

INTERVIEW CALL LETTER

SIC/PERS.I/1(567)/18

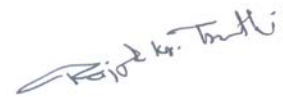
Date: 09.01.2018

Dear Candidate,

With reference to your application in response to our advertisements dated 26.11.2016 / 01.07.2017 in Employment News for the post of **Deputy Manager (Finance & Accounts)**, you are requested to appear before the Selection Board **for Interview as per the Schedule displayed under Careers section of our website www.nsic.co.in**.

Kindly make sure that you bring the following documents **IN ORIGINAL along-with one set of photocopy (self-attested)** at the time of Interview:-

1.	Caste Certificate in r/o SC/ST candidates.
2.	OBC Certificate issued by the competent authority in r/o OBC candidates. It may be noted that the OBC Certificate should mention the following points:- i. Appointment for the posts under Government of India and Resolution of Ministry of Welfare, Government of India published in Gazette of India. ii. Clause of belonging to non-creamy layer and iii. Issued in the year 2016 or 2017.
3.	Persons with Disability Certificate issued by the competent authority specifying the category & percentage of disability in the format prescribed by Government of India.
4.	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, in case of married women who have changed their surnames after marriage, Marriage Registration Certificate / Affidavit is required.
5.	Class 10 th Certificate/Mark Sheet or Class 10 th School Leaving/Transfer Certificate as proof of Date of Birth.
6.	Certificates and Mark-sheets of Class 12 th .
7.	Graduation Degree / Provisional certificate of Graduation and Mark-sheets of all years/semesters. Consolidated Mark-sheets will be considered only if the marks obtained in the previous year(s)/semesters are indicated therein. If subject codes are mentioned in the Mark-sheet(s), document(s) i.e. Prospectus or Certificate issued by Institute / University should be produced which mentions full name of the subjects against the subject codes.
8.	Certificates and Mark-sheets of all groups in case of CA/ICWA(CMA).
9.	Degrees/Diplomas/Provisional certificate of Masters/Post Graduation courses and Mark-sheets of all years/semesters. Consolidated Mark-sheets will be considered only if the marks obtained in the previous year(s)/semesters are indicated therein. If subject codes are mentioned in the Mark-sheet(s), document(s) i.e. Prospectus or Certificate issued by Institute / University should be produced which mentions full name of the subjects against the subject codes.
10.	Candidates presently serving in Government / Semi Govt. Departments / Autonomous Departments including PSEs/Banks etc. should bring ' No Objection Certificate ' to attend the Interview. The candidate has to submit only the original 'No Objection Certificate' issued by the employer organization at the time of document verification. It may be noted that scanned, photocopy or downloaded copy will not be accepted.
11.	Identity Proof i.e. Aadhaar Card / Passport / Voter Card / Driving License / PAN Card
12.	Two recent passport size color photographs, preferably the same as given in the Application Form.



(Rajesh Kumar Tripathi)
General Manager (HR)

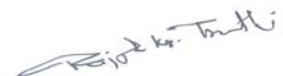
13.	<p>(A) The following documents will be considered as Salaried Experience:</p> <ul style="list-style-type: none">• Service Certificate indicating the start and end of employment period with the particular organization(s), Or• Documents showing the start and end date of Article-ship / Practical Training period in case of CA/ICWA(CMA), Or• Appointment Letter(s) / Offer Letter(s) (all pages) issued and signed by the employer organization(s) ALONG-WITH: Relieving Letter issued and signed by the employer or Resignation Letter submitted by the candidate and duly received / acknowledged by the employer (duly signed and stamped by the employer) or Salary Slip of the last working month (duly signed and stamped by the employer). <p>IMPORTANT: In case of digital signature or computer generated documents/slips or e-mailed documents (including trail e-mails) in r/o the above mentioned documents, the document(s) will be considered only if they are duly stamped and signed by the employer.</p> <p>(B) The following documents will be considered as Experience if the candidate is working as a Partner / Proprietor / Free-lancer / Self-employed:</p> <ul style="list-style-type: none">• Income Tax Returns of the said period, and• 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, and• Bank statements duly stamped and signed by the Bank Branch Manager indicating the payments received for the services rendered. <p>Note:</p> <ol style="list-style-type: none">1) 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 should produce documentary proof of the same.2) Apart from the documents mentioned above, no other document(s) will be considered as a proof of experience.
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YOU MAY PLEASE NOTE THAT IF YOU COME FOR INTERVIEW WITHOUT THE AFORESAID DOCUMENTS, IT WILL BE SOLELY AT YOUR OWN COST, RISK AND RESPONSIBILITY AND YOU WILL NOT BE ALLOWED TO APPEAR BEFORE THE SELECTION BOARD FOR INTERVIEW. FURTHER, IT MAY BE NOTED THAT NO FACILITY WILL BE PROVIDED FOR INTERNET ACCESS/PHOTOCOPY/PRINTER AT THE INTERVIEW VENUE.

No TA/DA will be paid for attending the interview. However, reimbursement of To and Fro TA fare (on production of original tickets) by AC-III tier (other than Rajdhani) by shortest train route from place of residence to place of interview only on attending interview will be made **only to those SC/ST/PwD candidates who are not working in any Govt./Semi-Govt./ Banks/PSUs/ Local bodies etc.** The Interviews are expected to continue late in the evening, hence candidates are advised to make their travel arrangements accordingly.

For more information on NSIC, please visit us at www.nsic.co.in or email at hrm@nsic.co.in. Looking forward to see you.

Yours sincerely



(Rajesh Kumar Tripathi)
General Manager (HR)