

CALL LETTER FOR WRITTEN EXAM (COMPUTER BASED TEST)

SIC/PERS.I/11(80)/17

Date: 19.08.2017

Dear Candidate,

Please refer to your application in response to our advertisement dated 01.07.2017 in Employment News for the post of Accounts Officer. You are advised to appear for Written Exam (Computer Based Test) to be held **on 5th September, 2017 at Delhi**. The venues allotted to the candidates are as per Roll Nos. and may be seen at the Notice placed in the Career section of our website www.nsic.co.in for list of shortlisted candidates.

I. REPORTING TIME

The candidates are requested to report at the aforesaid venue at 9:15 AM sharp. The gates will close at 9:45 AM and **no entry will be allowed after 9:45 AM** under any circumstances.

II. PROCEDURE FOR ENTRY TO EXAMINATION HALL

Once the candidate is at the venue she/he will be allowed to sit for the Written Exam (CBT) only after production of the following documents:

- i. **Original Photo Identity Proof** such as PAN Card / Passport / Voter Card / Driving License / Aadhaar Card that bears the Date of Birth (date, month and year).
In case the PAN Card / Passport / Voter Card / Driving License / Aadhaar Card provided by the candidate does not mention her/his Date of Birth (date, month and year), such Proof will not be valid and the candidate will not be allowed entry.
- ii. **Examination Admit Card** as downloaded from the Link provided and duly filled as per instructions.
Incomplete and/or any other format of Examination Admit Card will not be valid and the candidate will not be allowed entry.

III. GUIDELINES FOR WRITTEN EXAM

- i) The Written Exam will be on computer.
- ii) The duration of the Written Exam will be one hour and the medium will be English language only.
- iii) The Exam will be based on Multiple Choice Questions pattern.
- iv) The Question Paper will have four Sections:
 - a. Finance & Accounts (including Banking, Taxation and Commercial Mathematics) (50 questions)
 - b. Logical Reasoning (20 questions)
 - c. General Knowledge (20 questions)

- d. English Language (10 questions)
- v) There will be total hundred (100) questions of one (01) mark each.
- vi) There will be negative marking. One-fourth (1/4th) i.e. 0.25 marks will be deducted for every wrong answer.
- vii) No marks will be deducted for unanswered questions.

IV. **DECLARATION OF RESULT OF WRITTEN TEST**

The Provisional Result of the Written Exam (Computer Based Test) i.e. list of candidates who qualify the CBT will be displayed under 'Career' section of our website www.nsic.co.in by **6.00 PM on 05.09.2017**.

V. **VERIFICATION OF DOCUMENTS**

- 1) The candidates who qualify the Written Exam as per the Provisional Result (refer Para IV above) have to report at the following address on **06.05.2017 at 9.30 AM** for Document Verification:

The National Small Industries Corporation Ltd.
"NSIC Bhawan", Okhla Industrial Estate
New Delhi-110020
(Nearest Metro stations: Govind Puri and Kalkaji Mandir)

- 2) The candidates are advised to bring the following documents IN ORIGINAL along-with one set of photocopy (self-attested):-

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| a) | Class 10 th Certificate/Mark Sheet or Class 10 th School Leaving/Transfer Certificate indicating the name of the candidate and her/his 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. Marriage Registration Certificate / Affidavit in case of married women who have changed their surnames. |
| c) | Caste Certificate issued by the competent authority in r/o SC / ST candidates. |
| d) | OBC Certificate issued by the competent authority. It may be noted that the OBC Certificate should mention the following points:- 1. Appointment for the posts under Government of India OR Resolution of Ministry of Welfare, Government of India published in Gazette of India. 2. Clause of belonging to non-creamy layer and 3. Certificate issued in the year 2016 or 2017. 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. ii) The OBC candidate belonging to Creamy Layer (as mentioned in the OBC Certificate) will not be eligible for any benefit of reservation (relaxation in upper age) and will be considered as a General candidate. |

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| e) | In case of Persons with Disability (PwD) – Disability Certificate issued by competent authority stating therein the percentage (%) of disability. |
| f) | In case of Ex-servicemen – Service Certificate clearly mentioning the period of continuous service in the armed forces. |
| g) | Certificates and Mark-sheets of Class 12 th . |
| h) | For Graduation - Degree / Provisional Certificate and Mark-sheets of all years/semesters. |
| i) | For Masters / Post Graduation - Degree / Provisional Certificate and Mark-sheets of all years/semesters, if applicable. |
| j) | For CA / ICWA(CMA) / CA(Inter)/ ICWA(CMA)(Inter) – Certificates and Mark-sheets for all the applicable Groups. |
| k) | <p>The following documents will be considered as Experience :-</p> <p>i) 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 relieving letter issued by the employer organization or salary slip duly stamped and signed by the employer.</p> <p>ii) In case of candidates having the qualification of CA / ICWA(CMA) / CA(Inter) / ICWA(CMA) (Inter), Certificates issued by the CA/ICWA(CMA) Institute indicating the dates of commencement and completion of the Internship / Industrial Training.</p> <p>iii) 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 employer company or transfer of the employee from one employer company to another within a group of companies, the candidate must bring the documentary proof of the same.</p> |
| l) | Candidates presently serving in Government / Semi Govt. Departments / Autonomous Departments including PSEs/Banks etc. will be required to submit 'No Objection Certificate' at the time of documents verification. |
| m) | Photo Identity Proof such as Passport / Voter Card / Driving License / PAN Card / Aadhaar Card |

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| n) | Two recent passport size color photographs, the same as given in the Application Form. |
| o) | If any of the above Certificates/Documents is issued in a language other than Hindi/English, candidates are advised to submit a certified translation of the same either in Hindi/English. |

Please note that if you are not able to produce any of the aforesaid documents at the time of verification of documents to the satisfaction of NSIC Officials, it will be solely at your own cost, risk and responsibility and your candidature will be CANCELLED.

V. MOST IMPORTANT:

- *Before appearing for the Written Exam, candidates should read all the above instructions carefully and ensure that they fulfill all the eligibility criteria for the post as per the Advertisement and Guidelines dated 01.07.2017 (copy of the Advertisement and Guidelines dated 01.07.2017 are placed in the Career section of our website www.nsic.co.in for ready reference).*
- *NSIC has admitted the candidates (as per the list placed in the Note) for the Written Examination on the basis of information furnished in the ONLINE application. The eligibility of the candidate's w.r.t. upper age, qualification and experience etc. is determined from the last date of receipt of application i.e. 21.07.2017 and will be verified at the time of Documents Verification. Appearing in the Written Exam will not vest any right on the candidates for claiming her/his eligibility in fulfilling the criteria.*
- *If at any stage during the selection process and/or even after appointment, it is found that any information furnished in the ONLINE application is false / incorrect or if according to NSIC, the candidate does not satisfy the eligibility criteria for the post, her/his candidature will be cancelled.*

NOTE:

- a) The Link for generation of Examination Admit Card will be available in the Career section of our website www.nsic.co.in by 29.08.2017. No separate intimation will be send for this Link.
- b) No TA/DA will be paid for appearing in the Written Exam and Document Verification.

- c) The selection procedure will take two days i.e. 5th and 6th September, 2017, as the case may be, hence, candidates are requested to make their travel, boarding and lodging arrangements accordingly at their own expense.

The Final Result showcasing the list of candidates provisionally selected for the post of Accounts Officer, will be displayed on "Career" section of NSIC website www.nsic.co.in.

Looking forward to see you.

Yours sincerely


(M.P. Singh)
General Manager (HR)