

**Advt. No. NSIC/HR/E-0/AM/2/2023**



**THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED**  
**(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 from Indian citizens for the post of **Assistant Manager (E-0 Level)** for regular appointment in the IDA Pay Scale of Rs.30,000-1,20,000/- in the functional areas of Finance & Accounts (19 posts), Human Resource (02 posts), Business Development (21 posts), Technology (05 posts), Law and Recovery (02 posts), Company Secretary (01 post), Rajbhasha (01 post):

|   |   |  |
|---|---|--|
| <b>Total No. of vacancies</b>   | : | <b>51 Nos. (07-SC, 04-ST, 13-OBC, 05-EWS and 22-UR) including 02 Nos. for Persons with Benchmark Disability (PwBD)</b> |
| <b>Upper age limit<br/>As on 29.09.2023</b>                                       | : | 28 years for General   |
| <b>Age relaxation</b>   | : | Age relaxation to SC, ST, OBC and PwBD as per Govt. Rules.   |
| <b>Last date of filling of<br/>Online application</b>                             | : | 29.09.2023 (upto 6.00 PM)  |
| <b>Last date of receipt of the<br/>print out of Online filled<br/>application</b> | : | 06.10.2023 (upto 6.00 PM)  |

**(i) FUNCTIONAL AREA: FINANCE AND ACCOUNTS, No. of Vacancies 19 (02-SC, 01-ST, 05-OBC, 01-EWS and 10-UR including 01 PwBD), Call for Interview through Written Exam**

|   |   |  |
|---|---|--|
| <b>Qualifications</b>                   | : | Chartered Accountant (CA's)/ CMA's (ICWA's)<br>or<br>First Class Graduate in Commerce with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) along with Two years full time regular MBA (First Class with minimum 60% marks, 5% relaxation in marks to SC/ST/PwBD) - with specialization in Finance from a recognized university or institution. |
| <b>Experience</b>                       | : | Nil  |
| <b>Upper Age Limit as on 29.09.2023</b> | : | 28 years.  |
|   |   |  |

**(ii) FUNCTIONAL AREA: HUMAN RESOURCE, No. of vacancies 02 (01-EWS & 01-UR), Call for interview through Written Exam**

|   |   |   |
|---|---|---|
| <b>Qualifications</b>                   | : | First class Bachelor Degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) and Two years full time regular MBA (First Class with 60% marks, 5% relaxation in marks to SC/ST/PwBD) with specialization in HRM/HRD/PM&IR/Labour Welfare, from a recognized university or institution. |
| <b>Experience</b>                       | : | Nil   |
| <b>Upper Age Limit as on 29.09.2023</b> | : | 28 years.   |

**(iii) FUNCTIONAL AREA: BUSINESS DEVELOPMENT, No. of vacancies: 21 (03-SC, 02-ST, 05-OBC, 02-EWS and 09 UR including 01 for PwBD) Call for Interview through Written Exam**

|   |   |   |
|---|---|---|
| <b>Qualifications</b>                   | : | First class Graduate with 60% marks (with 5% relaxation in marks to SC/ST/PwBD) and with Two years full time regular MBA (First Class with minimum 60% marks, 5% relaxation in marks to SC/ST/PwBD) - with specialization in Marketing from a recognized University or institution. |
| <b>Experience</b>                       | : | Nil   |
| <b>Upper Age Limit as on 29.09.2023</b> | : | 28 years.   |

(iv) **FUNCTIONAL AREA: TECHNOLOGY, No. of vacancies: 05 (01-SC, 01-ST, 01-OBC and 02-UR) Call for Interview through Latest Gate Score only**

|   |   |  |
|---|---|--|
| <b>Qualifications</b>                   | : | First class 4 years full time regular B.E. / B. Tech degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) in Mechanical, Civil, Electrical & Electronics, Electrical, Electronics & Communication, Computer Science & Engg., Information Technology or combination thereof from a recognized University or institution. Only GATE qualified candidates shall apply. Latest GATE score available (not older than two years) shall be considered. |
| <b>Experience</b>                       | : | Nil  |
| <b>Upper Age Limit as on 29.09.2023</b> | : | 28 years.  |

(v) **FUNCTIONAL AREA: LAW & RECOVERY, No. of vacancies: 02 (01-SC and 01-EWS) Call for Interview through Written Exam**

|   |   |  |
|---|---|--|
| <b>Qualifications</b>                   | : | First class full time regular Graduate with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) with First class full time regular LL.B degree or First class full time regular Five Years Integrated Law degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) from a recognized University or institution. |
| <b>Experience</b>                       | : | Nil  |
| <b>Upper Age Limit as on 29.09.2023</b> | : | 28 years.  |

(vi) **FUNCTIONAL AREA: COMPANY SECRETARY, No. of vacancy 01-OBC, Call for Interview through Written Exam**

|   |   |   |
|---|---|---|
| <b>Qualifications</b>                   | : | First Class full time regular Graduate with minimum 60% marks ( 5% relaxation in marks to SC/ST/PwBD) and with Member of Institute of Company Secretary |
| <b>Experience</b>                       | : | Nil   |
| <b>Upper Age Limit as on 29.09.2023</b> | : | 28 years  |

(vii) **राजभाषा विभाग (RAJBHASHA VIBHAG), No. of vacancy: 01-OBC. (Call for Interview through UGC-Net Score)**

|   |   |   |
|---|---|---|
| <b>Induction Level</b>                  | : | <b>सहायक प्रबन्धक / राजभाषा अधिकारी (Asstt. Manager / Rajbhasha Adhikari) (E-0)</b>   |
| <b>Qualifications</b>                   | : | <p>First class full time regular Post Graduate degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) from recognized university / Institution in Hindi with English as compulsory or elective subject at Graduate level. Only UGC-NET qualified candidates shall apply. Latest UGC-NET score available (not older than two years) shall be considered.</p> <p><b>OR</b></p> <p>First class full time regular Post Graduate degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) from recognized University / Institution in English with Hindi as compulsory or elective subject at Graduate level</p> <p><b>AND</b></p> <p>One year Diploma / Certificate course in translation from English to Hindi and vice versa from any recognized University / Institution OR three months full time training on translation from Central Translation Bureau.</p> <p>Preference will be given to the candidates having experience In organizing Hindi workshops, trainings and seminars on progressive use of Hindi.</p> |
| <b>Experience</b>                       | : | <b>Nil</b>  |
| <b>Upper Age Limit as on 29.09.2023</b> | : | 28 years.   |

## **DETAILED GUIDELINES**

### **I. SELECTION PROCESS**

1. The selection process shall consist of Written Test (wherever specified) and Personal Interview of shortlisted candidates (Weightage for Written test- 70% and for Personal interview - 30%)
2. Minimum qualifying marks in the written test will be 50% (relaxable upto 5% for SC/ST/PwBD). However, for the functional area of Technology (GATE Score) and Rajbhasha (UGC-NET Score) latest rank available (not older than two years) shall be considered for call for interview.
3. The Written Test shall comprise of 100 Marks consisting of 100 Multiple Choice Questions on the following: -

|      |   |              |          |
|------|---|--------------|----------|
| i.   | Quantitative Aptitude   | 10 Questions | 10 Marks |
| ii.  | Reasoning Ability   | 10 Questions | 10 Marks |
| iii. | General English   | 10 Questions | 10 Marks |
| iv.  | General Awareness   | 10 Questions | 10 Marks |
| v.   | Core area of subject i.e. Marketing, Finance & Accounts, etc. | 60 Questions | 60 Marks |

4. The Questions in the Written Test will be of Multiple-Choice Questions (MCQs) and each will carry equal 01 Mark for correct answer with 0.50 negative marking for each wrong answer. The question paper will be 60 minutes duration. The written Test will be conducted by NSIC through Government Agency.
5. The maximum ceiling of candidates to be called for Interview will be not more than five times of number of posts advertised. However, the Management reserves the right to devise its criteria (including to raise the minimum eligibility standards/ criteria) to restrict the number of candidates to be called for Personal Interview.
6. The decision of Management regarding eligibility, interview and selection will be final and binding on the candidates and no correspondence what so ever will be entertained in this regard.
7. The selected candidate will be liable to work/posted in any of NSIC offices/Technical Centres all over India.

### **II. COMPENSATION PACKAGE**

1. Compensation package includes Basic pay, Industrial DA, HRA, Perquisites and Allowances as per cafeteria approach, EPF, Gratuity etc. In addition, Performance Related Pay will be applicable, as admissible and as per Rules of the Corporation.
2. The Corporation also has in place the policy relating to House Building Advance, Vehicle Advance, Computer Advance, Medical facilities for self and dependents (under cafeteria approach), PF , Gratuity, Superannuation Pension Scheme and Leave encashment.

### **III. HOW TO APPLY**

|   |   |
|---|---|
| 1 | The candidate needs to apply Online through the CAREER section of <a href="http://www.nsic.co.in">www.nsic.co.in</a> . The online application link will be active w.e.f. <b>04.09.2023</b> .  |
| 2 | <p>The process of filling up the Online Application Form is in 4 stages :-</p> <p><b><u>Stage 1 :</u></b></p> <p>a) Fill the Name and email ID.<br/>b) An email verification will be received on given email ID. On successful verification email ID applicant will be able to log in to recruitment portal<br/>c) Basic details has to be filled<br/>d) Email ID can be used for logging into the system for filling up the Application Form.</p> <p><b><u>Stage 2:</u></b><br/>Upload passport size photograph and signature. The photograph should be in color with a white background and should be recent one. The photograph and signature should be in JPEG format and less than 100kb in size.</p> <p><b>Stage 3</b><br/>Make payment of application fees through NEFT, as applicable.</p> <p><b>Stage 4:</b><br/>Finally an Application Number for the post applied for, will be issued which has to be kept for all future references.</p> <p>The Application Number will be sent to your registered mobile number via SMS / Email.</p> |
| 3 | <p><b>Candidates should ensure the following, while filling up the Online Application Form:</b></p> <p>a. The first name, middle name and surname shall be filled in the Application Form.</p> <p>b. The online Application Form should be filled in all respect as incomplete Application Form will not let the candidate move forward to next stage.</p> <p>c. The candidates are advised to keep all the documents ready along with Payment details while filling up the online Application Form.</p> <p>d. The date of declaration of result or issuance of mark-sheet/Degree/Certificate, whichever is earlier, shall deemed to be the date of acquiring the qualification.</p> <p>e. No abbreviations have to be used, wherever indicated, otherwise liable for rejection.</p>  |

|   |  |
|---|--|
|   | <p>f. Wherever grades e.g. CGPA/OGPA/DGPA are awarded (in respect of Qualifications), the following methods will be adopted for conversion to equivalent percentage of marks:</p> <p>i) The conversion of CGPA/OGPA/DGPA to % of marks would be based on the procedures certified by the University/Institute from where they have obtained the qualifying Degree. Documents like Mark Sheet / Final or Provisional Degree/Letter issued by Competent Authority of the respective University / Institute will be considered for ascertaining the CGPA/OGPA/DGPA to % conversion criteria.</p> <p>ii) In case Mark Sheet / Final or Provisional Degree / Letter issued by Competent Authority of the respective University / Institute <b>does not</b> indicate % of marks or have any criteria for converting CGPA/OGPA/DGPA into equivalent % of marks, the equivalence would be established by dividing the candidates CGPA/OGPA/DGPA by the maximum possible CGPA/OGPA/DGPA and multiplying the result with 100.</p>  |
| 4 | <p>After the Application Number is generated, the candidate shall take the print-out of the same in A-4 size paper, put his/her signature where indicated.</p>   |
| 5 | <p>The copy of the following self- attested documents have to be necessarily enclosed with the print of the Online filled Application Form:</p> <p>a. Name as mentioned in Class X Certificate / Mark sheet OR Class X School Leaving / Transfer Certificate.</p> <p>In case of change of name / surname, Gazette notification / national newspaper clipping along –with Affidavit indicating the previous and the changed name /surname.</p> <p>b. Class X Certificate / School Leaving Certificate as proof of Date of Birth</p> <p>c. 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”.</p> <p>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 2023, but before the last of date of on-line filled application.</p> <p><b>Note :-</b></p> <p>(1) The OBC candidate belonging to Creamy Layer (as mentioned in the OBC Certificate) will not be eligible for any benefit of reservation and will be considered as a General candidate.</p> |

|   |  |
|---|--|
|   | <p>(2) 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:</p> <p>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.”</p> |
|   | <p>d. Passing Certificate / Degree and Mark sheets of educational and professional qualification(s).</p> <p>e. Proof of norms adopted by the University / Institute to convert CGPA / OGPA / DGPA into percentage.</p>   |
| 6 | <p>The 10 years in age and the requirement of First Class for Graduation and/ Post-Graduation prescribed for the direct recruits is relaxable for Departmental employees, who are applying against the Direct Recruitment Posts.</p>   |
| 7 | <p>Application Fees of <b>Rs.1500/-per application</b> has to be paid through NEFT as per details below:</p> <p style="text-align: center;"><b>A/c No. 0602002100320118</b><br/> <b>IFSC: PUNB0060200</b><br/> <b>Name: NSIC LTD</b><br/> <b>Address: NSIC BHAWAN, OKHLA INDUSTRIAL ESTATE</b><br/> <b>NEW DELHI-110020</b></p> <p>However, <b>No Application Fees FOR SC/ST/PwBD/Women candidates and Departmental candidates.</b> The Application Fees is non-refundable and no other mode of payment will be accepted.</p> <p><b>Applications without APPLICATION FEES will be straightaway rejected.</b></p>   |
| 8 | <p>The print-out of the Online filled Application Form along with the necessary documents given at point 5 above has to be sent by Ordinary Post/ Registered Post/ Speed Post/Courier / By Hand to:</p> <p><b>Senior General Manager – Human Resources</b><br/> <b>The National Small Industries Corporation Limited</b><br/> <b>“NSIC Bhawan”</b><br/> <b>Okhla Industrial Estate</b><br/> <b>New Delhi-110020</b><br/> <b>Tel: 011-26926275</b></p>  |
| 9 | <p>The <b>last date of receipt of Print out of Online Application (Hard copy)</b> at above address is <b>06.10.2023 upto 6:00 p.m.</b> Applications received after 6:00 p.m. will not be considered.</p>   |



#### **IV. GENERAL INFORMATION AND INSTRUCTIONS**

|    |  |
|----|--|
| 1  | Selected candidate shall be liable to serve the Corporation anywhere in India /abroad where the Corporation may have business interests.   |
| 2  | Transfer and Promotion policy shall be applicable for the new recruit as applicable at the time of their promotion.  |
| 3  | Before applying, the candidate should ensure that she / he fulfills the eligibility criteria and other norms mentioned in this advertisement.  |
| 4  | One candidate can apply for one post only.   |
| 5  | The mere fact that a candidate has filled the Online Application Form and has been given the Application Number, would not bestow on her/him the right to be definitely called for Interview/considered further for selection process.   |
| 6  | The eligibility w.r.t. Upper age limit, Qualification and Experience will be determined from the closing date of submission of on-line filled application i.e. <b>29.09.2023</b> .   |
| 7  | University means University incorporated by an Act of the Central or State Legislature in India or other Educational Institutions established by an Act of Parliament or declared to be deemed as Universities under Section 3 of the University Grants Commission Act, 1956.  |
| 8  | The candidates should note that the details provided by them in their Online filled Application Form are taken on their face value and the onus of proving the correctness and authenticity of the same as and when required lies with the applicant. During the recruitment process, if any information as submitted in the Online filled Application Form is found to be false / concealment of facts, the candidature is liable to be rejected. In case of selection of the candidate and subsequent joining the services of the Corporation, if any information as submitted in the application is found to be false/concealment of facts, she / he will be discharged from the services of the Corporation during the probation period and after closure of the probation period, her / his services will be liable to be terminated. In case, any document submitted by the candidate is found to be fake, twice the salary including all allowances, perks etc. paid shall be recovered. Suitable legal action shall also be initiated. |
| 9  | Application Fees is non-refundable even if the candidature is rejected for any reason and not shortlisted for interview.   |
| 10 | 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 Personal Interview, if called for the same.  |

|    |   |
|----|---|
| 11 | 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 <b>To and Fro</b> 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. |
| 12 | Candidates working in Government / Semi-Government / PSU / Banks / Local Bodies etc. are required to produce "NO OBJECTION CERTIFICATE", at the time of Interview.  |
| 13 | Any canvassing, directly or indirectly, by the applicant will disqualify her/his candidature.   |
| 14 | Management reserves the right to reject the incomplete application without requisite documents / certificates.  |
| 15 | Management reserves the right to Cancel/Restrict/Enlarge/Modify/Alter the Recruitment / Selection process, if need so arises, without issuing any further notice or assigning any reason there of and no correspondence what so ever will be entertained in this regard.  |
| 16 | Management reserves the right to call for any additional documentary evidence in support of eligibility criteria, if need be.   |
| 17 | Management reserves the right to fill up all the posts based on suitability OR increase / decrease the number of posts to be filled up OR cancel any post OR even cancel the whole process of Recruitment without assigning any reason and no correspondence will be entertained in this regard.  |
| 18 | Legal jurisdiction will be NCT of Delhi in case of any cause/dispute.   |
| 19 | Any further information, corrigendum / addendum in respect of the above advertisement shall be made available only on our official <b>website www.nsic.co.in</b> UNDERHEAD: <b>CAREERS</b> . No further press advertisement will be given. Hence prospective applicants are advised to visit NSIC website regularly for above purpose.                                    |
| 20 | NSIC will not be held responsible for :- <ul style="list-style-type: none"> <li>• Any bounce of e-mail</li> <li>• Loss of call letter sent due to invalid or wrong e-mail ID/ wrong postal address/ postal delays / loss in transit etc.</li> </ul>   |