F&A	-	Rs. 7.34 lakhs
Accounts Officer	-	Rs. 5.37 lakhs
- 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.
- 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), Provident Fund ,Gratuity, Superannuation Pension Scheme and 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.	The candidate needs to apply ONLY ONLINE through CAREER section of www.nsic.co.in .
2.	<p>The process of filling up the Online Application Form is in 4 stages :-</p> <p>Stage 1 :</p> <p>a) Fill all the details of Stage-I. b) A Registration Number will be generated (for Reference purpose only till final submission of Application Form) and sent on the applicant's registered mobile number via SMS. c) Registration Number along-with Date of Birth can be used for logging into the system for filling the incomplete Application Form.</p> <p>Stage 2:</p> <p>Upload passport size photograph and signature.</p> <ul style="list-style-type: none"> • The photograph should be in color with a white background and should be recent one. • The photograph and signature should be in JPEG format and less than 100kb in size. <p>Stage 3</p> <p>Fill in all Payment details (Demand Draft).</p> <p>Stage 4:</p> <p>After completion of Stages 1 to 3, finally an Application Number for the post applied for will be issued which has to be kept for all future references.</p> <p>Note: The Application Number will be sent on the applicant's registered mobile number via SMS as well as through e-mail.</p>
3.	Candidates should ensure the following, while filling up the Online Application Form:
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 allow the candidate to move forward to the 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)	The date of declaration of result or issuance of mark-sheet/Degree/Certificate, whichever is earlier, shall deemed to be the date of acquiring the qualification.
e)	No abbreviations have to be used, wherever indicated, otherwise liable for rejection.
f)	<p>Wherever grades e.g. CGPA/OGPA/DGPA are awarded (in respect of Qualifications), the following methods will be adopted for conversion to equivalent percentage of marks:</p> <p>i) The conversion of CGPA/OGPA/DGPA to % 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 % 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 % of marks or have any criteria for converting CGPA/OGPA/DGPA into equivalent % 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.	After the Application Number is generated , the candidate shall take the print-out of the same in A-4 size paper and put her/his signature, date and place in the space provided for.
5.	The copies of the following self-attested documents have to be necessarily enclosed with the print of the Online filled Application Form:
a)	Class X Certificate / Mark sheet OR Class X School Leaving / Transfer Certificate indicating the full name of the applicant and her/his date of birth.

	In case of change of name / surname, Gazette notification / national news-paper clipping along –with Affidavit indicating the previous and the changed name / surname.
b)	In case of SC / ST candidate – Caste Certificate issued by a Competent Authority in the format prescribed by Government of India.
c)	<p>In case of OBC candidate – The OBC Certificate should mention the following points :-</p> <p>i. Appointment for the posts under Government of India OR Resolution of Ministry of Welfare, Government of India published in Gazette of India.</p> <p>ii. Clause of belonging to Non-Creamy Layer, and</p> <p>iii. Issued in the year 2016 or 2017.</p> <p>Note :-</p> <p>i) 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>ii) 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>
d)	In case of Persons with Disability (PwD) – Disability Certificate issued by competent authority stating therein the percentage (%) of disability.
e)	In case of Ex-servicemen – Service Certificate clearly mentioning the period of continuous service in the armed forces.
f)	Passing Certificate / Degree and Mark sheets of educational and professional qualification(s).
g)	Proof of norms adopted by the University / Institute to convert CGPA / OGPA / DGPA into percentage.
h)	<p>The following documents will be considered as Experience :-</p> <ul style="list-style-type: none"> • Service Certificate indicating the start and end of employment period with the particular organization, OR • Appointment letter / Offer Letter issued by the employer organization along-with resignation letter duly received/acknowledged by the employer or the

	<p>relieving letter issued by the employer organization or salary slip duly stamped and signed by the employer.</p> <p>In case of experience as partner / proprietor / freelancer / self-employed all the following documents are mandatory to ascertain experience :-</p> <ul style="list-style-type: none"> • Income tax returns of the said period • Copies of contract(s)/ Partnership Deed entered by the candidate with other party (s) mentioning the nature and start & end/ continuation of the contract period, Copies of payments received against the services rendered as per contract. <p>Note:-In case of change in the name of the company or transfer of the employee from one company to another within a group of companies, the candidate must attach the documentary proof of the same.</p>
i)	Certificate indicating the Scale of Pay /Grade Pay /Gross Salary (monthly) for the last two years, i.e. 2015-16, 2016-17.
6.	<p>Application Fees has to be paid through Demand Draft in favor of "The National Small Industries Corporation Limited", payable at New Delhi.</p> <p>In r/o DGM, DGM(F&A), DM, DM(F&A) – Rs. 500/- In r/o Accounts Officer – Rs. 400/-</p> <p>However, 50% concession in Application Fees is given to SC/ST/Persons with Disability (PwD)/Ex-servicemen (ESM)/Women candidates. 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, applicants may please mention their name, mobile no. and name of the post applied for.</p> <p>Applications without Demand Draft will be straightaway rejected.</p>
7.	<p>The print-out of the Online filled Application Form along with the necessary 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>General Manager – Human Resources The National Small Industries Corporation "NSIC Bhawan"</p>

	Okhla Industrial Estate New Delhi-110020
8.	The last date of receipt of Applications is 21.07.2017 up-to 6:00p.m. Applications received after 6:00 p.m. will not be considered.

IV. IMPORTANT NOTICE FOR THE APPLICANTS APPLYING FOR THE POST OF DEPUTY MANAGER

NSIC vide its Advertisement No. NSIC/HR/E-1,3/DM/CM dated 26.11.2016 had advertised for 31 vacancies for the post of Deputy Manager in the following functional areas:

- 1) Business Development / Marketing
- 2) Technology
- 3) Finance & Accounts

The current openings for Deputy Manager (BD/Tech./F&A) are in addition to the 31 vacancies already advertised.

It may be noted that the required qualifications in the current advertisement are the same as per advertisement dated 26.11.2016 except the **addition of two Degrees** which are given as under:

- 1) **for Business Development / Marketing** - Master Degree in Corporate Communication / Media / Public Relations / Journalism & Mass Communication.
- 2) **for Technology** – Graduation in Electronics & Communication Engineering

- For facilitating the applicants, who have applied against our advertisement dated 26.11.2016, to ensure their eligibility as per advertisement dated 26.11.2016, we are again uploading the detailed advertisement as **Annexure-A**.
- If such applicants fulfill the eligibility criteria as per advertisement dated 26.11.2016 and their applications along-with all relevant documents have been received by NSIC, they **NEED NOT APPLY AGAIN**.
- However, fresh applicants or applicants, who have applied against our advertisement dated 26.11.2016 but do not meet the eligibility criteria mentioned in the advertisement dated 26.11.2016, MAY APPLY for the current openings.

V. GENERAL INFORMATION AND INSTRUCTIONS

1	Only Indian Nationals are eligible to apply.
2	Selected candidate shall be liable to serve the Corporation anywhere in India / abroad where the Corporation may have business interests.
3	Before applying, the candidate should ensure that she / he fulfills the eligibility criteria and other norms mentioned in this advertisement.
4	If the candidate wishes to apply for more than one post, she/he has to fill up separate Online Application Forms. In case the applicant applies for more than one post, she / he has to enclose separate Demand Drafts for each Application.
5	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 Interview / Written Test.
6	The eligibility w.r.t. Upper age limit, Qualification and Experience will be determined from the last date of receipt of application i.e. 21.07.2017.
7	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.
8	The candidates should note that the details provided by them in their Online filled 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 Online filled 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.
9	Application Fees is non-refundable even if the candidature is rejected for any reason and not shortlisted for interview / Written Test.

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 language with the Application Form and also at the time of Personal Interview / Written Test, if called for the same.
11	<ul style="list-style-type: none"> • Entitlement for reimbursement of Travelling Allowance (To and Fro) by shortest route of train (other than Rajdhani) w.r.t. applicants for the post of DGM, DGM (F&A), DM and DM(F&A) is as under: <ol style="list-style-type: none"> 1) Outstation candidates belonging to SC / ST / PwD category and not working as permanent employee in any Government / Semi-Government / Banks / PSUs / Local Bodies etc. will be entitled. 2) Travel entitlement for applicants for the post of DGM and DGM (F&A) is by AC-III tier. 3) Travel entitlement for applicants for the post of DM and DM (F&A) is by second class sleeper. 4) Reimbursement will be made only on production of documentary evidence of the journey performed and after the applicant appears for the Interview before the Selection Board. • Applicants for the post of Accounts Officer will not be entitled for reimbursement of Travelling Allowance for Written Test.
12	Candidates working in Government / Semi-Government / PSU / Banks / Local Bodies etc. should inform their employer at the time of applying and are required to produce "NO OBJECTION CERTIFICATE", at the time of Interview / Written Test
13	Any canvassing, directly or indirectly, by the applicant will disqualify her/his candidature.
14	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.
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 there of and no correspondence what so ever will be entertained in this regard.
16	Management reserves the right to call for any additional documentary evidence in support of eligibility criteria, if need be.
17	Management reserves the right to fill up all the vacancies based on suitability OR increase / decrease the number of vacancies 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.
18	Legal jurisdiction will be NCT of Delhi in case of any cause/dispute.
19	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 THE HEAD: CAREERS . No further press advertisement will be given. Hence, prospective applicants are advised to visit NSIC website regularly for above purpose.
20	NSIC will not be held responsible for :- <ul style="list-style-type: none">• Any bounce of e-mail• Loss of call letter sent due to invalid or wrong e-mail ID / wrong postal address/ postal delays / loss in transit etc.