

GUIDELINES

I. SELECTION PROCESS

1. The selection process shall consist of scrutiny of applications and Personal Interview of shortlisted candidates.
2. 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.
3. The decision of Management regarding eligibility, interview and selection will be final and binding on the candidates and no correspondence whatsoever will be entertained in this regard.

II. COMPENSATION PACKAGE

1. The Corporation offers a very attractive package and is one of the best in the industry.
2. The CTC* per annum approximately shall be –
Rs. 10.62 lakhs for Chief Manager
Rs. 7.00 lakhs for Deputy Manager
3. 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.
4. 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 & Leave encashment.

** CTC mentioned above is only indicative. Actual CTC shall depend on place of posting and other terms and conditions of appointment.*

III. HOW TO APPLY

1.	All candidates are required to apply OFF-LINE ONLY in the prescribed Application Form.
2.	The soft copy of the Application Form is uploaded on CAREER section of www.nsic.co.in . The applicant is advised to download the soft-copy, type (not hand-written) all the details in Arial Font (size 12) and take the print-out of the same in A-4 size paper. Hand-written applications and/or any addition/deletion/tampering in the format of the Application Form will lead to rejection of the candidature.
3.	Candidates should ensure the following, while filling up the Application Form:
a)	Name and Date of Birth are exactly as mentioned in Class X Certificate / Marks-sheet <i>OR</i> Class X School Leaving / Transfer Certificate.
b)	The candidate should paste one recent passport size color photograph in the space provided in the Application Form. One more identical photograph should be stapled with the Application Form. Note: Name, date of birth and name of post applied for should be written at the back of the stapled photograph.

c)	The Application Form should be filled in all respect (including mandatory fields) as incomplete Application Form is liable to be rejected.
d)	No abbreviations have to be used, wherever indicated, otherwise liable for rejection.
e)	The earliest date as indicated in either Mark-sheet or Provisional Certificate or Degree or PG Diploma or declaration of result shall deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.
f)	Wherever grades e.g. CGPA/OGPA/DGPA are awarded, the following methods will be adopted for conversion to equivalent percentage of marks: i) The conversion of CGPA/OGPA/DGPA to percentage 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 Percentage conversion criteria. ii) In case Mark Sheet / Final or Provisional Degree/ Letter issued by Competent Authority of the respective University / Institute the University / Institute does not indicate Percentage of marks or have any criteria for converting CGPA/OGPA/DGPA into equivalent percentage 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.
4.	The copy of the following documents (self-attested) have to be necessarily enclosed with the Application Form:
a)	Class X Certificate / Marks-sheet <i>OR</i> Class X School Leaving / Transfer Certificate as proof of Date of Birth.
b)	In case of change of name/surname, Gazette notification / national news-paper clipping along-with Affidavit indicating the previous and the changed name/surname. However, Marriage Registration Certificate / Affidavit in case of married women who have changed their surnames.
c)	In case of SC/ST candidate – Caste Certificate in the Government of India prescribed format issued by a Competent Authority.
d)	In case of OBC (Non Creamy Layer) candidate – OBC (NCL) Certificate along with NCL declaration in the format prescribed by the Government of India for “Appointment for the posts under Government of India”, from a Competent Authority. The Certificate should be issued in the current calendar year i.e. 2016 and the Certificate issued prior to 2016 will not be considered eligible.
e)	In case of PwD candidate – Disability Certificate indicating the category and sub-category of disability and percentage (40% and above) in the format prescribed by Government of India.
f)	Passing Certificate / Degree and Mark sheets of all semesters / years in r/o educational and professional qualification. Note: Consolidated Mark-sheet will be accepted only if the marks obtained in the previous semesters / years are clearly mentioned along-with full name of the subjects studied instead of Codes of the subjects studied.

g)	For the post of Chief Manager, in case the Mark-sheet / Provisional Certificate / Degree / Post Graduate Diploma does not indicate <u>two years full-time</u> and <u>four years full-time</u> duration in r/o MBA or equivalent and Graduation in Engineering, respectively, the candidate has to bring a Certificate from University / Institute stating the same.
h)	Proof of norms adopted by the University / Institute to convert CGPA / OGPA / DGPA into percentage.
i)	Photo Identity proof such as Aadhaar Card / Passport / Voter ID Card / Driving Licence / PAN Card.
j)	<p>Experience Documents:</p> <ul style="list-style-type: none"> • Experience / Service Certificate indicating the start and end of employment period with the particular organization OR Appointment Letter / Offer Letter issued by the employer organization along-with resignation letter duly received/acknowledged by the employer or the relieving letter issued by the employer organization or the last salary slip duly stamped and signed by the employer. • In case of change in the name of the company or transfer of the employee from one company to another within a Group of companies, the candidate should produce documentary proof of the same. • In case of self-employment / partner / proprietorship / free-lancing all the following documents are mandatory to ascertain experience: <ul style="list-style-type: none"> a) Income Tax Returns of the said period, b) Copies of Contract(s) / Partnership Deed entered by the candidate with other party(s) mentioning the nature and start & end/continuation of the contract period, copies of the payments received against the services rendered as per contract. • In case of candidates possessing the qualification of CA / ICWA(CMA) the documents stating the period (From-To) of the Article- ship / Practical Training. • In case of practicing CAs/ICWAs (either at present or in past), Certificate of Practice issued by the respective Institute indicating start and end/continuation dates.
k)	In case of Chief Manager, Proof of Emoluments: Certificate(s) or Pay Slips indicating the Grade Pay (in case of Govt. employees) and scale of pay (in case of CPSEs etc.) and gross monthly emoluments (in case of private sector employees) for the last three years. Note: Only Gross Monthly emoluments will be considered and not the CTC in case of private sector employees.
5.	Processing Fees of Rs.500/- per application has to be paid through Demand Draft in favor of "The National Small Industries Corporation Limited", payable at New Delhi. However, 50% concession in Processing Fees is given to SC/ST/PwD/Women candidates (irrespective whether the post is identified for reserved category or not), hence the amount of DD will be Rs.250/- in their case. No two or more relaxations / concessions w.r.t. category will be clubbed for Processing Fee. The Processing Fees is non-refundable and no other mode of payment will be accepted. On the reverse of the Demand Draft, name, date of birth, mobile no. and name of the post applied for should be mentioned by the applicant.

6.	The duly filled in Application Form along with the necessary documents given at point 4 above and Demand Draft at point 5 above in an envelope superscribing "Application for the post of _____" has to be sent by Ordinary Post / Registered Post / Speed Post / Courier / By Hand addressing to : Deputy General Manager – Human Resources The National Small Industries Corporation "NSIC Bhawan" Okhla Industrial Estate New Delhi- 110020
7.	The last date of receipt of Applications is 12.12.2016 up-to 6:00 p.m.

IV. GENERAL INFORMATION AND INSTRUCTIONS

1.	Only Indian nationals need to apply.
2.	Before applying, the candidate should ensure that she/he fulfills the eligibility criteria and other norms mentioned in this advertisement.
3.	If the candidate wishes to apply for more than one post, she/he has to submit separate Application Forms along-with separate Demand Drafts.
4.	The mere fact that a candidate has submitted Application against the advertisement and apparently fulfills the eligibility criteria would not bestow on her/him the right to be definitely called for interview/considered further for selection process.
5.	The eligibility w.r.t. Upper age limit, Qualification and Experience will be determined from the last date of receipt of application i.e. 12.12.2016.
6.	AICTE/UGC/Government of India recognized/Approved Degree/PG Degree/PG Diploma courses in concerned discipline awarded by University/Institute recognized by AICTE/UGC/Government of India only will be considered.
7.	Applications in which the age, caste, required qualification and experience cannot be fully ascertained will be liable for rejection. Hence, candidates are advised to properly fill the Application and provide necessary documents.
8.	The candidates should note that the details provided by them in their 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 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, the services will be immediately terminated.
9.	Applications that are not in conformity with the requirements indicated in the advertisement, incomplete Applications, without Processing Fee (Demand Draft) will be rejected.
10.	Processing Fees is non-refundable.
11.	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.

12.	Applications received after 12.12.2016 till 6:00 p.m. will not be accepted.
13.	Outstation candidates belonging to SC/ST/PwD category and not working in any Government/ Semi-Government/ Banks/ PSUs/ Local Bodies etc. will be reimbursed To and Fro TA fare on production of documentary evidence of the journey performed only in case where the candidate attends the Interview as follows: i) For Chief Manager, AC-III tier by train (shortest train route) other than Rajdhani. ii) For Deputy Manager, second class sleeper by train (shortest train route).
14.	Candidates working in Government/Semi-Government/PSU/Banks/Local Bodies etc. are required to produce "NO OBJECTION CERTIFICATE", at the time of Interview but will inform their employer at the time of applying.
15.	Any canvassing, directly or indirectly, by the applicant will disqualify her/his candidature.
16.	Candidates should retain three copies of the same photograph as used in the Application Form for further process, if shortlisted. They are further advised not to change their appearance till completion of the recruitment process.
17.	Management reserves the right to consider applicants for a position immediate lower than the advertised post, if suitable candidates are not available for the advertised posts.
18.	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 thereof and no correspondence whatsoever will be entertained in this regard.
19.	Management reserves the right to call for any additional documentary evidence in support of eligibility criteria, if need be.
20.	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.
21.	Legal jurisdiction will be NCT of Delhi in case of any cause/dispute.
22.	Any further information, corrigendum/addendum in respect of the above advertisement shall be made available only on our official website www.nsic.co.in UNDER HEAD: CAREERS. No further press advertisement will be given. Hence prospective applicants are advised to visit NSIC website regularly for above purpose.
23.	NSIC will not be held responsible for any loss of e-mail/ call letter sent due to invalid/ wrong e-mail ID/ wrong postal address / postal delays loss in transit etc.
24.	Selected candidate shall be liable to serve the Corporation anywhere in India / abroad where the Corporation may have business interests.