

No. K-01/20/2021-SME  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
[SME Section]

Udyog Bhawan, New Delhi.  
Dated 11<sup>th</sup> July 2023

**Vacancy Circular**

**Sub: Re-advertisement for filling up of the post of Chairman-cum-Managing Director in National Small Industries Corporation Ltd. (NSIC) through the Search-cum-Selection Committee (SCSC).**

In supersession of earlier advertisement/Vacancy Circular dated 27.09.2022 on the subject mentioned above, applications are invited for filling up the post of Chairman-cum-Managing Director, National Small Industries Commission Limited (NSIC) in schedule 'B' scale of pay of Rs. 1,80,000 – Rs. 3,20,000/- (Revised) through Search-cum-Selection Committee (SCSC). Applications received in response to the previous advertisement/vacancy circular shall not be considered and eligible applicants need to apply afresh in terms of new 'Job Description'.

2. 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, 2023. The shareholding of Govt. of India in NSIC is 100%. The Corporate office of NSIC is located at Okhla, New Delhi.

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 15.00 hours on 14.08.2023 (copy of vacancy circular 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) attested copies of up-to-date CR dossiers/APAR of the officer for the last ten years (original ACR/APAR 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 to kindly give wide publicity of the above vacancy by circulating among various Offices/Entities/PSEs under your Ministry/Department and also hosting this vacancy circular in the Ministry's/Department's website.



(S.K. Verma)  
Deputy Secretary to the Govt. of India  
Tel. 23062736

Encl: As above

To

- 1) All Ministries/Departments of Government of India
- 2) Chief Secretaries of all State Governments
- 3) Administrators of Union Territories
  
- 4) PESB [Shri Deepak Sajwan, Deputy Secretary]
- 5) CMD, NSIC

- With a request to give wide publicity  
of the vacancy

- with a request to host the vacancy  
circular in their website

Copy for information to: Director(ACC), DoPT, North Block, New Delhi.

**No. K-01/20/2021-SME  
Government of India  
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**Udyog Bhawan, New Delhi  
Dated the 11<sup>th</sup> July 2023.**

<b>Name of CPSE</b>	<b>:</b>	<b>National Small Industries Corporation Limited (NSIC)</b>
<b>Name of the Post</b>	<b>:</b>	<b>Chairman-cum-Managing Director (CMD)</b>
<b>Date of vacancy</b>	<b>:</b>	<b>14.09.2021</b>
<b>Schedule of the CPSE</b>	<b>:</b>	<b>Schedule B</b>
<b>Scale of the Post</b>	<b>:</b>	<b>Rs. 1,80,000 – Rs. 3,20,000</b>

#### **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' Miniratna 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 615 regular employees (Executives 467 & Non- Executives 148) as on 31.03.2023.

Its Registered and Corporate offices are at New Delhi.

The Authorized and paid-up capital of the company is Rs.535.00 crore and Rs. 532.99 crore respectively as on March 31, 2023.

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

#### **II. JOB DESCRIPTION AND RESPONSIBILITIES**

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

### III. ELIGIBILITY

#### 1. AGE :

- a) The minimum age of the applicant should be 45 years as on the date of advertisement of the post.
- b) 3 years of residual service as on the date of advertisement w.r.t. the date of superannuation.
- c) Age of superannuation is 60 years.

#### 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:-

- a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
  - b) Central Government including the Armed Forces of the Union and All India Services;
  - c) State Public Sector Enterprise (SPSE) where the annual turnover is \*Rs 1000 crore or more;
  - d) Private Sector in a company where the annual turnover is \*Rs 1000 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 Graduate/Engineering Graduate from a recognized institute. Post Graduate/MBA/PGDBM will have an added advantage.

#### 4. EXPERIENCE:

The applicant should possess twenty years of experience at managerial level (on the date of advertisement of the post) in an organisation of repute.

Experience in Administration/Policy making/Finance/Marketing/Technology/Production will have an added advantage.

Experience in Micro, Small and Medium Enterprise Sector will be preferred.

The applicant should demonstrate leadership quality as part of his/her experience.

#### 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 advertisement of the post.

**(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 also be eligible in exemption of immediate absorption clause i.e., on deputation basis.

**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 Ministry of 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 copies);
- b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose copies);
- 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 on immediate absorption basis as well as 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 15.00 hours on 14.08.2023**. 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**.

The Search-cum-Selection Committee (SCSC) reserves the right to shortlist applicants for interview and will also have power to relax any of the norms in case of exceptional candidates.

Applications are to be addressed to:

Ms. Mercy Epao,  
Joint Secretary(SME),  
Ministry of Micro, Small & Medium Enterprises,  
Room No.171  
Udyog Bhawan,  
New Delhi - 110011.

**ALL CORRESPONDENCE WITH THE 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 (CPSEs)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSEs)/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
- (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 advertisement of the post (Years/ Months /Days) \_\_\_\_\_

**5(i) Educational/Professional Qualification:**

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

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

(ii) Positions held during the last twenty years, from the date of uploading the vacancy circular on the M/o MSME website:

S. No	Complete Designation & Place 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
				From	To		Yes	No	
1	2	3	4	5	6	7	8		

\* 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: Please attach a write-up, Part A: Achievement during the career so far and Part B: Vision for the post applied for, not exceeding 2000 characters each, 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
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If yes: i. Name of the organization in which the lien is held:  
ii. Date from which the lien is held:

Yes	No
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(b) Are you on deputation?

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
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(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
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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. 2019-20, 2020-21 and 2021-22 for a post advertised in the calendar year 2023).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in rupees crore)

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

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

Yes	No
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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**

8. 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. 2019-20, 2020-21 and 2021-22 for a post advertised in the calendar year 2023).

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

\* If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the Ministry of MSME 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
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- (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
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- (iv) Self certified copies for proof of age and educational qualifications (enclosed)
- (v) Please give the details of 2 references (Name, Designation, Mobile, Email ID)

I certify that the details furnished by me in Columns 1 to 8 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)

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**Declaration**  
**(For all candidates)**

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**

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 Central Government/Armed Forces of the Union/All India Services**

The appointment is on **immediate absorption 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 SPSE/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

Write –up:

A) Achievements during the career so far (2000 characters):

B) Vision for the post applied for (2000 characters):