

 नव नस भार्द सी NSIC	<p align="center"> THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED (A Government of India Enterprise) Corporate Identification No. U74140DL1955GOI002481 Advt. No. NSIC/HR/15/2025 </p>	
<p> 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 Professionals with suitable domain expertise to be engaged as Lead - Project Management (on contract basis) in the Corporation and/or its subsidiaries. </p> <p> The last date of receiving the applications is <u>15.09.2025 (upto 06.00 P.M.)</u>. Detailed Job Description, Terms & Conditions and Application Form are given below </p>		

I. Eligibility Criteria and Key Responsibilities :

1.	Job Title	Lead- Project Management (On Contract basis)
2.	No. of Posts	01 (Contractual)
3.	Qualification	<p><u>Essential:</u> Bachelor's degree in Engineering, Technology or CA / CMA or Master in Economics/Statistics or equivalent.</p> <p><u>Desirable:</u> Diploma/Degree/Masters in Business Management or Project Management certification (e.g., PMP, PRINCE2).</p>
4.	Required Skills & Experience	<p>Required Skills</p> <ul style="list-style-type: none"> • Strong time management and prioritization abilities. • Proficiency in project management tools (e.g., MS Project, Asana, Jira) • Excellent communication and leadership skills. • Analytical thinking and problem-solving capabilities • Ability to manage multiple projects simultaneously <p>Experience</p> <ul style="list-style-type: none"> • 10 years of experience in project management and stakeholder coordination roles
5.	Key Roles and Responsibilities:	<p>The Lead-Project Management shall oversee the planning, execution and completion of projects across various departments. They ensure projects are delivered on time, within scope, and within budget while aligning with organizational goals. The role and responsibilities shall include (but not limited to): -</p> <ul style="list-style-type: none"> • Project Planning & Scope Definition <ul style="list-style-type: none"> ○ Develop detailed project plans, timelines, and milestones. ○ Define project scope, objectives, and deliverables. • Resource Allocation & Team Coordination. <ul style="list-style-type: none"> ○ Assign tasks and responsibilities to team members. ○ Manage cross-functional collaboration and communication.

		<ul style="list-style-type: none"> • Budget & Risk Management. <ul style="list-style-type: none"> ○ Create and monitor project budgets. ○ Identify risks and implement mitigation strategies. • Progress Monitoring & Reporting. <ul style="list-style-type: none"> ○ Track project performance using KPIs. ○ Provide regular updates to stakeholders and leadership. • Documentation & Compliance. <ul style="list-style-type: none"> ○ Maintain accurate project documentation. ○ Ensure adherence to company policies and industry standards
6.	Age Limit	Should be preferably below 50 years of age as on date of Advertisement.
7.	Tenure	Contractual tenure for a period of 3 years with periodic performance review. The Contract may be extended by further period upto 2 years, subject to satisfactory of performance and as may be mutually agreed.
8.	Remuneration	All-inclusive remuneration on CTC basis to be equivalent to DGM Grade (E-4 Level), approx. CTC would be around Rs. 20.00 Lakh.
9.	Place of Posting	New Delhi
10.	Last Date for receipt of application in NSIC	15/09/2025 (6.00 PM)
11.	Email Address for application and future communication	Interested candidates may please send a scanned copy of their application (alongwith enclosures) duly filled in the prescribed format (with a color pp photo and duly signed at hrm@nsic.co.in)

III Terms & Conditions

- The Candidates short-listed will be called for interaction / interview by Selection Committee.
- The engagement will purely be on Contractual basis. Official time of duty shall be 9.30 a.m. to 6.00 p.m.
- The position is on full-time basis and the incumbent shall not be permitted to take up any other assignment during the period of engagement in other Company.
- The engagement can be terminated by the Company at any time without assigning any reason thereof by giving 30 (Thirty) days' notice or compensation in lieu thereof. However, in case applicant wishes to resign, he/ she will have to give 30 days' advance notice or remuneration in lieu thereof before terminating the engagement.

IV Other Terms & Conditions

- a) **Posting on Engagement** - The place of posting shall be New Delhi. However, the candidate understands that the organization has All India transfer liability.
- b) **Secrecy** - The applicant will maintain all information documents/ materials gathered during the course of the engagement in strict confidence. They will not copy or make notes of such information / documents except in conjunction with the work for the Company. They will not divulge to anyone outside the Company or use any of the information / documents/ materials gathered during the course of engagement for their own or anyone else's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information / documents of third parties received by them or the Company in the normal course of the engagement with the Company.
The applicant shall, while demitting the office, handover all information / documents/ materials (in soft/ hard format) under their possession, during the engagement period, to the employee as communicated by the Management.
- c) **Tax** – The compensation is subject to the applicable Income Tax.
- d) **Other Allowances** - He/She will not be entitled to any benefit or compensation available to the regular employees of NSIC.
- e) **Reporting Relationships** - During course of their engagement, the applicant will employ themselves efficiently, diligently and to the best of their ability shall devote their whole time and attention to the interest of the Company and generally carry out work as assigned to them and shall comply with all lawful orders and directions given by the CMDs/ Directors/HoDs as the case may be. They shall honestly, diligently and faithfully serve the Company and use utmost endeavour to promote the interest of the Company.
- f) **Expiry of Terms of Engagement** - Unless the ad-hoc period of engagement is extended further or terminated earlier by giving 30 days' notice or payment in lieu thereof, the engagement will come to an automatic end on the expiry of the period of engagement stipulated in the offer letter and no notice will be necessary.
- g) **Termination of Contract** - The Competent Authority reserves the right to terminate the contract, by giving 30 days' notice or 30 days compensation in lieu thereof to the applicant without assigning any reasons.
- h) **Joining on appointment** - The applicant is required to join within 15 days of the offer of engagement or in exceptional circumstances, as approved by the Competent Authority. In the event of failure to join within the stipulated period, the offer of engagement shall stand withdrawn automatically.
- i) **Conflict of Interest** - The applicant appointed by the Company, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Company.
- j) **Vigilance clearance** shall be obtained in r/o candidate engaged from Government Departments from his / her previous departments / organizations as per internal policy. In absence of the same, due antecedent check/police verification may be required to be done.

V. How to apply

1. The selection shall be made by the "Selection Committee" duly constituted for this purpose at NSIC through an interaction / personal interview of the eligible candidates.
2. Along with application duly self-attested relevant certificates w.r.t. educational, professional qualification and experience must be enclosed.
3. The application alongwith the relevant documents may be sent on or before 15/09/2025 by post or on email: **hrm@nsic.co.in** to :

Deputy General Manager (HRMD)
National Small Industries Corporation Limited
(A Government of India Enterprise)
NSIC Bhawan, Okhla Industrial Estate,
New Delhi-110020
Tel: 011-26926275

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

Applications from Professionals with suitable domain expertise to be engaged as Lead- Project Management (on contract basis) in the Corporation and/or its subsidiaries.

Please attach
passport size
photograph

1. Name (Mr. / Mrs. / Ms.) : _____
2. Gender (Male/Female) : _____
3. Date of Birth (DD/MM/YY) : _____
4. Qualification : _____
5. PAN/AADHAR No. : _____
6. Languages Known : (a)_____ (b)_____ (c)_____ (d)_____
7. Correspondence Address : _____

District: _____,

State:_____ PIN _____

8. Telephone Number : +91- (STD_____)-_____
9. Mobile Number : +91- _____
10. Email : _____@_____

11. Details with experience:

#	Name of the organization	Position held (Designation)	Scale of pay / Level	Period		Job description
				From	To	

(Please attach separate sheet for experience, job description etc., if any, as annexure)

12. Two References:

1. _____ 2. _____

I hereby certify that the information furnished by me is correct and I am eligible for the said engagement.

Signature

(Name) _____

Date:
Place:

Note:

Attach duly self-attested relevant certificates w.r.t. educational, professional qualification and experience.