
 एन एस आई सी N S I C	<b>THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED</b> (A Government of India Enterprise) Corporate Identification No. U74140DL1955GOI002481 Advt. No. NSIC/HR/14/2025	 75 Azadi Ka Amrit Mahotsav
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**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 with suitable domain expertise to be engaged as **Lead - Procurement (on contract basis)** in the Corporation and/or its subsidiaries.

The last date of receiving the applications is **17.02.2025 (upto 06.00 P.M.)**. Detailed Job Description, Terms & Conditions and Application Form are given below

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

1.	<b>Job Title</b>	<b>Lead – Procurement (On Full time Contract basis)</b>
2.	<b>No. of Posts</b>	01 (Contractual)
3.	<b>Qualification</b>	A Graduate or Post Graduate with  a) MBA in any discipline from a UGC / AICTE recognized Institute / University.  <b>OR</b>  b) Professional Diploma in Public Procurement (PDPP) or related qualifications.
4.	<b>Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Minimum of 12 years of experience in managing public procurement or related assignments.</li> <li>• At least 3 years of experience as a Team Leader in procurement for a national - level government program or program by a National level institution/agency/Ministry.</li> <li>• Proven experience with Government e-Marketplace (GeM) portal and Central Public Procurement Portal (CPPP).</li> <li>• The person should also be conversant of GFR 2017, the Manual for Procurement of Consulting and Other Services, and the Manual for Procurement of Goods issued by the Ministry of Finance, Government of India (as amended from time to time)</li> <li>• Strong negotiation and communication skills.</li> <li>• Ability to lead and motivate a team to achieve organizational goals.</li> <li>• Analytical mindset with ability to make data driven decision.</li> </ul>
5.	<b>Key Roles and Responsibilities:</b>	The Lead – Procurement shall oversee and streamline operational processes to enhance efficiency and effectiveness within the organization.  The role and responsibilities will include but not limited to:

		<ul style="list-style-type: none"> <li>• Develop a comprehensive procurement plan for Goods, Services, and Works in collaboration with various Departments, verticals, units field offices etc.</li> <li>• Oversee the procurement of Goods, Services, and Works necessary for NSIC operations and for Government Schemes.</li> <li>• Conduct capacity building and training sessions for NSIC staff as needed.</li> <li>• Prepare bidding documents, Expression of Interest (EOIs), Requests for Proposals (RFPs), Contracts, and other related documents in accordance with Government of India (GoI) guidelines.</li> <li>• Updation of procurement manual from time to time.</li> <li>• Manage the entire procurement process ensuring compliance with GoI guidelines.</li> <li>• Monitor and track ongoing procurements, to understand their status and support decision-</li> <li>• Provide advisory services on Technical Evaluation Reports, Combined Bid Evaluation Reports, contract award notices, technical negotiations, and draft contracts.</li> <li>• Assist the audit team during procurement audits.</li> <li>• Develop and implement procurement strategies that align with organizational goals and comply with government regulations.</li> <li>• Identify and evaluate potential suppliers, managing vendor relationships effectively. Prepare RFPs and upload Tenders on Government e-Marketplace (GeM) or other relevant government portals.</li> <li>• Negotiate contracts, terms, and pricing with suppliers to secure the best possible terms as per established protocol.</li> <li>• Oversee the entire procurement process from sourcing to delivery and payment.</li> <li>• Ensure all procurement activities comply with applicable laws, regulations, and ethical standards.</li> <li>• Collaborate with other departments to understand their procurement needs and provide necessary support.</li> <li>• Work closely with the procurement team and other departments to offer expert advice and guidance.</li> <li>• Any other work as may be assigned from time to time.</li> </ul>
6.	<b>Age Limit</b>	Maximum 57 years as on date of Advertisement.
7.	<b>Tenure</b>	Contractual employment shall initially be for a period of 3 years, subject to the proviso that the contract shall be reviewed every year and continuation shall be subject to satisfactory review by the Corporation. 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.
9.	<b>Place of Posting</b>	New Delhi

10.	<b>Last Date for receipt of application in NSIC</b>	<b>17.02.2025</b> (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 <a href="mailto:hrm@nsic.co.in">hrm@nsic.co.in</a> )

## **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 or compensation in lieu thereof. However, in case applicant wishes to resign, he/ she will have to give 60 days' advance notice or remuneration in lieu thereof before terminating the engagement.

## **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 to any other location where NSIC has an office.
- b) **Responsibilities** - The position is contractual and the selected person has to carry out duties as specified at Para 5 and has to take responsibility 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 reporting officer(s) 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 or 30 days compensation in lieu thereof 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 relating to or detrimental 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 and/or police verification may 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 **17.02.2025 (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 Lead- Procurement (on Full time 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)**

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

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

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

14. 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**
- (iii) **An appendix in tabular format specifying the eligibility of the candidate vis-à-vis the eligibility criteria specified.**

**Eligibility of the candidate vis-à-vis the eligibility criteria specified**

S. No.	Eligibility	Status (Yes/No)	Comments
1	<p><b>Qualification</b></p> <p>A Graduate or Post Graduate with</p> <p>a) MBA in any discipline from a UGC / AICTE recognized Institute / University.</p> <p style="text-align: center;"><b>OR</b></p> <p>b) Professional Diploma in Public Procurement (PDPP) or related qualifications.</p>		
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