Advt. No. NSIC/HR/16/2025

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

(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 Indian citizens for the regular appointment to the following posts in the Corporation in the various functional areas:

#	Post & Pay Scale*	SC	ST	OBC	EWS	UR	Total	Minimum Experience Required (No. of Years)
1.	Dy. General Manager (E-4) Rs.70,000-2,00,000	01	-	02	01	06	**10**	12
2.	Dy. General Manager (F&A) (E-4) Rs.70,000-2,00,000	01	01	-	-	01	**03**	12
3.	Chief Manager (E-3) Rs.60,000-1,80,000	01	-	02	01	04	**08**	09
4.	Chief Manager (F&A) (E-3) Rs.60,000-1,80,000	-	-	-	-	01	**01**	09
5.	Manager (E-2) Rs.50,000-1,60,000	-	-	-	-	03	**03**	05
6.	Manager (F&A) (E-2) Rs.50,000-1,60,000	-	-	-	-	04	**04**	05
7.	Deputy Manager (E-1) Rs.40,000-1,40,000	01	-	01	-	05	**07**	02
8.	Deputy Manager (F&A) (E-1) Rs.40,000-1,40,000	02	-	03	01	07	**13**	02
	Total	**06**	**01**	**08**	**03**	**31**	**49**	

*The above pay scale are in IDA pattern (2017).

Note: For all the above posts, preference shall be given to the candidates from CPSEs/Govt. /Deemed Govt. Institutions.

Age relaxation	**:**	Age relaxation applicable as per Govt. Rules.
Start date of filling of Online application	**:**	27.10.2025
Last date of filling of Online application	**:**	16.11.2025
Last date of receipt of the print out of Online filled application (Alongwith a detailed CV)	**:**	26.11.2025

1. <u>Post: Deputy General Manager (E-4): Functional Area</u>: (a) <u>Contract & Procurement and (b) Business Development</u>
No. of vacancies 10 (01-SC, 02-OBC, 01-EWS & 06-UR), Pay scale : 70,000-2,00,000

Qualifications	:	**<u>Contract & Procurement:</u>** First class B.E. / B. Tech degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) in Mechanical / Electrical / Civil from a recognized University or institution **OR** First class Graduate with 60% marks (with 5% relaxation in marks to SC/ST/PwBD) and with Two years MBA (First Class with minimum 60% marks, 5% relaxation in marks to SC/ST/PwBD).
	:	**<u>Business Development</u>**: First class Graduate with 60% marks (with 5% relaxation in marks to SC/ST/PwBD) and with Two years MBA (First Class with minimum 60% marks, 5% relaxation in marks to SC/ST/PwBD) - with specialization in Marketing or Finance from a recognized University or institution. **OR** Chartered Accountant (CA)/ Cost Accountant (CMA).
Post Qualification Experience	:	12 years
Upper Age Limit	:	41 years (Age relaxation as applicable)
Nature of experienc		**<u>Contract & Procurement</u>:** Experience of comprehensive procurement plan for Goods, Services, and Works, verticals, units field offices etc., Procurement of Goods, Services, and Works through GeM, Prepare bidding documents, Expression of Interest (EOIs), Requests for Proposals (RFPs), Contracts, and other related documents in accordance with Government of India (GoI) guidelines. Manage the entire procurement process ensuring compliance with GoI guidelines etc.
		<u>Business Development</u>: The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks/NBFC/Public Sector Organisations / Central Govt./State Govt. Multi-lateral Organisations/ Other Institutions in the relevant fields like Business development, appraisal of MSME credit proposals, sanctions, disbursements, customer management, credit monitoring & follow-up, Budgeting, Banking, Accounts & Taxation, Risk based Audit, Resource Mobilization, Forex, Loan & Recovery Management, Credit Appraisal Exposure, Risk Management etc., Financial Concurrence and regulatory compliance matters related to Finance

2. <u>Post: Deputy General Manager (E-4)</u>: Functional Area Finance & Accounts:
No. of vacancies: 03 (SC-01, ST-01 and 01-UR), Pay scale : 70,000-2,00,000

Qualifications	:	Chartered Accountant (CA)/ Cost Accountant (CMA) **OR** First Class Graduate in Commerce with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) along with Two years MBA First Class with minimum 60% marks, 5% relaxation in marks to SC/ST/PwBD) - with specialization in Finance from a recognized university or institution.
Post Qualification Experience	:	12 years
Upper Age Limit	:	41 years (Age relaxation as applicable)
Nature of Experience	:	The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks/NBFC/Public Sector Organisations / Central Govt./State Govt. Multi-lateral Organisations/ Other Institutions in the relevant fields like Budgeting, Banking, Accounts & Taxation, Risk based Audit, Resource Mobilisation, Forex, Loan & Recovery Management, Credit Appraisal Exposure, Risk Management etc., Financial Concurrence and regulatory compliance matters related to Finance.

3. <u>Post: Chief Manager (E-3):</u> Functional Area: (a) Company Secretary (b) Contract & Procurement and (c) Technology (Civil) (d) Business Development No. of vacancies 08 (01-SC, 02-OBC, EWS-01 and 04-UR), Pay Scale : 60,000-1,80,000		
Qualifications	:	**<u>Company Secretary</u>**: First Class Graduate with minimum 60% marks (5% relaxation in marks to SC/ST/PwBD) and with Member of Institute of Company Secretary.
		<u>Contract & Procurement:</u> First class B.E. / B. Tech degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) in Mechanical / Electrical / Civil from a recognized University or institution **OR** First class Graduate with 60% marks (with 5% relaxation in marks to SC/ST/PwBD) and with Two years MBA (First Class with minimum 60% marks, 5% relaxation in marks to SC/ST/PwBD).
	:	**<u>Civil:</u>** First class B.E. / B. Tech degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) in Civil Engineering from a recognized University or institution.
		<u>Business Development</u>: First class Graduate with 60% marks (with 5% relaxation in marks to SC/ST/PwBD) and with Two years MBA (First Class with minimum 60% marks, 5% relaxation in marks to SC/ST/PwBD) - with specialization in Marketing or Finance from a recognized University or institution. **OR** Chartered Accountant (CA)/ Cost Accountant (CMA).
Post Qualification Experience	:	9 years
Upper Age Limit	:	38 years (Age relaxation as applicable)
Nature of Experience		**<u>Company Secretary</u>**: Knowledge of Company Law and its application including Secretarial Standards, DPE Guidelines as applicable to CPSE and other laws as applicable to a company under the companies Act, 2013 and relevant statutes. Drafting of Notice, Agendas and Minutes for the Board, Committee, Shareholders and other meetings of the Company & its subsidiaries. Drafting of Annual Report which includes Notice of Annual General Meeting, Directors Report and Corporate Governance Preparation and Filing of e-forms, returns and applications with Registrar of Companies (ROC) through portal of MCA. Preparing and Maintaining Secretarial Records of Company viz; Statutory Books and Registers. Updation on new developments in various laws and regulations etc.
		<u>Contract & Procurement</u>: Experience of comprehensive procurement plan for Goods, Services, and Works, verticals, units field offices etc., Procurement of Goods, Services, and Works through GeM, Prepare bidding documents, Expression of Interest (EOIs), Requests for Proposals (RFPs), Contracts, and other related documents in accordance with Government of India (GoI) guidelines. Manage the entire procurement process ensuring compliance with GoI guidelines etc.
		<u>Civil:</u> Experience in carrying out General building design process, design of civil works including related to environmental structures such as water treatment or sewerage treatment plant. Should preferably have experience of carrying out computer aided designs and analysis of various types of structures. Liaisoning with relevant professional staff such as architects, monitoring and inspecting work undertaken by contractors, administering contracts, managing projects, inspecting properties to check conditions/foundations. Knowledge of STAAD PRO, ETABS, SAFE software etc., and knowledge of AUTOCAD/REVIT/BIM for drawing preparations preferable.

		Business Development: The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks/NBFC/Public Sector Organisations / Central Govt./State Govt. Multi-lateral Organisations/ Other Institutions in the relevant fields like Business development, appraisal of MSME credit proposals, sanctions, disbursements, customer management, credit monitoring & follow-up, Budgeting, Banking, Accounts & Taxation, Risk based Audit, Resource Mobilization, Forex, Loan & Recovery Management, Credit Appraisal Exposure, Risk Management etc., Financial Concurrence and regulatory compliance matters related to Finance.
4. Post: Chief Manager (E-3): Functional Area: **Finance & Accounts** **No. Of Vacancies: 01-UR, Pay Scale : 60,000-1,80,000**		
Qualifications	:	Chartered Accountant (CA)/ Cost Accountant (CMA) or First Class Graduate in Commerce with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) along with Two years MBA (First Class with minimum 60% marks, 5% relaxation in marks to SC/ST/PwBD) - with specialization in Finance from a recognized university or institution.
Post Qualification Experience	:	9 years
Upper Age Limit	:	38 years (Age relaxation as applicable).
Nature of experience	:	The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks/NBFC/Public Sector Organisations / Central Govt./State Govt. Multi-lateral Organisations/ Other Institutions in the relevant fields like Budgeting, Banking, Accounts & Taxation, Risk based Audit, Resource Mobilisation, Forex, Loan & Recovery Management, Credit Appraisal Exposure, Risk Management etc., Financial Concurrence and regulatory compliance matters related to Finance.
5. Post: Manager (E-2): Functional Area: **(a) Contract & Procurement and (b) Technology (Electrical or combination) and (c) Human Resource** **No. Of Vacancies: 03-UR, Pay Scale : 50,000-1,60,000**		
Qualifications	:	**Contract & Procurement:** First class B.E. / B. Tech degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) in Mechanical / Electrical / Civil from a recognized University or institution **OR** First class Graduate with 60% marks (with 5% relaxation in marks to SC/ST/PwBD) and with Two years MBA (First Class with minimum 60% marks, 5% relaxation in marks to SC/ST/PwBD).
		Electrical or combination: First class B.E. / B. Tech degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) in Electrical, Electrical & Electronics or combination thereof from a recognized University or institution.
		Human Resource: First class Bachelor Degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) and Two years MBA (First Class with 60% marks, 5% relaxation in marks to SC/ST/PwBD) with specialization in HRM/HRD/PM&IR/Labour Welfare, from a recognized university or institution.
Post Qualification Experience	:	5 years
Upper Age Limit	:	34 years (Age relaxation as applicable).
Nature of experience		**Contract & Procurement:** Experience of comprehensive procurement plan for Goods, Services, and Works, verticals, units field offices etc., Procurement of Goods, Services, and Works through GeM, Prepare bidding documents, Expression of Interest (EOIs), Requests for Proposals (RFPs), Contracts, and other related documents in accordance with Government of India (GoI) guidelines. Manage the entire procurement process ensuring compliance with GoI guidelines etc.

		Electrical: Strong proficiency in software development methodologies, IT infrastructure and system architecture, knowledge of programming languages, database management and network security, expertise in managing IT projects within budget and timeline constraints, managing cross functional teams and strategic planning, exposure to emerging technologies such as AI, IoT, Cloud Computing and Cybersecurity etc.
		Human Resource: The incumbent should have experience of handling various HR functions including Manpower Planning, Recruitment, Reservation policy, Employee relations, Grievance redressal mechanism, Establishment matters etc. The incumbent preferably to have experience of handling various Administration aspects like tendering, procurement procedures etc.
6. Post: Manager (E-2): Functional Area: **Finance & Accounts** **No. Of Vacancies: 04-UR, Pay Scale : 50,000-1,60,000**		
Qualifications	:	# Chartered Accountant (CA's)/ CMA's (ICWA's) or First Class Graduate in Commerce with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) along with Two years MBA (First Class with minimum 60% marks, 5% relaxation in marks to SC/ST/PwBD) - with specialization in Finance from a recognized university or institution.
Post Qualification Experience	:	05 years
Upper Age Limit	:	34 years (Age relaxation as applicable).
Nature of experience		The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks/NBFC/Public Sector Organisations / Central Govt./State Govt. Multi-lateral Organisations/ Other Institutions in the relevant fields like Budgeting, Banking, Accounts & Taxation, Risk based Audit, Resource Mobilisation, Forex, Loan & Recovery Management, Credit Appraisal Exposure, Risk Management etc., Financial Concurrence and regulatory compliance matters related to Finance.
7. Post: Deputy Manager (E-1): Functional Area: **(a) Human Resource (b) Law & Recovery and (c) उप प्रबन्धक / राजभाषा अधिकारी) Deputy Manager / Rajbhasha Adhikari** **No. of vacancies 07 (01-SC, 01-OBC and 05-UR), Pay Scale : 40,000-1,40,000**		
Qualifications	:	**Human Resource**: First class Bachelor Degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) and Two years MBA (First Class with 60% marks, 5% relaxation in marks to SC/ST/PwBD) with specialization in HRM/HRD/PM&IR/Labour Welfare, from a recognized university.
Qualifications	:	**Law & Recovery:** First class Graduate with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) with First class LL.B degree or First class Five Years Integrated Law degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) from a recognized University or institution.
Qualifications	:	**राजभाषा:** First class Post Graduate degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) from recognized university / Institution in Hindi with English as compulsory or elective subject at Graduate level. **OR** First class Post Graduate degree with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) from recognized University / Institution in English with Hindi as compulsory or elective subject at Graduate level **AND** One year Diploma / Certificate course in translation from English to Hindi and vice versa from any recognized University / Institution OR three months full time training on translation from Central Translation Bureau. Preference will be given to the candidates having experience In organizing Hindi workshops, trainings and seminars on progressive use of Hindi.

Post Qualification Experience	:	02 years
Upper Age Limit	:	31 years (Age relaxation as applicable).
Nature of experience	:	**Human Resource**: The incumbent should have experience of handling various HR functions including Manpower Planning, Recruitment, Reservation policy, Employee relations, Grievance redressal mechanism, Establishment matters etc. The incumbent preferably to have experience of handling various Administration aspects like tendering, procurement procedures etc.
		Law & Recovery: Law & Recovery: Handling Civil / Criminal Revenue matters such as recovery suits and executions / arbitrations / service matters / cases under Public Premises (Eviction of Unauthorized Occupants) Act / MSMED Act / Revenue Recovery Certificate cases / Writs / Appeals etc.
		राजभाषा: Experience In organizing Hindi workshops, trainings and seminars on progressive use of Hindi, using or applying terminology (terminological work) in Hindi and Translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under the Central or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.
8. Post: Deputy Manager (E-1): Functional Area: **Finance & Accounts** **No. of vacancies 13 (02-SC, 03-OBC, 01-EWS & 07-UR), Pay Scale : 40,000-1,40,000**		
Qualifications	**:**	# Chartered Accountant (CA's)/ CMA's (ICWA's) or First Class Graduate in Commerce with minimum 60% marks (with 5% relaxation in marks to SC/ST/PwBD) along with Two years MBA (First Class with minimum 60% marks, 5% relaxation in marks to SC/ST/PwBD) - with specialization in Finance from a recognized university or institution.
Post Qualification Experience	:	02 years
Upper Age Limit	:	31 years (Age relaxation as applicable).
Nature of experience		The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks/NBFC/Public Sector Organisations / Central Govt./State Govt. Multi-lateral Organisations/ Other Institutions in the relevant fields like Budgeting, Banking, Accounts & Taxation, Risk based Audit, Resource Mobilization, Forex, Loan & Recovery Management, Credit Appraisal Exposure, Risk Management etc., Financial Concurrence and regulatory compliance matters related to Finance.

DETAILED GUIDELINES

I. SELECTION PROCESS

1. The selection process shall consist of scrutiny of applications as per eligibility criteria of the advertisement and Personal Interview of shortlisted candidates.

2. The candidates will be short-listed for the interview in the ratio of at least 1:5 or in the ratio of maximum 1:7 w.r.t. numbers of posts advertised. However, 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 what so ever will be entertained in this regard.

4. The selected candidate will be liable to work/posted in any of NSIC offices/Technical Centres all over India.

II. COMPENSATION PACKAGE

1. Compensation package includes Basic pay, Industrial DA, HRA, Perquisites and Allowances as per cafeteria approach, EPF, Gratuity etc. as per IDA 2017 pattern. In addition, Performance Related Pay will be applicable, as admissible and as per Rules of the Corporation.
2. The Corporation also has in place the policy relating to House Building Advance, Vehicle Advance, Computer Advance, Medical facilities for self and dependents, PF, Gratuity, Superannuation Pension Scheme and Leave encashment etc.

III. HOW TO APPLY

1	The candidate needs to apply Online through the CAREER section of www.nsic.co.in . The online application link will be active w.e.f. **27.10.2025.**
2	The process of filling up the Online Application Form is in 4 stages :- **Stage 1** : a) For applicant registration: Fill the Name, Mobile Number, email ID and Date of Birth. b) An email verification will be received on given email ID. On successful verification email ID applicant will be able to log in to recruitment portal c) Basic details have to be filled in d) Email ID can be used for logging into the system for filling up the Application Form.

	<u>Stage 2:</u> Upload copies **(self-attested)** of the following : (i) Aadhaar card (ii) PAN card (iii) Passport size photograph and signature. The photograph should be in color with a white background and should be recent one. The photograph and signature should be in JPG/JPEG/PNG format and less than 100kb in size. (iv) Class X Certificate / School Leaving Certificate as proof of Date of Birth (v) Mark-sheets of each year / consolidated mark-sheet of Graduation / Post Graduation (vi) Graduation / Post Graduation degree (vii) Caste certificate (SC, ST, OBC, EWS), if applicable (viii) PwBD certificate, if applicable (ix) Experience certificates (x) Salary slips / salary certificates / Income Tax Returns along with 26 AS (xi) Detailed CV / Any other document (viz. conversion of CGPA to respective percentage, English/Hindi version of certificate in regional language, name change etc.) **Stage 3** Make payment of application fees through NEFT, as applicable. **Stage 4**: Finally an Application Number for the post applied for, will be issued which has to be kept for all future references. The Application Number will be sent to your registered mobile number via SMS / Email.
3	Candidates must keep their e-mail ID in operation at least for one year. Candidates are required to give correct email address. In case of non-delivery or late delivery of email due to any reasons whatsoever, Company will not be held responsible. Candidates are required to fill in the online form with all the relevant details. Upload scanned copy of the photograph; signature, SC/ST/OBC (NCL)/EWS/PWD certificate (if applicable), all the Essential educational & Essential documents, (if applicable) as mentioned above. Candidates should ensure that the relevant details viz. Name, Date of Birth, Address, etc. entered in NSIC online application form is correct. Incomplete application will be summarily rejected. Any request to add additional information in application form after the application has been submitted shall not be entertained in any condition. Detailed procedure regarding payment of fee is explained under “PAYMENT OF APPLICATION FEE”.
4	**Candidates should ensure the following, while filling up the Online Application Form:** a. The first name, middle name and surname shall be filled in the Application Form. b. The online Application Form should be filled in all respect as incomplete Application Form will not let the candidate move forward to next stage. c. The candidates are advised to keep all the documents ready along with Payment details while filling up the online Application Form. d. 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. e. No abbreviations have to be used, wherever indicated, otherwise liable for rejection.

	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 **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.
5	After the Application Number is generated, the candidate shall take the print-out of the same in A-4 size paper, put his/her signature where indicated.
6	The copy of the following self-attested documents have to be necessarily enclosed with the print of the Online filled Application Form:
	a. Name as mentioned in Class X Certificate / Mark sheet OR Class X School Leaving / Transfer Certificate. In case of change of name / surname, Gazette notification / national news-paper clipping along with Affidavit indicating the previous and the changed name /surname.
	b. Class X Certificate / School Leaving Certificate as proof of Date of Birth
	c. Candidates claiming reservation for SCs/ STs / OBCs / PwBD should submit SC/ST/OBC/PwBD certificate issued by a Competent Authority in the format prescribed by Government of India". In case of OBC candidate, the OBC certificate should have clear mention of candidate belonging to Non-Creamy Layer (NCL) as on date of issue of certificate. Further, the OBC Certificate should have been issued within the year 2025, but before the last of date of on-line filled application. **Note :-** (1) The OBC candidate belonging to Creamy Layer (as mentioned in the OBC Certificate) will not be eligible for any benefit of reservation and will be considered as a General candidate. (2) The candidates seeking reservation as OBC, in addition to the OBC certificate issued by the Competent Authority, should also submit a declaration in the following format: I, _____ son / daughter of Shri_____ resident of village / town / city _____district_____ stat_____ hereby declare that I belong to the _____community, which is recognized as a backward class by Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT), dated 8-9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993."
	d. Passing Certificate / Degree and Mark sheets of educational and professional qualification(s).

	e. Copy of Aadhaar Card, PAN card, Proof of norms adopted by the University / Institute to convert CGPA / OGPA / DGPA into percentage.
	f. The following documents will be considered as Experience :- • Service Certificate indicating the start and end of employment period with the particular organization, OR • Appointment letter / Offer Letter issued by the employer organisation along- with resignation letter duly received/acknowledged by the employer or the relieving letter issued by the employer organisation or salary slip duly stamped and signed by the employer. • Income tax returns of the said period alongwith 26 AS. **Note:-**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.
	g. Certificate indicating the Scale of Pay /Grade Pay /Gross Salary (monthly) for the last two years, i.e. October 2023 to October 2025.
7	The 10 years in age and the requirement of First Class for Graduation and/ Post-Graduation prescribed for the direct recruits is relaxable for Departmental employees, who are applying against the Direct Recruitment Posts.
8	a) For candidates from Government sector should be presently working for the last two years in the next below grade or should have worked for two years in the next below grade (at appropriate corresponding hierarchical level in their organization) anytime during his / her career. b) Candidates working in Private / large and reputed organization should be drawing Annual CTC (equivalent to Basic pay plus DA (as on date) plus House Rent Allowance @ 30% and Allowances @ 35% applicable to the immediate grade below the grade as on date of advertisement **(i.e. Rs.7,80,480/- for Deputy Manager, Rs.10,40,640 for Manager, Rs.13,00,800/- for Chief Manager, Rs.15,60,960/- for Deputy General Manager and Rs.18,21,120/- for General Manager.) or monthly salary to the tune of one twelfth of the above (documentary evidence to be provided).** c) Further the candidates working on contract in Government / CPSEs / Banks / Autonomous bodies, the pay scale shall be considered at par with the candidates working in private sector. d) In case of experience in organisations where pay scales are different and not comparable / do not have parity with CDA / IDA pay scales, the equivalent levels / lower pay scale for determining eligibility to the post applied for, will be decided considering the different hierarchical level in the executive/officer cadre, pay scales & emoluments, period of service in different grade and position of applicant in the hierarchy. The decision NSIC Management shall be final and binding in this regard. Such candidates are required to provide all supporting relevant details in respect of their eligibility along with the application. e) **The experience in partnership firm / own practice / practice with Law Firm / Article ship training for CA / Practical Training for CMA / CS / Research work / teaching experience shall not be counted as experience.** f) **Service Agreement/Bond: Selected candidate will be required to execute an agreement to serve NSIC for a minimum period of 2 years after joining, failing which the incumbent will be liable to compensate NSIC to the extent of Rs.2,00,000/-.**

9	Application Fees of **Rs.1500/-per application** has to be paid through NEFT as per details below: **A/c No. 43207132490** **IFSC: SBIN0004298** **Name: National Small Industries Corporation Limited** **Bank: State Bank of India** **Address: Commercial Branch, 6th Floor, IFCI Tower, Nehru Place, Delhi** **Applications without APPLICATION FEES will be straightaway rejected.** However, there is **No Application Fees FOR SC/ST/PwBD/Women candidates and Departmental candidates.** The Application Fees is non-refundable and no other mode of payment will be accepted.
10	The print-out of the Online filled Application Form along with a detailed CV and the necessary documents given at point 6 above has to be sent by Ordinary Post/ Registered Post/ Speed Post/Courier / By Hand to: **Deputy General Manager – Human Resources** **The National Small Industries Corporation Limited** **"NSIC Bhawan", Okhla Industrial Estate** **New Delhi-110020** **Tel: 011-26926275**
11	The **last date of receipt of Print out of Online Application (Hard copy)** at above address is **26.11.2025 upto 6:00 p.m.** Applications received after 6:00 p.m. will not be considered. Please note that in case the **Print out of Online Application (Hard copy) received after 26.11.2025 shall not be considered for short-listing.**

I. GENERAL INFORMATION AND INSTRUCTIONS

1	Selected candidate shall be liable to serve the Corporation anywhere in India /abroad where the Corporation may have business interests.
2	Transfer and Promotion policy shall be applicable for the new recruitee as applicable at the time of their promotion.
3	Before applying, the candidate should ensure that she / he fulfills the eligibility criteria and other norms mentioned in this advertisement.
4	One candidate can apply for one post only.
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/considered further for selection process.
6	The eligibility w.r.t. Upper age limit, Qualification and Experience will be determined from the closing date of submission of on-line filled application i.e. **16.11.2025.**
7	University means University incorporated by an Act of the Central or State Legislature in India or other Educational Institutions established by an Act of Parliament or declared to be deemed as Universities under Section 3 of the University Grants Commission Act, 1956.
8	The age & the requirement of First Class for Graduation and/ Post-Graduation prescribed for the direct recruits is relaxable for Departmental employees, who are applying against the Direct Recruitment Posts.
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. In case, any document submitted by the candidate is found to be fake, twice the salary including all allowances, perks etc. paid shall be recovered. Suitable legal action shall also be initiated.
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 with the Application Form and also at the time of Personal Interview, if called for the same.
12	Outstation candidates belonging to SC / ST category and not working as permanent employee in any Government / Semi-Government / Banks / PSUs / Local Bodies etc. will be reimbursed **To and Fro** rail fare of IIIrd AC (other than Rajdhani) by train shortest route on production of documentary evidence of the journey performed only on attending the Interview.
13	**Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish "NO OBJECTION CERTIFICATE" at the time of Interview. However, in the event of difficulty in forwarding the application through proper channel/getting NOC from their parent department, they may submit an**

	undertaking at the time of Interview that they will produce proper relieving order from their organization, in case selected; otherwise they will not be allowed to join.
14	Any canvassing, directly or indirectly, by the applicant will disqualify her/his candidature.
15	NSIC reserves the right to reject any or all applications without assigning any reason thereof.
16	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.
17	NSIC reserves the right to call for any additional documentary evidence in support of eligibility criteria, if need be.
18	NSIC 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.
19	Legal jurisdiction will be NCT of Delhi in case of any cause/dispute.
20	Any further information, corrigendum / addendum in respect of the above advertisement shall be made available only on our official **website** **www.nsic.co.in** UNDERHEAD: **CAREERS**. No further press advertisement will be given. Hence prospective applicants are advised to visit NSIC website regularly for above purpose.
21	NSIC will not be held responsible for :- • Any bounce of e-mail • Loss of call letter sent due to invalid or wrong e-mail ID/ wrong postal address/ postal delays / loss in transit etc.