

Advt. No. NSIC/NSSHO/18/007



**THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED**  
**(A Government of India Enterprise)**  
Corporate Identification No. U74140DL1955GOI002481

National SC-ST Hub (NSSH) an initiative of the Ministry of MSME, Govt. of India with an objective to provide professional support to the SC/ST entrepreneurs, is looking for young / retired professionals of Central Public Sector Enterprise with suitable domain expertise to be engaged as **E-Tendering Professionals (12 Nos.)** on consolidated monthly remuneration of Rs.50,000/-, at the following offices implementing the National SC-ST Hub initiatives:

- Agra
- Varanasi
- Ludhiana
- Mumbai
- Patna
- Ranchi
- Bangalore
- Chennai
- Pune
- Kolkata
- Guwahati
- Bhubaneswar

The eligible candidates may apply in the prescribed Application Form and send the same with all supporting documents in an envelope super scribing "**Application for engagement as E-Tendering Professionals**" addressed to General Manager (HR), NSIC Ltd., "NSIC Bhawan", Okhla Industrial Estate, New Delhi-110020. The last date of receiving application form is **05.12.2018 (upto 6:00 PM)**.

## **The National Small Industries Corporation Ltd.**

### **Terms & conditions for the engagement of E-Tendering professionals**

NSIC desires to engage few **E-Tendering professionals** on contractual basis through consulting / manpower placement agencies with the job responsibility to aid, assist and counsel SC/ST entrepreneurs in participation in public procurement. Such professionals would be based at the NSSH Offices mentioned in the advertisement. The scope of work and related terms & condition is given as under:-

#### **I. Scope of Work:-**

1. Responsible for achievement of KPIs with regards to providing handholding support to the SC-ST MSEs in e-tendering (through NSIC or directly) which include facilitation of SC/ST MSMEs in understanding the various clauses, ascertain the eligibility and provide handholding support for bid preparation and submission.
2. Responsible for achievement of KPIs with regards to registration of SC/ST MSEs with CPSEs / Central Govt. departments as Approved Vendors
3. Offer technical troubleshooting to SC/ST MSEs coming to NSSHO
4. Conduct / Organize training workshops for SC-ST MSEs in e-tendering
5. Mapping of SC-ST MSEs with CPSEs by leveraging Sambandh Portal
6. To create awareness of the support in e-tendering amongst SC/ST MSEs through awareness campaigns
7. Organize Special Vendor Development Programmes for SC/ST MSEs with CPSEs / Central Govt. Departments
8. Maintain record of the SC/ST MSEs assisted.
9. Any other activities / work assigned by the NSSHO head

#### **II. Eligibility:-**

1. The Professionals must be below 50 years of age and should be BE/B. Tech or MBA with knowledge of internet technologies.  
OR  
He/she may be a retired professional from CPSEs with similar educational qualifications and less than 65 years' age.
2. In addition to the proficiency in English/Hindi, the professionals should be proficient in speaking, reading and writing in the local language where He /She is proposed to be deployed.

3. Minimum 5 years post qualification experience in procurement / participation in tenders i.e. scrutiny of the terms & conditions, preparation and submission of bid documents during last 10 years. The applicant should possess minimum 1 year experience in the area of E-procurement.

OR

In case of a retired person, he/she may have minimum 5 years' work experience in the procurement/ e-procurement domain in CPSEs during last 10 years.

4. The applicants should possess and bring to work, at his/her cost his/her own laptop loaded with Windows7 or above, MS Office and a USB data card for internet connectivity. Once deployed, such Professionals should also procure, at his/her own cost, one valid digital signature (with USB token) for demonstration and training in e-tendering purpose.
5. The applicants should be understanding of the tendering process, procurement processes for various valves of tenders, taxation, CVC guidelines, costing of deliverables, reading and comprehending the tender notices/documents and subsequently guide the entrepreneurs in preparing the bids.

### **III. Emoluments:-**

The consolidated emoluments on lump sum basis payable to the e-tendering professionals would be Rs.50,000/- per month.

### **IV. Period of engagement:-**

- (i) The applicants shall be engaged on contractual basis for a period of 1 year, which may be extended further subject to his/her performance in the Corporation.
- (ii) The applicants so deployed will be entitled for 12 days' leave during one calendar year lapsable on the last day of calendar year.
- (iii) The selected candidates once deployed can be dispensed with by the Corporation without assigning any reason after giving 15 days' notice.

### **V. Place of deployment:-**

1. The e-tendering professionals may be posted at various National SC-ST Hub Offices of the Corporation as advertised in the newspaper i.e. Agra, Varanasi, Ludhiana, Navi Mumbai, Bangalore, Chennai, Pune, Kolkata, Patna, Ranchi, Guwahati and Bhubaneswar.
2. The professionals have to work on full time basis at designated office & will have to visit other field offices under respective zones for carrying out the assigned work.

**VI. Performance:-**

The performance of such professionals shall be reviewed every month and non-performers would be removed by giving 15 day's notice to the applicant.

**VII. Method of Selection: -**

1. Proposals are invited with CVs from individual applicants ready for deployment as e-tendering professionals at any / all the locations mentioned in the advertisement.
2. The selection shall be made by the "Selection Committee" duly constituted for this purpose.

**VIII. Payment:-**

The concerned field offices of NSIC would release the payments to the selected applicants once deployed on monthly basis.

**Note: -** The scope of work/requirement given above is indicative & can be changed by the management as per requirement of the Corporation.

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**Application for engagement as E-Tendering Professional for  
National SC/ST Hub Office**

1. Location Preferred : \_\_\_\_\_
2. Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Qualification : \_\_\_\_\_
5. Address: : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Telephone Number : \_\_\_\_\_
7. Mobile Number : \_\_\_\_\_
8. Email : \_\_\_\_\_
9. Details with experience : \_\_\_\_\_  
(Please attach Annexure or CV)
10. Date of superannuation/leaving : \_\_\_\_\_
11. Designation and scale of pay at the  
Time of superannuation/leaving : \_\_\_\_\_
12. Whether any penalty was imposed  
during the service(if so give details): \_\_\_\_\_

Affix passport  
size latest  
photograph

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

Date :-

**Signature**

Place:-

**(Name)**