राष्ट्रीय लघु उद्योग निगम लिमिटेड
(भारत सरकार का उपक्रम)
THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
NSIC Bhawan, Okhla Industrial Estate, Phase-III, New Delhi-110020

Dated: 01.05.2025

NOTICE

Subject: Schedule of Interview against Special Recruitment Drive for SC, ST, OBC (including PwBD) against Advt. No. NSIC/HR/13/2025, dated 08.02.2025 for the post of Deputy General Manager (Finance & Accounts) (E-4 Level) and Chief Manager (Finance & Accounts) (E-3 Level)

With reference to aforesaid advertisement, the Interview for the post of Deputy General Manager (Finance & Accounts) and Chief Manager (Finance & Accounts) shall be held at **Conference Hall of NSIC Business Park, Okhla Industrial Estate, New Delhi-110020, Gate No.3, (Opposite NSIC Okhla Metro Station)**. **Accordingly**, following short-listed candidates are advised to **report for verification of documents and Interview at 9:30 AM on 09.05.2025,** as per details below:-

I. Interview on 09.05.2025 (Friday)

#	Application Number	Cat.	For the post of
1.	NSIC-2025-004-007-0049	SC	Deputy General Manager (Finance & Accounts) against Advt. No. Advt. No. NSIC/HR/13/2025 dated 08.02.2025- Special Recruitment Drive for SC, ST, OBC (including PwBD)
2.	NSIC-2025-004-007-0262	SC	

II. Interview on 09.05.2025 (Friday)

#	Application Number	Cat.	For the post of
1.	NSIC-2025-006-008-0075	OBC	Chief Manager (Finance & Accounts) against Advt. No. Advt. No. NSIC/HR/13/2025 dated 08.02.2025- Special Recruitment Drive for SC, ST, OBC (including PwBD)

1. **Details of above advertisement and guidelines are available on NSIC website: www.nsic.co.in career section (Archive). Therefore, before appearing for the Interview for the post applied for, the candidates should ensure that he / she fulfils the eligibility criteria and other norms mentioned in the said advertisements. The above short-listed candidates, subject to verification of documents and fulfilling eligibility norms as mentioned in the said advertisements and on submission of required documents (already informed to the candidates through NSIC on-line recruitment portal) shall be allowed to attend the Interview**.

2. Further, candidates are advised to bring **ORIGINAL CERTIFICATES** and **ONE SET OF PHOTO COPIES** of the following documents duly self-attested for verification of the documents:-

   1. Aadhaar Card (both side)
   2. PAN card
   3. Name as mentioned in Class X Certificate / Mark sheet OR Class X School Leaving / Transfer Certificate (In case of change of name / surname, Gazette notification / national news-paper clipping along –with Affidavit indicating the previous and the changed name /surname).
   4. Class X Certificate / School Leaving Certificate as proof of Date of Birth
   5. B.Com / CA / CMA / MBA Degree
   6. Mark-sheet of all years / semesters or consolidated mark-sheet of all years / semesters B.Com all years of CA / CMA / MBA.
   7. Specialization certificate in r/o MBA from University / Institution.

8. Salary slips / salary certificate of last two years
9. Proof of drawing one scale below for the post applied for (last two years) in r/o candidates from Govt. sector.
10. Experience certificates including appointment letters (from .... To.....)
11. No Objection Certificate in r/o candidates from CPSEs / Bank / Govt. / Autonomous bodies etc.
12. Candidates claiming reservation for SCs/ STs / OBCs / EWS / PwBD should submit SC/ST/OBC/EWS/PwBD certificate issued by a Competent Authority in the format prescribed by Government of India".
    (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 with the Application Form and also at the time of Interview).
13. In case of OBC candidate, the OBC certificate should have clear mention of candidate belonging to Non-Creamy Layer (NCL) as on date of issue of certificate. Further, the OBC Certificate should have been issued within the year 2025, but before the last of date of on-line filled application.
14. The candidates seeking reservation as OBC, in addition to the OBC certificate issued by the Competent Authority, should also submit a declaration in prescribed format (Attached as **Annexure-I**).
15. Certificate w.r.t. proof of conversion of CGPA to percentage.
16. Further, two latest passport size photographs may also be submitted.

3. It is also informed that **Outstation candidates belonging to SC / ST category** and not working as permanent employee in any Government / Semi-Government / Banks / PSUs / Local Bodies etc. will be reimbursed To and Fro rail fare of **IIIrd AC** (other than Rajdhani) by train shortest route on production of documentary evidence of the journey performed only on attending the Interview.

4. Candidates working in Government / Semi-Government / PSU / Banks / Local Bodies etc. are required to produce "**NO OBJECTION CERTIFICATE**", at the time of Interview.

5. **Candidates may please note that in case any candidate appears for verification of documents and interview without ORIGINAL documents (and one set of photocopies), as mentioned above, will be summarily rejected & will not be allowed to appear before the selection board for Interview. Responsibility for the same will solely lie on him / her at their own cost and risk.**

(Yogesh Kumar Bindal)
Deputy General Manager (HRM)
Tel: 011-26926275

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Annexure-I

The candidates seeking reservation as OBC, in addition to the OBC certificate issued by the Competent Authority, should also submit a declaration in the following format:

I, _____ son / daughter of Shri_____ resident of village / town / city _____district_____ stat_____ hereby declare that I belong to the _____community, which is recognized as a backward class by Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT), dated 8-9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993."