

## **DETAILED GUIDELINES**

### **I. SELECTION PROCESS**

- a) The selection process shall consist of firstly scrutiny of applications received.
- b) The criteria of selection for all the posts is by way of Personal Interview.
- c) 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.
- d) The decision of Management regarding eligibility, interview and selection will be final and binding on the candidates and no correspondence what so ever will be entertained in this regard.

### **II. COMPENSATION PACKAGE**

- a) The Corporation offers a very attractive package and is one of the best in the Industry.
- b) The CTC\* for the posts advertised is as follows:

<b>#</b>	<b>Post advertised</b>	<b>Approx. CTC (per annum)</b>
1.	General Manager	Rs. 19.65 lacs
2.	Deputy General Manager	Rs. 17.62 lacs
3.	Chief Manager	Rs. 15.10 lacs
4.	Deputy Manager	Rs. 10.05 lacs

- c) Compensation package includes Basic pay, Industrial Dearness Allowance, House Rent Allowance, 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.
- d) 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), Provident Fund, Gratuity, Superannuation Pension Scheme and Leave encashment.

**\*CTC mentioned above is only indicative and does not include Performance Related Pay. Actual CTC shall depend on place of posting and other terms and conditions of appointment.**

### III. HOW TO APPLY

1.	The candidate needs to apply <b>ONLY ONLINE</b> through <b>CAREER</b> section of <a href="http://www.nsic.co.in">www.nsic.co.in</a> .
2.	<b>The candidates are advised to keep all the documents ready along-with the Demand Draft details while filling up the Online Application Form and should ensure the following, while filling up the Online Application Form:</b>
a)	Candidates of the same reserved category should apply, for which the post is reserved for.
b)	Candidates belonging to Persons with Benchmark Disability category, will be granted age relaxation only for the posts of DM and DM (F&A).
c)	The present full name, middle name and surname shall be filled in the Application Form (no abbreviations).
d)	The Date of Birth as mentioned in the Class 10 <sup>th</sup> Certificate / Mark sheet <b>OR</b> Class 10 <sup>th</sup> School Leaving / Transfer Certificate.
e)	The date of declaration of result or issuance of mark-sheet/Degree/Certificate, whichever is earlier, shall deemed to be the date of acquiring the qualification.
f)	Wherever grades e.g. CGPA/OGPA/DGPA are awarded (in respect of Qualifications), the following methods will be adopted for conversion to equivalent percentage of marks:  i) The conversion of CGPA/OGPA/DGPA to % 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 % 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 % of marks or have any criteria for converting CGPA/OGPA/DGPA into equivalent % 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.

3.	Once the on-line application is filled in, a <b>unique Application Number will be generated</b> which will be sent on the applicant's registered mobile number via SMS as well as through e-mail. This may be kept by the applicant for future references.
4.	<b>After the Application Number is generated</b> , the candidate shall take the print-out of the same in A-4 size paper, put her/his signature, date and place in the space provided for.
5.	The copies of the following self-attested documents mentioned below from (a) to (e) and S.No.6 have to be <b>necessarily enclosed</b> with the printout of the Online filled Application Form:
a)	Class 10 <sup>th</sup> Certificate and Mark sheet <b>OR</b> Class 10 <sup>th</sup> School Leaving / Transfer Certificate indicating the full name of the applicant and her/his date of birth.  In case the present name / middle name / surname of the candidate is different or change in spellings than as mentioned in the Class 10 <sup>th</sup> Certificate and Mark sheet <b>OR</b> Class 10 <sup>th</sup> School Leaving / Transfer Certificate, enclose the Gazette notification / national news-paper clipping along-with Affidavit indicating the previous and the changed name / surname.
b)	In case of SC / ST candidate – Caste Certificate issued by a Competent Authority in the format prescribed by Government of India.
c)	In case of OBC candidate – The OBC Certificate should mention the following points :- <b>i.</b> Appointment for the posts under Government of India OR Resolution of Ministry of Welfare, Government of India published in Gazette of India. <b>ii.</b> Clause of belonging to Non-Creamy Layer, and <b>iii.</b> Issued in the year 2018. <b>Note :-</b> In case of failure to produce the OBC certificate indicating all the above points, her/his candidature will be rejected.
d)	In case of Persons with Benchmark Disability (PwBD) – Disability Certificate issued by competent authority stating therein the percentage (%) of disability.
e)	In case of Ex-servicemen – Service Certificate clearly mentioning the period of continuous service in the armed forces.

f)	Passing Certificate / Degree OR Provisional Certificate / Degree and Mark sheets (year-wise or semester-wise or consolidated with the name of subjects studied clearly mentioned) of educational and professional qualification(s).
g)	Proof of norms adopted by the University / Institute to convert CGPA / OGPA / DGPA into percentage.
h)	<p>The following documents will be considered as Experience :-</p> <ul style="list-style-type: none"> <li>• Service Certificate indicating the start and end of employment period with the particular organization, <b>OR</b></li> <li>• Complete 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 last salary slip. Any of the aforesaid documents if not on the letter head of the organization, the same has to be signed (including digital signature) by the employer.</li> </ul> <p>In case of experience as partner / proprietor / freelancer / self-employed all the following documents are mandatory to ascertain experience :-</p> <ul style="list-style-type: none"> <li>• Income tax returns of the said period</li> <li>• Copies of contract(s)/ Partnership Deed entered by the candidate with other party (s) mentioning the nature and start &amp; end/ continuation of the contract period, Copies of payments received against the services rendered as per contract.</li> </ul> <p><b>Note:-</b> 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 must attach the documentary proof of the same.</p>
i)	Certificate indicating the Scale of Pay / Grade Pay / Gross Salary (monthly) for the last two years, i.e. 2016-17, 2017-18.
6.	<p>Application Fees of Rs. 1000/- towards applying for the posts of GM, DGM and DGM (F&amp;A) and Rs. 500/- for the posts of CM, CM (F&amp;A), DM and DM (F&amp;A) has to be paid through <b>Demand Draft</b> in favor of "<b>The National Small Industries Corporation Limited</b>", payable at New Delhi.</p> <p>However, <b>50% concession in Application Fees is given to SC/ST/Persons with Benchmark Disability (PwBD) / Ex-servicemen (ESM) / Women candidates.</b> No two relaxations /concessions w.r.t. category will be clubbed for Application Fee. The Application Fees is non-refundable and no other mode of payment will be accepted. <b>On the reverse of the DD, applicants should</b></p>

	<p><b>compulsorily mention their Name, Application number, Mobile no. and name of Post applied for.</b></p> <p><b>Applications without Demand Draft will be straightaway rejected.</b></p>
7.	<p>The print-out of the Online filled Application Form along with the necessary documents given at point 5 above and Demand Draft (point 6) has to be sent by Ordinary Post / Registered Post / Speed Post / Courier / By Hand to:</p> <p style="text-align: center;"><b>General Manager – Human Resources The National Small Industries Corporation “NSIC Bhawan” Okhla Industrial Estate New Delhi-110020</b></p>
8.	<p><b>The Application Form will be live from 15.09.2018 till 06.10.2018 (6:00 PM).</b></p>
9.	<p><b>The last date for receipt of hard copy of Application Form along with all required documents is 11.10.2018 up-to 6:00 PM.</b> Applications received after 6:00 PM and after 11.10.2018 will not be accepted. NSIC will not be responsible for any postal delay / loss in transit of application form. Therefore, candidates are advised to submit application as early as possible and not to wait till the last date.</p>

#### **IV. GENERAL INFORMATION AND INSTRUCTIONS**

1	Only Indian Nationals are eligible to apply.
2	The selected candidates shall be liable to serve the Corporation anywhere in India / abroad where the Corporation may have business interests.
3	Before applying, the candidate should ensure that she / he fulfills the eligibility criteria and other norms mentioned in this advertisement.
4	The candidate should not change their mobile number and email address at least till this recruitment process is over.
5	The mere fact that a candidate has filled the Online Application Form and has been given the Application Number, would not bestow on her/him the right to be definitely called for Interview.

6	The eligibility w.r.t. Upper age limit, Qualification and Experience will be determined till the last date of online filling of the applications i.e. 06.10.2018.
7	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.
8	In case any date/information as fed by the candidate w.r.t. age, caste, qualification/experience etc. does not match with the corresponding document enclosed with the Application Form, the candidature will be summarily rejected. Hence, candidates are requested to be extra cautious while filling up the Application Form.
9	The candidates should note that the details provided by them in their Online filled 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 Online filled 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, she / he will be discharged from the services of the Corporation during the probation period and after closure of the probation period, her / his services will be liable to be terminated.
10	Application Fees is non-refundable even if the candidature is rejected for any reason and not shortlisted for interview.
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 language with the Application Form and also at the time of Personal Interview, if called for the same.
12	<p><b>Entitlement for reimbursement of Travelling Allowance (To and Fro) by shortest route of train (other than Rajdhani):</b></p> <ol style="list-style-type: none"> <li>1. Outstation candidates belonging to SC / ST / PwBD category and not working in any Government / Semi-Government / Banks / PSUs / Local Bodies etc. will be entitled.</li> <li>2. Travel entitlement for General Manager, Deputy General Manager and Chief Manager is AC-III tier (shortest route other than Rajdhani); and for Deputy Manager is 2<sup>nd</sup> class sleeper (shortest route).</li> <li>3. Reimbursement will be made only on production of documentary evidence of the journey performed and having attended the Interview</li> </ol>

	before the Selection Board. The reimbursement will be effective through digital mode, for details of Bank account holder's name, account number, IFSC Code, bank name and branch address etc.
12	Candidates working in Government / Semi-Government / PSU / Banks / Local Bodies etc. should inform their employer at the time of applying and if shortlisted for interview, will have to mandatorily produce "NO OBJECTION CERTIFICATE", at the time of Interview.
13	Any canvassing, directly or indirectly, by the applicant will disqualify her/his candidature.
14	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.
15	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 there of and no correspondence what so ever will be entertained in this regard.
16	Management reserves the right to call for any additional documentary evidence in support of eligibility criteria, if need be.
17	Management reserves the right to fill up all the vacancies based on suitability OR increase / decrease the number of vacancies 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.
18	Legal jurisdiction will be NCT of Delhi in case of any cause/dispute.
19	<b>Any further information, corrigendum / addendum</b> in respect of the above advertisement shall be made available only on our official <b>website <a href="http://www.nsic.co.in">www.nsic.co.in</a></b> UNDER THE HEAD: <b>CAREERS</b> . No further press advertisement will be given. <b>Hence, prospective applicants are advised to visit NSIC website regularly for above purpose.</b>
20	NSIC will not be held responsible for :- <ul style="list-style-type: none"> <li>• Any bounce of e-mail</li> <li>• Loss of call letter sent due to invalid or wrong e-mail ID / wrong postal address/ postal delays / loss in transit etc.</li> <li>• Non-delivery of SMS</li> <li>• Change of email and mobile number.</li> </ul>