



No. 9(13)/2017-SME(Part)  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
[SME Section]



Udyog Bhawan, New Delhi.  
Dated 08 August 2019

1. Secretary, All Departments/Ministries, GOI  
2. Chief Secretary, All States/UTs

**Sub: Filling up of the post of Chairman-cum-Managing Director in National Small Industries Corporation Ltd. (NSIC).**

The National Small Industries Commission Limited (NSIC), a Central Public Sector Enterprise (CPSE) comes under the Administrative control of Ministry of Micro, Small and Medium Enterprises. The authorized and paid up capital of the company were Rs.535 crores and Rs. 532.99 crores respectively as on 31<sup>st</sup> March, 2019. The shareholding of Govt. of India in NSIC is 100%. The Corporate office of NSIC is located at Okhla, New Delhi.

2. The post of Chairman-cum-Managing Director, NSIC is schedule 'B' scale of pay of Rs. 1,80,000 – Rs. 3,20,000/- (Revised) which will be filled up in exemption of the rule of immediate absorption for Central Government officers, including those from the Armed Forces of the Union and the All India Services.

3. Applications of eligible officers may be forwarded in the prescribed proforma through proper channel to the Office of Joint Secretary(SME), Ministry of MSME, Udyog Bhawan, New Delhi by 17.00 hours on 12.09.2019 (copy of advertisement will also be uploaded on the website of the Ministry of MSME and NSIC). Job description and Eligibility criteria are given in Annexure-I and the same are also available on the website of the Ministry of MSME and NSIC (<https://msme.gov.in> and [www.nsic.co.in](http://www.nsic.co.in)).

4. Application must be accompanied with (i) application in proforma at Annexure-II. (ii) photocopies of up-to-date CR dossiers of the officer for the last ten years, duly attested by an officer of the level of Under Secretary or equivalent (original ACRs may not be sent). (iii) cadre clearance, (iv) vigilance clearance/integrity certificate, and (v) statement giving details of major or minor penalties (if any) imposed on the officer in the last ten years.

5. It is requested that the vacancy of the post of CMD, NSIC may kindly be circulated in your Ministry/Department and also to the Public Sector Undertakings under the administrative control of your Ministry/Department.

(Mercy Epao)  
Director

Encl: As above

Services-II Branch  
Diary No. 108456  
Date 22/08/19

मर्सी एपाओ / MERCY EPAO  
निदेशक / Director  
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय  
Ministry of Micro, Small & Medium Enterprises  
उद्योग भवन, नई दिल्ली-11  
Udyog Bhawan, New Delhi-11



## JOB DESCRIPTION FOR FILLING UP THE POST OF CHAIRMAN-CUM-MANAGING DIRECTOR IN NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

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|                      |   |                                                      |
|----------------------|---|------------------------------------------------------|
| Name of PESB         | : | National Small Industries Corporation Limited (NSIC) |
| Name of the Post     | : | Chairman-cum-Managing Director                       |
| Date of vacancy      | : | 01.10.2018                                           |
| Schedule of the CPSE | : | Schedule B                                           |
| Scale of the Post    | : | Rs. 1,80,000 – Rs. 3,20,000                          |

### I. COMPANY PROFILE

The National Small Industries Corporation Limited (NSIC) was incorporated under the Indian Companies Act with the objective to promote, aid and foster the growth of small industry in the country. NSIC is a schedule-'B' CPSE in Industrial Development and Technical Consultancy Services sector under the administrative control of Ministry of Micro, Small and Medium Enterprises. The company aims to be the premier organization in the country for fostering the growth of Micro, Small and Medium enterprises by enhancing their competitiveness by providing integrated support services like raw material assistance/ raw material distribution, marketing support, credit support, technical support etc.

The company employed 794 regular employees (Executives 555 & Non- Executives 239) as on 31.03.2019.

Its Registered and Corporate offices are at New Delhi.

The Authorized and paid-up capital of the company is Rs.535 crore and Rs.532.99 crore respectively as on March 31, 2019.

The shareholding of the Government of India in the company is 100%.

### II. JOB DESCRIPTION AND RESPONSIBILITIES

The Chairman is the Chief Executive of the Corporation and accountable to its Board of Directors and Government of India. He is responsible for the efficient functioning of the Corporation for achieving its corporate objectives and performance parameters.

### III. ELIGIBILITY

1. **AGE :** On the date of occurrence of vacancy (DOV)

| Age of superannuation 60 years |                                                                                          |         |                                                                                          |
|--------------------------------|------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------------------|
| Internal                       |                                                                                          | Others  |                                                                                          |
| Minimum                        | Maximum                                                                                  | Minimum | Maximum                                                                                  |
| 45                             | 2 years of residual service as on the date of vacancy w.r.t. the date of superannuation. | 45      | 3 years of residual service as on the date of vacancy w.r.t. the date of superannuation. |

## 2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity - and **not** in a contractual/ad-hoc capacity — in one of the followings:-

- Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
  - Central Government including the Armed Forces of the Union and All India Services;
  - State Public Sector Enterprise (SPSE) where the annual turnover is \*Rs 750 crore or more;
  - Private Sector in company where the annual turnover is \*Rs 750 crore or more.
- (\* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)

Preference would be given to candidates from listed companies.

## 3. QUALIFICATION:

The applicant should be a graduate with good academic record from a recognized University/ Institution. Applicants holding MBA/ Technical qualifications will have an added advantage.

## 4. EXPERIENCE:

The applicant should possess adequate experience at a senior level of management in an organisation of repute.

Experience in Finance/ Marketing/ Production will have added advantage.

Experience in Micro, Small and Medium sector industries is desirable.

## 5. PAY SCALE/ RANK/ LEVEL:

The minimum length of service required in the eligible scale/rank/level will be one year for internal candidates, and two years for others as on the date of vacancy.



**(a) Applicants from CPSEs** should be working in the following or a higher pay scale:

**Eligible Scale of Pay**

- (i) Rs. 7250-8250 (IDA) Pre 01/01/1992
- (ii) Rs. 9500-11500 (IDA) Post 01/01/1992
- (iii) Rs. 20500-26500 (IDA) Post 01/01/1997
- (iv) Rs. 51300-73000 (IDA) Post 01/01/2007
- (v) Rs. 120000 – 280000 (IDA) Post 01/01/2017
- (vi) Rs. 18400-22400 (CDA) Pre-revised
- (vii) Rs. 37400-67000 + GP 10000 (CDA)
- (viii) Rs. 144200 – 218200 (Level 14 CDA)

**(b) (i) Applicants from Central Govt. / All India Services** should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay.

**(ii) Applicants from the Armed forces of the Union** should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force.

**(c) Applicants from State Public Sector Enterprises/ Private Sector** should be working at Board level position.

**6. CONDITION FOR CENTRAL GOVERNMENT OFFICERS**

Central Government Officers, including those from the Armed Forces of the Union and the All India Services, will be eligible for consideration in exemption of immediate absorption clause.

**IV. DURATION OF APPOINTMENT**

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

**V. SUBMISSION OF APPLICATIONS**

All applicants should send their applications as per the format .

1. The applicants should submit their applications through proper channel as follows:
  - a) Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority;
  - b) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;
  - c) Below Board level in CPSE: through the concerned CPSE;
  - d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;
  - e) Private Sector: directly to the M/o MSME.

2. Applicants from Private Sector must submit the following documents along with the application form:

- a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose);
- b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose);
- c) Evidence of working at Board level;
- d) Self-attested copies of documents in support of age and qualifications;
- e) The relevant Jobs handled in the past with details.

## **VI. UNDERTAKING BY THE APPLICANT**

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

### **1. For candidates from Central Government/Armed Forces of the Union/ All India Services**

- a) The appointment is in exemption of immediate absorption clause.
- b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

### **2. For candidates from CPSE**

- a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.
- b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.



### 3. For candidates from SPSE/ Private Sector

- a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

### VII. LAST DATE OF RECEIPT OF APPLICATION

Last time/date of receipt of complete application is **by 17.00 hours on 12.09.2019**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be **REJECTED**. Ministry of MSME reserves the right to shortlist applicants for interview.

Applications are to be addressed to

Smt Alka Arora  
Joint Secretary(SME),  
Ministry of Micro, Small & Medium Enterprises,  
Room No.122B  
Udyog Bhawan,  
New Delhi.

**ALL CORRESPONDENCE WITH THIS MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES SHOULD BE ADDRESSED TO JOINT SECRETARY(SME), MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES ONLY.**

**APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE)/PRIVATE SECTOR**

**(Through Proper Channel, except candidates from the Private Sector)**

**Please refer to the job description for the post at M/o MSME website (<https://msme.gov.in>)**

1. Name of the post applied for \_\_\_\_\_
2. (a) Applicant's Name (as per official records Mr.Mrs. Ms.) \_\_\_\_\_  
 (b) Designation of the Applicant (in full) \_\_\_\_\_  
 (c) Name of the Company \_\_\_\_\_  
 (d) Category as per Employment Status :- Officer of a CPSE/ Central Government,  
 (Please tick as applicable) Armed Forces of the Union All India Services/  
 SPSE/Private Sector  
 (e) Office Address: \_\_\_\_\_  
 (f) Address for communication \_\_\_\_\_
3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile No. \_\_\_\_\_  
 E-Mail id \_\_\_\_\_
4. Date of Birth (DD/MM/YY) \_\_\_\_\_ Age as on date of vacancy (Years Months Days) \_\_\_\_\_

**5(i) Education of Professional Qualifications:**

| S. No | Qualification | Name of Institution | Period of Study |    | Tick the relevant |           |                | Tick the relevant |         |             | Self Declaration Whether meets the eligibility qualification requirement |           |       |
|-------|---------------|---------------------|-----------------|----|-------------------|-----------|----------------|-------------------|---------|-------------|--------------------------------------------------------------------------|-----------|-------|
| 1     | 2             | 3                   | 4               |    | 5                 |           |                | 6                 |         |             | 7                                                                        |           |       |
|       |               |                     | From            | To | Part Time         | Full Time | Correspondence | Degree            | Diploma | Certificate | Mandatory                                                                | Desirable | Other |
|       |               |                     |                 |    |                   |           |                |                   |         |             |                                                                          |           |       |

\* Should be exactly as per Degree Certificate issued by the university.

**(ii) Positions held during the last ten years from the date of uploading the vacancy circular on the M/oMSME website.**

| S. No | Complete Designation of Posting * | Name of the Organization | Pay Scale** | Period | Reporting to Designation* | Self Declaration Whether meets the mandatory experience requirement |    | If yes, nature of duties in support of the declaration |  |
|-------|-----------------------------------|--------------------------|-------------|--------|---------------------------|---------------------------------------------------------------------|----|--------------------------------------------------------|--|
| 1     | 2                                 | 3                        | 4           | 5      | 6                         | 7                                                                   |    | 8                                                      |  |
|       |                                   |                          |             | From   | To                        | Yes                                                                 | No |                                                        |  |
|       |                                   |                          |             |        |                           |                                                                     |    |                                                        |  |

\* Should be exactly as per specific office order issued by the CPSE Ministry SPSE employer

\*\* Private Sector-CTC remuneration emoluments drawn.

NB: The positions should be indicated in order of the most recent assignments.

Note: I. Please attach a write-up, not exceeding 3500 characters in support of your candidature, for reference at the time of interview. The Full form of all abbreviations used must be given in the prescribed limit of characters



6.(a) Do you hold lien in any organisation other than where currently working?

|     |    |
|-----|----|
| Yes | No |
|-----|----|

- If yes: i. Name of the organization in which the lien is held:  
ii. Date from which the lien is held:

(b) Are you on deputation?

|     |    |
|-----|----|
| Yes | No |
|-----|----|

- If yes: i. Name of parent organisation :  
ii. Date from which on deputation:

7. (a) Whether any penalty punishment was awarded to the applicant during the last 10 years.  
If yes, the details thereof

- i) Civil/Criminal ii) Departmental Inquiry

|     |    |
|-----|----|
| Yes | No |
|-----|----|

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his/her knowledge goes. If yes, the details thereof.

- i) Civil/Criminal ii) Departmental Inquiry

|     |    |
|-----|----|
| Yes | No |
|-----|----|

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

### STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g. 2013-14, 2014-15 and 2015-16 for a post advertised in the calendar year 2017).

| Company in which candidate is currently serving | Year | Annual Turnover of the Company (in rupees crores) |
|-------------------------------------------------|------|---------------------------------------------------|
|                                                 |      |                                                   |

(i) Please provide URL of company website & CIN (Corporate Identity Number ) of company

(a) URL (Company Website Address) \_\_\_\_\_

(b) CIN (Corporate Identity Number) \_\_\_\_\_

(ii) I certify that I am

(a) Working at Board level

|     |
|-----|
| Yes |
|-----|

|    |
|----|
| No |
|----|

position

If yes: Please provide your DIN (Director Identification Number ) \_\_\_\_\_

(a) Holding a post at the level immediately below the Board.

|     |
|-----|
| Yes |
|-----|

|    |
|----|
| No |
|----|

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)



### PRIVATE SECTOR

9. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g. 2013-14, 2014-15 and 2015-16 for a post advertised in the calendar year 2017).

| Company in which candidate is currently serving | Year | Annual Turnover of the Company (in rupees crores)* |
|-------------------------------------------------|------|----------------------------------------------------|
|                                                 |      |                                                    |

\* If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the PESB website may be used.

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address) \_\_\_\_\_

(b) CIN (Corporate Identity Number) \_\_\_\_\_

(ii) I certify that I am

(a) Working at Board level position

|     |    |
|-----|----|
| Yes | No |
|-----|----|

If yes: Please provide your DIN (Director Identification Number) \_\_\_\_\_

(b) Holding a post at the level immediately below the Board.

|     |    |
|-----|----|
| Yes | No |
|-----|----|

(iii) Whether the Company in which I am working is listed on the stock exchange.

Stock Exchange \_\_\_\_\_

Proof of listing may be accessed over \_\_\_\_\_ (please provide URL)

|     |    |
|-----|----|
| Yes | No |
|-----|----|

(iv) Self certified copies for proof of age and educational qualifications (enclosed)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

### Declaration

I ..... Son/Daughter of ..... hereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

### UNDERTAKINGS (as applicable)

For candidates from Central Government/Armed Forces of the Union/All India Services/SPSE

The appointment is on deputation basis. I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued. I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name & Signature of the Applicant)

Date:

**For candidates from CPSE**

I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued. I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

(Name & Signature of the Applicant)

Date:

**For candidates from Private Sector**

I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued. I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name & Signature of the Applicant)

Date:

**Verification**

**(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/  
All India Services/SPSE)**

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the  
Competent Authority  
With Telephone No. & email address