



NewSpace India Limited (NSIL)
CIN: U74999KA2019GOI122175
(A Government of India Company under Department of Space)
ISRO Headquarters Campus, New BEL Road, Bengaluru-560 094

SPECIAL RECRUITMENT DRIVE

NewSpace India limited (NSIL), a Government of India company under Department of Space (DOS), has been incorporated in March 2019 with a vision to excel in providing space related products and services and to spur the growth of Indian Industry in undertaking technologically challenging space related activities. For more details, please log on to our website www.nsilindia.co.in.

NSIL is looking for dynamic and result-oriented personnel for the following posts.

(A) VACANCY POSITION:

S No	Post Code	Name of the Post	Number of Posts	Category
1.	DMO-01	Deputy Manager – Official Language	One	ST
2.	DES-01	Executive Secretary	One	OBC

(B) EDUCATIONAL QUALIFICATION, POST QUALIFICATION EXPERIENCE AND UPPER AGE LIMIT :

Sl. No	Name of post & Post Code	Educational Qualification	Post Qualification Experience [As on Last Date for Receipt of Application]	Upper Age limit [as on Last Date for Receipt of Application]	Category
1	Deputy Manager- Official Language DMO-01	Master's degree in Hindi with English as Subject / Elective at Graduation level.	A minimum of 4 years experience in translation from Hindi to English and vice-versa. Working experience as Hindi officer in CPSE is desirable.	45 years	ST
2	Executive Secretary DES-01	Associate/ Fellow Member of the Institute of Company Secretaries of India (ICSI) with Graduation from recognized university.	A Minimum of 4 years of post-qualification experience in CPSE or reputed companies.	45 years	OBC

Abbreviations used: ST: Scheduled Tribe; OBC: Other Backward Class

(C) AGE RELAXATION:

Ex-Serviceman and Persons with Disabilities (PWD) are eligible for upper age relaxation for the above posts as per Govt. of India orders. The upper age is relaxable by 05 years for SC/ST category candidates, 03 years for OBC(NCL) category candidates. **The above relaxation in upper age limit is applicable only in respect of posts which are reserved for SC/ST/OBC category candidates.** The upper age limit is also relaxable by 5 years for candidates domiciled in the State of Jammu & Kashmir between 01.01.1980 and 31.12.1989

Maximum upper age of the applicant shall not exceed 55 years including all possible age relaxations.

(D) EMOLUMENTS AND ALLOWANCES:

Post Name	Grade	Pay Scale as per IDA Pattern
Deputy Manager/ Executive Secretary	E2	Rs.50,000-3%-1,60,000/-

Note: Total Emoluments & Allowances include Basic Pay in the pay scale, Dearness Allowance & House Rent Allowance (as per applicable rates as per place of posting) & Cafeteria Allowance etc.

PLACE OF POSTING: Ahmedabad/Bengaluru. However, they are liable to be posted anywhere in India.

(E) APPLICATION FEE: NIL

(F) INSTRUCTION TO THE CANDIDATES:

- i) The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application or meeting the advertised specification does not entitle the candidates' eligibility for the post. In case it is detected at any stage of recruitment/ selection/even after appointment that the candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature/appointment will automatically stand cancelled, as the candidature/appointment would be deemed to be void ab initio.
- ii) The e-mail id mentioned in the application form must remain valid for one year. All future communication with the candidates will take place through e-mail only. NSIL will not be responsible for any loss/non-delivery of e-mail/any other communication sent, due to invalid/wrong id or due to any other reason.
- iii) If a candidate is eligible and wishes to apply for more than one post, then a separate application has to be submitted for each post.
- iv) Candidates who are already employed under Centre/State Government/Public Sector Undertaking/Autonomous Bodies should submit their applications through proper channel with **NO OBJECTION CERTIFICATE**.
- v) Candidates from PSUs should have put in at least 2 years of experience in immediate lower grade for all the posts.
- vi) Similarly, candidates from private organizations applying for the posts should draw a minimum annual CTC of **9.00 lakhs per annum** as on 02-01-2024 equivalent to the annual CTC calculated based on the minimum experience required for PSU applicants in the immediate lower post. The components of CTC include Basic Pay, DA, HRA, Perks & Allowances.
- vii) Internship will not be considered as experience for deciding eligibility criteria. Only full-time or regular employment in an organization will be taken into consideration.

- viii)** Candidates will be treated as debarred ab-initio at any stage of the recruitment process in case they do not fulfil essential eligibility criteria. Incomplete applications in any respect will be summarily rejected.
- ix)** Wherever candidates claiming equivalent qualification prescribed, the necessary documentary proof shall be enclosed while submitting the application form. However, the decision of NSIL is final for acceptance of the same to decide the eligibility.
- x)** Shortlisted candidates, who attend interview, will be paid 3 Tier A/c Train/ Bus fare as per the shortest route available/actual fare [whichever is less] on production of tickets/ proof of travelling. No TA will be paid for candidates who are coming from the same place as that of Interview.
- xi)** No Travelling Allowance (TA) will be paid for attending the written test if conducted.
- xii)** NSIL reserves the right NOT to fill up all or any of the posts, at its discretion.
- xiii)** Queries about information which is already available in the Advertisement and frivolous queries will not be replied to either by email or telephone.
- xiv)** Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on "Careers" section of NSIL website: www.nsilindia.co.in only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.
- xv)** Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at Bangalore only to the exclusion of all other Courts.
- xvi)** In case of any ambiguity/dispute on account of interpretation in versions other than English Language advertised in Newspaper/Employment News/Website, interpretation as per English version given in the website www.nsilindia.co.in shall prevail.

(G) SELECTION PROCESS:

- a) The qualification prescribed and the benchmark are only the **MINIMUM** requirement and fulfilling the same does not automatically make candidates eligible for written test and/ or direct interview. Written test, whenever conducted, is only a first level screening and written test score will **NOT** be considered for interview and/or final selection process.
- b) Based on the performance in the Written test if conducted, candidates will be called for interview.
- c) The schedule and venue of Written test/ Interview will be notified by e-mail and will be updated in company's website.
- d) Final selection will be based on the performance of the candidates in the Interview in the order of merit.
- e) Candidates are requested to periodically check for website for updates in the above matter.
- f) Appearance of the shortlisted candidates for written test/interview is provisional and it does not entitle them any claim for the post.

(H) How to Apply:

Candidate needs to fill the Application Format (Please refer **Appendix-I**) along with all the supporting documents like prescribed educational qualification certificates, NOC (if Applicable), Work Experience Certificates need to send in a sealed cover mentioning the post code name on top of the envelope to the below mentioned address **on or before 31-01-2024:**

Chief Manager- HR & Administration
NewSpace India Limited (NSIL)
ISRO HQ Campus, New BEL Road
Bengaluru 560 094.
Phone: 080- 2217 2699

Please visit Our Web-Site (www.nsilindia.co.in) for Latest Updates.

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न्यूस्पेस इंडिया लिमिटेड (एनसिल)
NewSpace India Limited (NSIL)
(अंतरिक्ष विभाग के अधीन भारत सरकार की एक कम्पनी)
(A Central Public Sector Enterprise under Department of Space)

(Advertisement No: NSIL/02/2023 Dated 29.12.2023)

APPLICATION FORM

Post Code:

Post Name:

Affix Passport Size
Photograph

1.	Name in full (in Block letters)																	
2.	Date of Birth	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="3">DATE</td><td colspan="3">MONTH</td><td colspan="2">YEAR</td></tr></table>									DATE			MONTH			YEAR	
DATE			MONTH			YEAR												
3.	Age as on 31.01.2024																	
4.	Nationality																	
5.	Gender																	
6.	Father/Spouse Name																	
7.	Mobile No./ Telephone No.																	
8.	E- mail ID																	
9.	Address for Correspondence [in Block letters]																	

10.	Permanent address [in Block letters]	
11.	Whether SC/ ST/ OBC/ Ex-Servicemen/ PWD/ Sportsperson/ Departmental candidate/ Widow/ Divorced women and women judicially separated from their husbands and who are not remarried	YES/NO [If Yes, please specify and attach relevant certificate]
12.	Whether any closer relatives are working in ISRO/ DOS Centers/ Units?	YES/NO [If Yes, please specify]

13. Educational qualifications (Please mention in chronological order starts from Highest Degree and enclose self-attested copies)

Sl.No.	Exam passed	Name of the Board/ University/Institute	Duration of Course	Regular Course (Yes/No)	Year & Month of Passing	Class & CGPA (or) % of marks obtained	Subjects studied

14. Details of Post Qualification Experience: *(Please attach all the relevant copies)*

Sl.No.	Name & address of the Organization/ Office/ Company	Designation/ Place of working	Period of employment		Total Experience	Scale of pay and Salary Drawn/ CTC	Nature of duties
			From	To			

DECLARATION:

I do hereby declare that all statement/information made in this application are true, complete and correct to the best of knowledge and belief. In case, it is detected at any stage of recruitment/selection/even after appointment that I do not fulfill the eligibility norms and/or that I have furnished any incorrect/false information or has suppressed any materials fact(s), my candidature/ appointment will automatically stand cancelled, as the candidature/appointment would be deemed to be void ab initio.

Place:

Date:

(Signature of the Candidate)