



**THE NATIONAL SMALL INDUSTRIES CORPORATION TD.**  
**(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 retired officials of NSIC Limited / PSUs / organizations of Central / State Government with suitable experience in the functional area of Employees Provident Fund Trust to be engaged as Consultant (01 No.) on consolidated monthly remuneration on full time basis.

The last date of receiving the applications is **18.04.2024**. Detailed Job Description, Terms & Conditions and Application Form are given below.



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

**Engagement of Retired officials of NSIC Limited / PSUs / organizations of Central / State Government- Consultant (01 No.) for the Functional Area : Employees Provident Fund Trust**

- I. **Qualification:** Minimum CA/ICWA (inter)
- II. **Experience:** Minimum of 25 years of handling EPFO matters.
- III. The Consultant shall be designated as per the last grade /level held by them on the date of their retirement as under: -

<b>IDA Pay scale, 3<sup>rd</sup> PRC Last Drawn</b>	<b>Equivalent CDA Scale, 7<sup>th</sup> CPC</b>	<b>Designation &amp; Consolidated remuneration</b>
Rs. 70,000-2,00,000 (Minimum E-4 level)	Minimum Level 12	Consultant shall be paid consolidated remuneration of Rs.80,000/- per month on full time basis.

**IV. Terms & Conditions – for Engagement Process of Consultants on Full time Basis:**

- 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) Contract period for full time Consultant(s) should initially be for one year or expected assignment completion period whichever is less. However, contract period is further extendable keeping performance, requirement and public interest in view.
- d) The maximum upper age limit for engagement of the Consultant will be 65 years (including period of assignment) keeping in view the good health and level of expertise of the Consultant.
- e) Offer of engagement shall be issued in writing and will clearly specify the Term of Reference (ToR) or tenure of engagement for the estimated duration for a particular assignment/project at corporate level.
- f) The initial engagement of a Consultant will be for a period as given in the Term of Reference (ToR) or one year, whichever is less. After expiry of initial term, engagement may be extended based on the requirement of the Company and performance of the Consultant(s) upto the maximum age of 65 years of Consultant.
- g) The Consultant appointed on full-time basis shall not be permitted to take up any other assignment during the period of engagement in other Company.

- h) The engagement of consultant can be terminated by the Company at any time without assigning any reason thereof by giving 30 (Thirty) days' notice. However, in case Consultant wishes to resign, he/ she will have to give 30 days' advance notice or remuneration in lieu thereof before terminating the engagement. They can resign or can be removed without any specific notice period.

## V. Other Conditions

- a) **Posting on Engagement** – The Consultant can be stationed at any office of the NSIC in India as notified under the terms and conditions of appointment.
- b) **Responsibilities-** The Consultant shall give their suggestions, comments, advice, proposals, remarks etc. in writing under their signature and shall take accountability for the same.
- c) **Secrecy** –The Consultant 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 Consultant 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.

- d) **Tax** – The Income Tax or any other taxes liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Company will issue TDS Certificate.
- e) **Other Allowances-** He will not be entitled to any benefit like Provident / Benevolent Fund or any other kind of compensation available to the regular employees of NSIC.
- f) **Reporting Relationships** – During course of their engagement, the Consultant will employ themselves efficiently, diligently and to the best of their ability shall devote their whole time arid 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 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.

- g) **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.
- h) **Termination of Contract** —The Competent Authority reserves the right to terminate the contract, by giving 30 days' notice to the Consultant without assigning any reasons.
- i) **Joining on appointment** — The Consultant 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.
- j) **Conflict of Interest** - The Consultant 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.
- k) **Vigilance clearance** shall be obtained in r/o candidate engaged from his / her previous departments / organizations as per internal policy.

**VI. Scope of Work and job Description:** Detailed scope of work shall be issued to the selected candidate separately. However, the candidate must be well conversant with EPFO Compliances and guidelines including guidelines related to Higher Pension.

#### **VII. 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 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 18.04.2024 (Upto 06.00 PM)** by post or on email: [hrm@nsic.co.in](mailto:hrm@nsic.co.in) to :

Senior General Manager (HR)  
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)

**Application for Engagement of Retired officials of NSIC Limited / PSUs / organizations of Central / State Government Consultants for the Functional Area: Employees Provident Fund Trust**

Please attach  
passport size  
photograph

1. Name (Mr. / Mrs. / Ms.) : \_\_\_\_\_
2. Gender (Male/Female) : \_\_\_\_\_
3. Date of Birth (DD/MM/YY) : \_\_\_\_\_
4. Qualification : \_\_\_\_\_
5. Regional Languages Known : \_\_\_\_\_
6. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_

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

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

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

10. 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)**

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:**

- (i) **Attach duly self-attested relevant certificates w.r.t. educational, professional qualification and experience.**
- (ii) **Vigilance clearance shall be obtained in r/o candidate engaged from his / her departments.**