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

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

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<td>Minimum</td>
<td>45</td>
<td>Maximum</td>
<td>2 years of residual service as on the date of vacancy w.r.t. the date of superannuation.</td>
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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 750 crore or more;

d) 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.
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 up to 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 15.00 hours on 14 May 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.