



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

The National Small Industries Corporation Ltd. (The premier Mini-Ratna Government of India Enterprise under Ministry of Micro, Small and Medium Enterprises) invites applications for engagement of Consultant as Chief Compliance Officer on Contractual Basis. The applicants shall be Indian citizen having superannuated at E-7 Grade or above from CPSE /or Organization of Central/State Government or Govt. Banks/NBFCs (Govt.)/ FIs(Govt.) as per details below:-

NSIC is registered as Systemically Important Non–Deposit taking Non-Banking Financial Company (NBFC – ND-SI) with Reserve Bank of India (RBI) having its registered office at New Delhi, India.

In order to oversee Statutory & Regulatory compliance within the organization, NSIC intends to engage professional / expert with rich professional experience as Chief Compliance Officer (on fixed remuneration basis) for a period of 3 years.

I. Eligibility Criteria and Terms/conditions of Engagement

1.	Post	Chief Compliance Officer (CCO)
2.	No. of Posts	01
3.	Who can Apply	Officials who are retired at E-7 Grade or above from CPSE / or organization of Central / State Government or Government Banks /NBFC (Govt.) /FIs (Govt.) (E-7 Grade of CPSE - Rs. 1,00,000 - 2,60,000).
4.	Experience	Minimum 10 years of experience in Bank(Govt.) or NBFC (Govt.) of which minimum 5 years should be in Finance /Audit / CS / Compliance / Legal / Risk Management functions.
5.	Skills	The CCO shall have a good understanding of the industry and risk management practices, knowledge of regulations, legal requirements, and have sensitivity to Supervisory expectations.
6.	Qualification	Essential: Graduate in any discipline from recognized University with Professional Qualification of CA / ICWAI / CS / MBA in Finance. Certified Banking Compliance Professional by IIBF is preferred.
7.	Age Limit	Maximum 67 years as on date of Advertisement.
8.	Tenure	Contract for a period of 3 years with periodic performance review.

9.	Remuneration/ Benefits	Remuneration will be offered based on last Pay Scale(3 rd PRC)/Equivalent CPC pay scale at: (i) Board level : Rs.1,20,000/- per month (ii) E8 & E9 : Rs.1,00,000/- per month (iii) E7 : Rs.90,000/- per month
10.	Place of Posting	New Delhi
11.	Last Date for receipt of application in NSIC	08.02.2024 (latest by 6.00 PM)
12.	Application format	Attached
13.	Email Address for any future communication	hrm@nsic.co.in

II. Scope of Work:

The Chief Compliance Officer (CCO) is broadly required to perform following functions:

- Implement Board-approved compliance policy, build a strong compliance system, and a strong compliance risk management programme in accordance with changing laws and regulations and directives from government agencies like the RBI and other regulators as necessary.
- Build a strong compliance-oriented culture in the organization by way of developing organizational processes and capabilities with the right governance, policy framework and technology enablement.
- Shall be primarily responsible for overseeing statutory & regulatory compliance within an organization, and ensuring compliance with laws, regulatory requirements, policies, and procedures.
- Shall be responsible for establishing Compliance standards and implementing procedures to ensure that the compliance programs throughout the organization are effective and efficient in identifying, preventing, detecting, and correcting non-compliance with applicable laws and regulations.
- Shall be developing and maintaining effective risk management tools to identify, prioritize, mitigate, manage and report Compliance Risks.
- Coordinate the regulatory/supervisory inspections of RBI and other regulators and ensuring compliance with supervisory observations made by them in a time bound and sustainable manner.
- Regular efficient and effective reporting to Management / Board.
- Shall ensure compliance of Supervisory observations made by Regulator as and when necessary.
- Ensuring suitable training and awareness programmes related to compliance functions within organization.
- Shall assist the Board and the Management in overseeing the implementation of Compliance Policy & procedures, internal codes of conduct, etc.
- Engage in continuous assessment of the adequacy of compliance policies, procedures and guidelines and formulating proposals for any amendments.

- Ensure up-to-date documentation of manuals and process notes governing business activities to comply with applicable laws, rules, and regulations.
- Good understanding of industry and risk management, knowledge of regulations, legal framework, and sensitivity to supervisors' expectations
- Ability to independently exercise judgement.
- Hands on experience in operationalizing/interpreting RBI regulations pertaining to credit will be preferred.

III. Other Conditions

- Posting on Engagement** – Place of posting shall be at Head Office, New Delhi as notified under the terms and conditions of appointment. The Engagement will purely be on contractual basis. Official time of duty shall be 9.30 am to 6.00 pm.
- Responsibilities-** The Consultant shall give their suggestions, comments, advice, proposals, remarks etc. in writing under their signature and shall take accountability for the same. The consultant appointed on full time basis shall not be permitted to take up any other assignment during the period of engagement in other company.
- Secrecy** —The Consultant will maintain all information documents/ materials gathered during the course of the engagement in strict confidence. They will not copy or make notes of such information / documents except in conjunction with the work for the Company. They will not divulge to anyone outside the Company or use any of the information / documents/ materials gathered during the course of engagement for their own or anyone else's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information / documents of third parties received by them or the company in the normal course of the engagement with the Company.

The Consultant shall, while demitting the office, handover all information / documents/ materials (in soft/ hard format) under their possession, during the engagement period, to the employee as communicated by the Management.

- Tax** — The Income Tax or any other taxes liable to be deduced, as per the prevailing rules will be deducted at source before effecting the payment, for which the Company will issue TDS Certificate.
- Conveyance and Other Allowances-** No other Conveyance or Allowance shall be given to the consultant. He / She will not be entitled to any benefit like Provident / Benevolent Fund or any other kind of compensation available to the regular employees of NSIC.
- TA/DA for official Travel-** TA/DA and other boarding/ lodging charges shall be payable for out station visits as admissible to a serving officer of the company holding one level below the post he/she held at time of retirement.
- Leave-** The consultant shall be entitled for casual leave of 12 days in every calendar year on pro-rata basis. The accumulated leave shall be stand lapsed on the expiry of each period of engagement of the consultant. In case of his absence other than approved leave(s) , pro-rata per day amount shall be deducted from his remuneration.
- Reporting Relationships** — During course of their engagement, the Expert will employ themselves efficiently, diligently and to the best of their ability shall devote their whole time and attention to the interest of the Company and generally carry out work as assigned to them and shall comply with all lawful orders and directions given by the CMDs/ Directors as the case may be. They shall honestly, diligently and faithfully serve the Company and use utmost endeavor to promote the interest of the Company.

- i) **Expiry of Terms of Engagement** - Unless the ad-hoc period of engagement is extended further or terminated earlier by giving 30 days notice or payment in lieu thereof, the engagement will come to an automatic end on the expiry of the period of engagement stipulated in the offer letter and no notice will be necessary.
- j) **Termination of Contract** —The Competent Authority reserves the right to terminate the contract, by giving one month notice to the Expert without assigning any reasons.
- k) **Joining on appointment** — The Expert is required to join within 15 days of the offer of engagement or in exceptional circumstances, as approved by the Competent Authority. In the event of failure to join within the stipulated period, the offer of engagement shall stand withdrawn automatically.
- l) **Conflict of Interest** - The Expert appointed by the Company, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Company.
- m) **Vigilance clearance** shall be obtained in r/o candidate engaged from his / her previous departments / organizations as per internal policy.

IV. How to apply

All the application forms along with requisite enclosures should reach NSIC Office by between 09:30 AM to 06:00 PM.

The application must have the latest passport size photograph affixed and duly signed across. Application must be complete in all respects. Incomplete and illegible applications will be rejected.

The last date for receipt of application shall be **08.02.2024 (latest by 6 P.M.)** by post or on email: hrm@nsic.co.in to :

Senior General Manager (HR)
The National Small Industries Corporation Ltd.
NSIC Bhawan, Okhla Industrial Estate,
New Delhi-110020
Phone +91-011-26926275
E-mail: hrm@nsic.co.in

In case of any enquiry/ clarification, relating to the above advertisement please feel free to contact at Number 011-26926275 (Monday to Friday 09:30 AM to 6.00 PM)

V. General Information:

1. Before applying the candidate must satisfy himself/herself that he/she is eligible to apply for the post and is meeting with the requirements and terms and conditions mentioned.
2. The appointment is purely on contract basis and thus will not entitle any candidate to claim for regular/permanent employment in NSIC.
3. Candidates are required to go through the full text for advertisement and read all the conditions carefully while applying for the post and should ensure that he/she fulfils the eligibilities and other norms mentioned above as on the cut-off date and that the particulars furnished are correct in all respect. If at any stage of selection, it is detected that a candidate has furnished any incorrect/ false information or has suppressed any material fact(s) to become eligible, his /her candidature will stand automatically cancelled. If any of the above shortcoming(s) is detected even after his / her appointment, his/her services are liable to be terminated without any notice.

4. Application is to be submitted as per the attached format below with documentary proof of education, work experience, last drawn salary etc. Incomplete applications will be rejected.
5. The cut-off date for reckoning age, experience will be the date of advertisement i.e. 27.01.2024.
6. NSIC reserves the right to cancel/ restrict/modify/ alter the process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
7. Candidates must produce the last pay slip from their last served organization.
8. No vigilance case or adverse observation from RBI or from any other regulators should be pending against the candidate identified for appointment as the CCO. Should have a clean track record and unquestionable integrity.
9. Candidate should possess valid email ID and contact number for any necessary communication.
10. Candidature/application is liable for rejection if evidence of age, qualification, experience and pay are not furnished along with application.
11. Incomplete application or applications received beyond the cut-off date will be summarily rejected.
12. NSIC reserves the right to relax/raise the experience, qualification & other qualifying criteria.
All the application forms along with requisite enclosures should reach The National Small Industries Corporation Ltd. office by between 09:30 AM to 06.00 PM. Last date of accepting of application form is **08.02.2024 (latest by 6 P.M.)**.
13. In case of any enquiry/ clarification, relating to the above advertisement please feel free to contact at Number 011-26926275 (Monday to Friday 09:30 AM to 06.00 PM).



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Application for engagement of Consultant as Chief Compliance Officer (CCO)
(Retired Govt. Officer) against Advertisement No. _____
dated _____

Please affix
photo with
signature
across

1. Name in full (in Block Letters): _____
2. Father's Name: _____
3. Date of Birth: day___Month,_____Year _
4. Age as on (last date of Advt. i.e. _____):
5. Category (Gen/OBC-NCL*/ SC/ST): (*NCL-Non-Creamy Layer)_____
6. Religion: _____
7. Correspondence Address _____
(In Block letters with PIN)_____
8. Permanent Address:_____
9. Contact Mobile No.:_____
10. Email Address (indicate clearly):_____
11. Last Basic Drawn_____
- Last DA Drawn:_____
12. **Qualification:** (Give information for Matriculation, +2 level, Graduation and Professional qualification only in chronological order) (May attach additional sheet in the same format, if space below is insufficient):

Exam Passed	Year of Passing	Name of Board / University /Institute	Percentage of marks obtained

13. Work Experience: In chronological order (attach separate sheet in the same format. If required). **(May also attach bio data with details of experience, if desired by candidate)**

Post and Scale of pay	Name & Full Address of Employer	From	To	Total duration (in Years & Months)	Brief nature of assignment

14. Undertaken work that best illustrates the capability to handle the proposed task:

- a) Name of Assignment :
- b) Year :
- c) Location :
- d) Employer :
- e) Main Assignment features :
- f) Positions held :
- g) Activities Performed :

Signature of the Applicant

Declaration:

I declare that I have read the detailed advertisement and terms & conditions uploaded on NSIC's website very carefully. The information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed. No vigilance case or adverse observation from RBI or from any other regulators against me is pending. I understand that if it is found that I have concealed any information or have provided the working information my candidature is liable to be cancelled/ service is liable to be terminated forthwith without any notice.

Place:

Signature of the Applicant

Date:

Note:(i) Attach duly self-attested relevant certificates w.r.t. educational, professional qualification and experience.

(ii) Vigilance clearance shall be obtained in r/o candidate engaged from his/ her departments