

 <p>एन एस आई सी N S I C</p>	<b>THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED</b> (A Government of India Enterprise) Corporate Identification No. U74140DL1955GOI002481 Advt. No. SIC/09/2024	
<p><b>The National Small Industries Corporation Ltd.</b> (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 Expert – Human Resources (on contract basis) in the Corporation and/or its subsidiaries.</p> <p>The last date of receiving the applications is <b><u>30.09.2024 (upto 06.00 P.M.)</u></b>. Detailed Job Description, Terms &amp; Conditions and Application Form are given below</p>		

**I. Eligibility Criteria and Key Responsibilities :**

1.	<b>Job Title</b>	<b>Expert – Human Resources (on Contract Basis)</b>
2.	<b>No. of Posts</b>	01 (Contractual)
3.	<b>Qualification</b>	<p><b>a) Essential:</b> A master’s degree or equivalent in Business Administration with specialisation in HR</p> <p><b>OR</b></p> <p>Master’s degree in Personnel Management and Industrial Relations</p>
4.	<b>Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>➤ Minimum of 12 years of experience in HR division of a Bank / Financial institution / CPSE / State PSE / National level corporate in the Pvt. sector</li> <li>➤ In-depth knowledge of IR issues, personnel management and industrial relations</li> <li>➤ Should have served at least in DGM or equivalent grade in any Bank / FI / CPSE</li> <li>➤ Experience of recruitment, training and roster related matters</li> <li>➤ Policy matters as per DPE, DOPT guidelines</li> <li>➤ Strong interpersonal and communication skills, with the ability to interact effectively with employees and other stakeholders.</li> <li>➤ Excellent problem-solving skills and the ability to work in a fast-paced, dynamic environment.</li> <li>➤ The expert should have a deep knowledge of working in HR division of a CPSE. Candidates with combination experience of both private and public sectors shall be a plus.</li> </ul>
5.	<b>Key Roles &amp;</b>	The Expert – Human resources shall closely work with the HR Team in the organisation to help manpower

	<b>Responsibilities:</b>	<p>planning, recruitment, training and managing IR related issues. The organisation has embarked upon a repositioning exercise and the incumbent shall help the team for achieving the objective in terms of appropriate resource positioning. The role and responsibilities shall also include:-</p> <ol style="list-style-type: none"> <li>1) Aligning HR strategy with organisational goal</li> <li>2) Forecasting staffing needs &amp; develop action plan</li> <li>3) Overseeing recruitment process</li> <li>4) Functional relations</li> <li>5) Periodic review and improvement in the Performance Management System</li> <li>6) Training &amp; Development</li> <li>7) Compensation &amp; Benefits under NPS</li> <li>8) HRM policy &amp; guidelines preparation</li> <li>9) Any other HR related matter as may be assigned from time to time</li> </ol>
6.	<b>Age Limit</b>	Should be preferably below 60 years of age.
7.	<b>Tenure</b>	Employment Contract shall initially be for a period of 1 year, renewable every year upon periodic performance review. The Contract may be extended for further period, subject to satisfactory performance and as mutually agreed and need for continuation of the services as may be determined by HRMD.
8.	<b>Remuneration</b>	All-inclusive remuneration on CTC basis. However, it shall not be a constraint for the right candidate. The duration of engagement and consequential compensation per month can be mutually agreed based on the requirements of the Corporation. The contract can also be terminated by either party with one month notice or compensation in lieu thereof.
9.	<b>Place of Posting</b>	New Delhi
10.	<b>Last Date of receipt of application</b>	30/09/2024 (latest by 6.00 pm)
11.	<b>Email Address for application and future communication</b>	Interested candidates may please send a scanned copy of their application duly filled in the <b>prescribed format</b> (with a color pp photo and duly signed at <b>hrm@nsic.co.in</b> )

## **II 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 applicant appointed on full-time basis 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. 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. They can resign or can be removed without any specific notice period.

## **III Other Terms & Conditions**

- a) **Posting on Engagement** - The place of posting shall be New Delhi. However, it will be the discretion of Management to change the place of posting.
- b) **Responsibilities** - The applicant shall give their suggestions, comments, advice, proposals, remarks etc. in writing under their signature and shall take accountability for the same.
- c) **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.

- 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/She 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 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 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 applicant without assigning any reasons.
- i) **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.
- j) **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.
- k) **Vigilance clearance** shall be obtained in r/o candidate engaged from Government Departments from his / her previous departments / organizations as per internal policy otherwise police verification will be sought.

#### **IV. 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 **30.09.2024 (Upto 06.00 PM)** by post or on email: **hrm@nsic.co.in** to :

Senior General Manager (HRM)  
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 Expert – Human Resources (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. 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 Government Departments from his / her previous departments / organizations**