



**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 from Professionals / Retired officials of Central Government / PSUs with suitable domain expertise to be engaged as Consultants on consolidated monthly remuneration basis.

The last date of receiving the applications is **09.08.2023**. Detailed Job Description, Terms & Conditions and Application Form are given below.



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

**Engagement of Consultants**

**I. For Corporate Planning**

|    |                  |   |
|----|------------------|---|
| a) | Age              | Below 65 years  |
| b) | Qualification    | Graduate with MBA   |
| c) | Experience       | 15 years  |
| d) | Job Descriptions | Formulation of strategic business plan of the organization i.e. long term and short term, formulation of new in line with business plan, tracking system of mega trend affecting business, facilitating management review meetings, environmental scanning etc. |

**II. For Corporate Marketing**

|    |                  |   |
|----|------------------|---|
| a) | Age              | Below 45 years  |
| b) | Qualification    | Graduate with MBA   |
| c) | Experience       | 8 to 10 years   |
| d) | Job Descriptions | Handling of social media, coordination with various offices and MSME stakeholders for disseminating the NSIC scheme etc. the person should be able to create engaging content, optimize Company pages and foster interaction amongst the MSME community, so that it enhance the NSIC social media marketing, drive customer engagement, website traffic and revenue growth etc. |

### III. For Contract & Procurement

|    |                  |  |
|----|------------------|--|
| a) | Age              | Below 65 years   |
| b) | Desirable        | Retired person from the Central Government at least Level-11 or above.   |
| c) | Experience       | More than 25 years   |
| d) | Job Descriptions | Thorough knowledge of procurement in a Government organization, framing of Purchase Rules and Procedures in line with the Government guidelines. |

### IV. For Human Resource

|    |                  |   |
|----|------------------|---|
| e) | Age              | Below 65 years  |
| f) | Desirable        | Retired person from the Central Government at least Level-11 or above.  |
| g) | Experience       | More than 25 years  |
| h) | Job Descriptions | Knowledge of Government Rules and regulations w.r.t. HR policies, Maintenance of Reservations Roster / Register, Revamping of HR policies viz. TA/DA Rules, various Advance Rules, handling of Parliament Questions, handling of legal cases / employees grievances on service matters, Promotion policy etc. |

### Terms & Conditions

1. The engagement shall be purely on contractual basis for a period of six months to one year. The engagement period shall be extended based on the performance of the individual and approval of competent authority.
2. The engagement shall be on consolidated remuneration. The Remuneration will be based on the experience, qualification etc.
3. The location shall be at Corporate Office, New Delhi or any other NSIC field Office as deem fit by the management.
4. The applicants so deployed will be entitled for 12 days' leave during one calendar year.
5. The selected candidates once deployed can be dispensed with by the Corporation without assigning any reason after giving 15 days' notice.
6. The performance of such professionals shall be reviewed every month and non-performers would be removed by giving 15 days' notice to the applicant.

7. The selection shall be made by the “Selection Committee” duly constituted for this purpose at NSIC through a personal interview of the eligible candidates at a location to be decided by NSIC.
8. The Job Description given above is indicative & can be changed by the management as per requirement of the Corporation.
9. Along with application duly self-attested relevant certificates w.r.t. educational, professional qualification and experience must be enclosed.
10. Detailed scope of work shall be issued to the selected candidate.
11. Any other work assigned from time to time.
12. The application alongwith the relevant documents may be sent **on or before 09.08.2023 (Upto 06.00 PM)** by post or on email: [hrm@nsic.co.in](mailto:hrm@nsic.co.in) to :

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

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**THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED**  
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**Application for engagement as Consultant for \_\_\_\_\_**

Please attach  
passport size  
photograph

1. Name (Mr. / Mrs. / Ms.) : \_\_\_\_\_
2. Gender (Male/Female) : \_\_\_\_\_
3. Are you from SC/ST category? (Y/N) : \_\_\_\_\_
4. Date of Birth (DD/MM/YY) : \_\_\_\_\_
5. Qualification : \_\_\_\_\_
6. Regional Languages Known : \_\_\_\_\_
7. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_

District: \_\_\_\_\_,

State: \_\_\_\_\_ PIN \_\_\_\_\_

8. Telephone Number : +91- (STD \_\_\_\_\_)- \_\_\_\_\_
9. Mobile Number : +91- \_\_\_\_\_
10. Email : \_\_\_\_\_@\_\_\_\_\_

11. Details with experience as per eligibility criteria : Annexure \_\_\_\_\_  
(Please attach CV as annexure)

13. Date of superannuation/ VRS (if any) : \_\_\_\_\_

14. Designation and scale of pay at the Time of superannuation / VRS: \_\_\_\_\_

15. Whether any penalty was imposed during the service (if so give details): \_\_\_\_\_

16. 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: Please attach duly self-attested relevant certificates w.r.t. educational, professional qualification and experience.**