

 <p>एन एस आई सी NSIC</p>	THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED (A Government of India Enterprise) Corporate Identification No. U74140DL1955GOI002481 Advt. No. NSIC/HR/17/2025	 <p>Azadi Ka Amrit Mahotsav</p>
<p>The National Small Industries Corporation Ltd. (The premier Mini-Ratna Government of India Enterprise under Ministry of Micro, Small and Medium Enterprises) invites applications from Professionals with suitable domain expertise to be engaged as Civil Engineer (on contract basis) in the Corporation and/or its subsidiaries.</p> <p>The last date of receiving the applications is 03.12.2025 (upto 06.00 P.M.). Detailed Job Description, Terms & Conditions and Application Form are given below</p>		

I. Eligibility Criteria and Key Responsibilities:

1.	Job Title	Civil Engineer (On Contract basis)
2.	No. of Posts	02 (Two) Contractual
3.	Qualification	Essential: First Class B.E. / B.Tech degree with 60% marks in Civil Engineering from recognized University or Institution.
4.	Post Qualification Experience	02 (Two) Years
5.	Required Skills & Experience	Required Skills and Experience : <ul style="list-style-type: none"> • Experience in carrying out Construction/Maintenance of building /STPs, WTPs • Preparation of preliminary estimates, detailed estimate, tender documents, contract management • Having basic knowledge of building bye-laws, Green Building etc. • Liaisoning with various stakeholders such as architects/statutory bodies. • Monitoring and inspecting works awarded to the contractors, administering contracts, managing projects, inspecting properties to check structural stability. Preferred Experience : <ul style="list-style-type: none"> • Should preferably have basic knowledge of computer aided designs and analysis of various types of structures. • Knowledge of STAAD PRO, ETABS, SAFE software etc., and knowledge of AUTOCAD/REVIT/BIM for drawing preparations preferable.
6.	Key Roles & Responsibilities	The appointed contract Engineer (Civil) shall work within organisation to support various construction and maintenance activities which shall include following among other responsibilities assigned time to time:

		<ul style="list-style-type: none"> • Verifying GFC drawings vs. site conditions; report deviations. • Cross-check BOQ with drawings; flag errors. • Ensure contractor submits statutory/contractual documents. • Confirm site lab, staff, and material storage/quality compliance. • Maintain site records and conduct material/workmanship tests. • Perform audits, ensure labour compliance. • Take measurements, submit Running Account bills. • Process contractor submissions (rates, claims, extensions). • Draft Issue notices on progress, staff, lab; track deviations. • Inspect works, issue completion certificates. • Submit final bill and claims review. • Ensure site cleanup and formal handover with notes, warranties, O&M manuals. • Address defects during liability period; issue rectification notices. • Arrange maintenance certificate, refund deposits, submit guarantee bonds. • Furnish indexed records for legal/arbitration reference. <p>The Civil Engineer should possess a deep knowledge of construction practices, infrastructure development, and regulatory compliance. S/he is expected to assess and identify technical challenges and opportunities at project sites and recommend solutions in the interest of timely and quality execution.</p> <p>The selected Civil Engineer shall work for the Corporation on project planning and execution strategy, ensure adherence to engineering standards, provide insights on material and design efficiency, and help explore or create opportunities for sustainable development of the Corporation or any other role as may be assigned.</p>
7.	Age Limit	Should be below 31 years of age as on date of Advertisement.
8.	Tenure	Contractual tenure for an initial tenure of 3 years with periodic performance review. The Contract may be further extended depending upon organizational requirement prevailing at the time of completion..
9.	Remuneration	Rs. 50,000/- per month (inclusive of Provident Fund and other admissible benefits) with 10% annual increment in consolidated remuneration upon successful completion of one year of service, conditional upon performance as appraised by designated Controlling Officer.
10.	Place of Posting	New Delhi

11.	Last Date for receipt of application in NSIC	03.12.2025 (6.00 PM)
12.	Email Address for application and future communication	Interested candidates may please send a scanned copy of their application (alongwith enclosures) duly filled in the prescribed format (with a colour pp photo and duly signed at <u>hrm@nsic.co.in</u>)

III **Terms & Conditions**

- a) The Candidates short-listed will be called for interaction / interview by Selection Committee.
- b) The engagement will purely be on Contractual basis. Official time of duty shall be 9.30 a.m. to 6.00 p.m.
- c) The position is on full-time basis and the incumbent shall not be permitted to take up any other assignment during the period of engagement in other Company.
- d) The engagement can be terminated by the Company at any time without assigning any reason thereof by giving 30 (Thirty) days' notice or compensation in lieu thereof. However, in case applicant wishes to resign, he/ she will have to give 30 days' advance notice or remuneration in lieu thereof before terminating the engagement.

IV **Other Terms & Conditions**

- a) **Posting on Engagement** - The place of posting shall be New Delhi. However, the candidate understands that the organization has All India transfer liability.
- b) **Secrecy** - The applicant 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 applicant 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.
- c) **Tax** – The compensation is subject to the applicable Income Tax.
- d) **Other Allowances** - He/She will not be entitled to any benefit or compensation available to the regular employees of NSIC.

- e) **Reporting Relationships** - During course of their engagement, the applicant 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/HoDs/Reporting Officer as the case may be. They shall honestly, diligently and faithfully serve the Company and use utmost endeavour to promote the interest of the Company.
- f) **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.
- g) **Termination of Contract** - The Competent Authority reserves the right to terminate the contract, by giving 30 days' notice or 30 days compensation in lieu thereof to the applicant without assigning any reasons.
- h) **Joining on appointment** - The applicant 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.
- i) **Conflict of Interest** - The applicant 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.
- j) **Vigilance clearance** shall be obtained in r/o candidate engaged from Government Departments from his / her previous departments / organizations as per internal policy. In absence of the same, due antecedent check/police verification may be required to be done.

V. How to apply

1. The selection shall be made by the "Selection Committee" duly constituted for this purpose at NSIC through an interaction / personal interview of the eligible candidates.
2. Along with application duly self-attested detailed resume and relevant certificates w.r.t. educational, professional qualification and experience must be enclosed.
3. The application alongwith the relevant documents may be sent on or before 03.12.2025 by post or on email: **hrm@nsic.co.in** to :

Deputy General Manager (HRMV)
National Small Industries Corporation Limited
(A Government of India Enterprise)
NSIC Bhawan, Okhla Industrial Estate,
New Delhi-110020
Tel: 011-26926275

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

Applications from Professionals with suitable domain expertise to be engaged as Civil Engineer (On Contract Basis) in the Corporation and/or its subsidiaries.

Please attach
passport size
photograph

1. Name (Mr. / Mrs. / Ms.) : _____
2. Gender (Male/Female) : _____
3. Date of Birth (DD/MM/YY) : _____
4. Qualification : _____
5. PAN/AADHAR No. : _____
6. Languages Known : (a)_____ (b)_____ (c)_____ (d)_____
7. Correspondence Address : _____

District: _____,

State:_____ PIN_____

8. Telephone Number : +91- (STD_____)-_____
9. Mobile Number : +91- _____
10. Email : _____@_____

11. Details with experience:

#	Name of the organization	Position held (Designation)	Scale of pay / Level	Period		Job description
				From	To	

(Please attach separate sheet for experience, job description etc., if any, as annexure)

12. Two References:

1. _____ 2. _____

I hereby certify that the information furnished by me is correct and I am eligible for the said engagement.

Signature

(Name) _____

Date:

Place:

Note:

Attach duly self-attested detailed resume and relevant certificates w.r.t. educational, professional qualification and experience.