

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking- “Mini Ratna” Company)
BEEJ BHAWAN, PUSA COMPLEX,
NEW DELHI-110012 (INDIA)

**DETAILED ADVERTISEMENT FOR RECRUITMENT OF DEPUTY GENERAL MANAGER
(CORPORATE AFFAIRS) & COMPANY SECRETARY IN THE REGULAR SCALE OF PAY**

(Advertisement No. RECTT/1/NSC/2026)

NSCL, a Premier Mini Ratna, Schedule “B”, CPSE under Ministry of Agriculture & Farmers Welfare, producing & providing Quality/Certified Seed to farmers of India invites application from committed, result oriented, suitably qualified and experienced individuals for direct recruitment as mentioned below: -

1. Details of Post:

Sl. No.	Name of the Post	Pay level & Pay code	No. of vacancies	Qualification & Experience	Place of posting	Age Limit
1.	Deputy General Manager (Corporate Affairs) & Company Secretary	Rs. 70000-200000 (IDA) – E-4	01 (UR)	Educational Qualification(s): Graduate with Associate Membership of the Institute of Company Secretaries of India with desirable qualification of Professional Degree in Law. Experience: 10 years post qualification experience in the related field, being responsible for handling company Secretariat matters in large organization/PSU having manpower of more than 500 regular employees, out of which 8 years should be in Senior Managerial position (equal to E-2 level of NSC) in related field. Should be well versed in corporate laws and allied matters. Weightage will be given to those having handled similar functions in an independent capacity and to those who have additional professional qualifications in Finance, Personnel or Legal disciplines. Those working in PSUs/. Govt. should have 2 years experience in the next below scale of Rs.60000-180000 OR 5 years experience in the scale of pay of Rs.50000-160000 and above or equivalent in related field.	Corporate Office, New Delhi	Not exceeding 50 years*

***Not applicable for existing Departmental Candidates**

Note: All above essential and additional educational qualification must be of full time Course/Degree/Diploma from a reputed Institution/University for Direct Recruitment (*not applicable for existing departmental candidates as per decision taken by Board in its 272nd Board Meeting held on 30th June, 2017*).

1.1 OTHER REQUIREMENT MENTIONED IN THE EXPERIENCE

1. Candidates having experience of any type (regular/contractual etc) in Govt. Division/ Deptt./PSU/ Govt company etc. are also eligible to apply.
2. The requirement of minimum 500 regular employees, should be in any year during the last 10 Financial years.
3. Pay Level (IDA and CDA for the purpose of this recruitment only) from Govt sector applicants will be as under:

Equivalency of IDA and CDA	
Rs.60000-180000 (IDA) – E-3	Rs.50000-160000 (IDA) – E-2
Level 10 – Rs. 56100 - 177500 (7th CPC)	Level 09 – Rs. 53100 - 167800 (7th CPC)

4. The experience criteria, 8 years should be in Senior Managerial position (equal to E-2 level of NSC) shall mean "the CTC of the candidates from Pvt. Sectors" should be Rs. 15.36 Lakh annually.

Any documents/declarations/certificates in support of above requirement must be issued by duly certified/ stamped/attested by the concerned authorities. Self-declaration shall not be considered under no circumstances, however audited Annual report of previous years may be considered.

1.2 COMPLETED EDUCATION QUALIFICATION AND EXPERIENCE AS ON LAST DATE OF SUBMISSION OF APPLICATION:

Candidate should have completed their qualifying degree and experience as prescribed in the essential **education qualification and experience for respective Post as on the last date of receiving of application.**

1.3 EDUCATION FROM RECOGNIZED / APPROVED UNIVERSITY / INSTITUTIONS:

All the prescribed essential qualifications should be **recognized from University/Institution approved by Govt. Authorities / Statutory bodies / UGC / AICTE** otherwise such qualification will not be considered. No equivalency will be considered for any essential educational qualification. The candidates will have to produce self attested copy certificates in support of educational qualifications from his/her University/Institution at the time of documents verification.

1.4 OVER-QUALIFICATION:

As per the qualification criteria, minimum qualification prescribed for recruitment has to be fulfilled. Any other qualification including higher qualification over and above the minimum qualification will not disqualify the candidate. A candidate must possess the exact prescribed essential qualification for the respective post mentioned in the advertisement, as equivalent education qualification for any essential qualification will not be considered.

1.5 NO OBJECTIONS CERTIFICATE (NOC) FROM PRESENT EMPLOYER:

Candidates working in the Central/State Government, Public Sector Undertakings of Central/State Government (including NSCL), Autonomous Bodies, Aided Institutions are required to forward their application through proper channel else produce No Objection Certificate (NOC) from the present employer

at the time of interview failing which their candidature will not be accepted and not allowed to appear in the interview.

2. APPROXIMATE MONTHLY EMOLUMENTS:

Sl. No.	Post	Scale of pay (IDA)	Basic pay	DA @ of 51.8% of Basic Pay as on 01.12.2025	Perks @ of 30% of Basic Pay as on 01.12.2025	HRA @ of 30% of Basic Pay as on 01.12.2025 (For X City)	Total (Per month)
1.	Dy. General Manager	Rs. 70000-200000/-	Rs. 70000	Rs. 36260	Rs. 21000	Rs. 21000	Rs. 148260/-

2.1 PAY PROTECTION:

(a) The pay on first appointment to the post in service of the corporation shall normally be fixed at the minimum of the time scale applicable to the post.

(b) Where any person is appointed to the post to which a time scale is applicable, has been in continuous service for a period of not less than 2 years in any Department of the Central / State Govt. /PSU/Autonomous Body/ University etc. prior to joining NSC, and was drawing Basic Pay above the minimum of the scale of the post in which he / she is being appointed, his starting pay would be fixed after protecting the pay drawn by him in his/her parent Company / Department subject to the condition that he / she was governed by the same DA pattern in his/her parent organization as applicable to the post in NSC. In cases, where DA is dissimilar, the starting pay will be fixed after protecting pay plus DA drawn by him/her in his/her parent organization.

(c) Pay of a departmental candidate selected against the open advertisement will be fixed as on Promotion.

(d) Higher initial pay upto a maximum of 5 increments may be granted by the Appointing Authority on the specific recommendations of the Selection Committee or a representation made by the concerned candidate before joining NSC. In making the recommendation, the Selection Committee should, however, take into consideration qualification, experience, merit, performance in the interview and existing emoluments including perquisite and other benefits already being enjoyed by the candidate in his /her previous organization.

(e) As a Corporate Policy, not more than five advance increments over and above the minimum of the pay scale / level shall be granted in any case.

3. RESERVATION & RELAXATION:

3.1 MAXIMUM AGE INCLUDING RELAXATION & RESERVATIONS SHOULD NOT BE BEYOND 56 YEARS AS ON LAST DATE OF RECEIVING APPLICATION.

3.2 The OBC candidates who belong to "Creamy layer" are not entitled for concession/relaxation admissible to OBC category and such candidates should indicate their category as **General** only.

3.3 All Candidates declaring themselves belonging to SC/ST/OBC/EWS/PWD category shall produce self-attested copy of the caste/category certificate in the prescribed 'Central Government' format from the Competent Authority empowered to issue such certificate along with originals for verification at the time of documents verification. OBC certificate shall be of a recent date (**issued on or after 01.04.2025**) with suitable mention about creamy layer / Non — Creamy layer status. (OBC candidates with certificate having

the "Non-Creamy Layer Clause" only will be eligible for reservation as per Government of India guidelines). Income & asset certificate shall be provided by the candidates applying under EWS category.

- 3.4 The candidate's appointment / engagement will remain provisional subject to caste/category certificate for SC/ST/OBC/PwD and income & asset certificate for EWS being verified through proper channel and verification of testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that his/her claim for belonging to SC/ST/OBC/EWS/PWD category and other testimonials is found false. NSC also reserves its right to take such further action against the candidate, as it may deem proper, for production of such false certificates and testimonials
- 3.5 The minimum disability in case of PWD candidates is 40%. Sub-category of disability, i.e. (a) blindness and low vision; (b) deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities is to be indicated. The PWD candidates shall possess a Certificate to this effect issued by the Board/countersigned by the Medical Superintendent/Chief Medical Officer/Head of Hospital of Government.

4. DETAILS OF SELECTION PROCESS:

Stage 1	Stage 2	Stage 3
Screening of applications	Documents Verification with Original	Personal Interview

5. POST IDENTIFIED SUITABLE FOR PWD CATEGORY CANDIDATE:

The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability.

S.No.	Designation / Group	Physical requirement	Identified categories and sub-categories from the list of PWBD category
1	Dy. GM (Corporate Affairs) & Company Secretary	S.BN.SE.RW.C	OA. OL.HH
Abbreviation used: 1) S=Sitting, ST=Standing, SE= Seeing, W=Walking, BN=Bending, CRL=Crawling, CL=Climbing, JU=Jumping, L=Lifting, KC=Kneeling & Crouching, RW=Reading & Writing, MF=Manipulation by Fingers, PP=Puling & Pushing, C=Communication, H=Hearing. 2) OA=One arm affected, OL=One leg affected, OAL=One arm and one leg affected, BL=Both leg affected, LV=Low Vision, B=Blind, HH=Hard of Hearing			

The post identified suitable for PwDs with duties & responsibilities are available on NSC website at <https://www.indiaseeds.com/doc-file/PWD-PD.pdf> Candidates of PwD category are advised to accordingly apply for the posts identified suitable as per their respective category/sub-category of PWD.

6. APPLICATION:

The application of any candidate will only be considered in the APPLICATION FORM available on official website of NSC i.e. www.indiaseeds.com. No other mode of application shall be considered. The duly filled application form shall sent through speed post /registered post / email addressed to Head of HR

Department, National Seeds Corporation Ltd. Corporate Office, New Delhi (gm.hr1@indiaseeds.com) on or before the last date of application

6.1 ELIGIBILITY BEFORE SUBMITTING APPLICATION:

Before submitting the application, the candidate must ensure that he/she fulfill all the eligibility criteria with respect to age , education qualification, work experience and other requirements as published in the advertisement. **If the candidate is not eligible, his/her candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently, it is found that he/she does not fulfil the eligibility criteria, his/her candidature will be cancelled and if appointed, service so obtained will be terminated without any notice or compensation.**

6.2 INCORRECT / MISLEADING INFORMATION IN APPLICATION:

Application containing incorrect/misleading information will lead to the candidate being disqualified, as and when detected, irrespective of stage of selection process and will also lead to dismissal from service of NSCL, on its detection at any time after appointment. NSCL will not entertain any correspondence from these candidates.

6.3 VALID EMAIL ID AND MOBILE NUMBER FOR APPLICATION:

The email id and mobile number entered in the application form should remain active till completion of recruitment process. **No change in the email id and mobile number will be allowed once registered, as all the communication will be made on registered email ID and mobile no. and candidate will be responsible for any communication gap due to change in email ID and mobile number of the candidate.**

6.4. APPLICATION FEE:

A non-refundable fee of Rs. 590/- (Rs/ 500 plus GST @18% on Rs. 500/) applicable for Unreserved Category/EWS/OBC/Ex-Servicemen. Candidates belonging to any particular category of SC/ST/PWD are not required to pay the application fee. (The Degree of Disability for PWD Candidates is 40% & above). **Before applying a candidate must see the details of the advertisement and application form as well as related instructions. The bank details of NSC in which the application fee is to be deposited is as under:**

Name of Bank:	State Bank of India
Branch:	NSC Beej Bhawan
A/c No.:	41519719613
IFSC:	SBIN0005389

7. SECURITY MONEY FOR OFFER OF APPOINTMENT

Selected candidates have to give consent in writing for accepting the offer of appointment within seven days of the receipt of the offer letter with an amount of Rs. 5,000/- as Security Money through Demand Draft in favour of National Seeds Corporation Limited, New Delhi which will be refunded on joining the post and in case of non-joining, the said money will be forfeited.

8. GENERAL CONDITIONS & INFORMATION: (IMPORTANT TO READ)

- i. Only Indian Nationals are eligible to apply.
- ii. NSCL reserves the right to modify/cancel/expand the whole process of this recruitment and selection process at any stage without assigning any reason or intimation.
- iii. Number of posts can be increased or decreased as per the requirement of the Corporation. The recruitment process can be cancelled/suspended/terminated without assigning any reason. The decision of Management will be final and no appeal will be entertained.
- iv. Management reserves the right to reject the application without assigning any reason and to raise standard of specifications/percentage of marks to restrict the number of candidates.
- v. NSCL reserves the right not to select/engage any of candidate(s) for the advertised post if suitable candidate is not found.
- vi. The final selection of the candidate in the Corporation will be subject to medically fit certification by the prescribed authority, verification of Character & Antecedents (C&A) and verification of Caste Certificate, **PWD** certificate and income & asset certificate for EWS.
- vii. At any stage of this recruitment process including after recruitment or joining, if any of the following is detected, the said applicant will be liable to be disqualified, prosecuted and debarred for all appointments in NSCL and his/her application/appointment will be rejected forthwith: **If the applicant;**
 - has provided wrong information or submitted false documents; or
 - has suppressed relevant information; or
 - does not meet the eligibility criteria prescribed for the post; or
 - unfair means during the Recruitment process; or
 - is found guilty of impersonation; or
 - has provided non-human or irrelevant photograph.
- viii. Candidates are required to submit invariably **self-attested copy of the following certificates/documents as applicable to his/her case at the time of document verification with originals:-**
 - Birth Certificate/SSC Mark Sheet as a proof of Date of Birth
 - SSLC/SSC/HSC Mark Sheet
 - Mark Sheets of (each year or each semester) UG Degree and con-vocational/Provisional Certificate.
 - Mark Sheets & Certificates of all Educational, Professional and Technical Qualifications. Mark Sheet of each year or each semester is must.
 - Experience Certificate/Service Certificate issued by the Employer indicating the period of service, nature of experience like full time/part time, designation and details of job or responsibilities clearly (if applicable).
 - No Objection Certificate (NOC) from present employer - as applicable.
 - Caste Certificate (SC/ST/OBC (Non-Creamy Layer) issued by the Competent Authority in the prescribed format by the Government.
 - Income and Assets certificate to be produced by Economically Weaker Sections, if required.
 - Discharge Certificate in case of Ex-Servicemen
 - Disability Certificate issued by the Competent Authority in the prescribed format in respect of Person with Disabilities (PwD).
 - Any other relevant certificates (as applicable).
- ix. Applications without the required documents/information/fees/photograph or unsigned will not be considered.
- x. The documents as mentioned at point 1.1 has also to be submitted as applicable and mentioned above.
- xi. In case of any dispute, legal jurisdiction shall be at New Delhi.

xii. **IN CASE OF ANY AMBIGUITY OR DISPUTE, DECISION OF CMD, NSCL WILL BE FINAL.**

9. IMPORTANT DATES

a.	Date of publication of advertisement	28/01/2026 (Wednesday)
b.	Commencement of application by candidate	28/01/2026 (Wednesday)
c.	Last date of receiving application by NSC	17/02/2026 (Tuesday)

ALL CANDIDATES ARE ADVISED TO REGULARLY CHECK THE NSC'S OFFICIAL WEBSITE WWW.INDIASEEDS.COM FOR ANY INFORMATION AND UPDATE ON THE RECRUITMENT PROCESS OF THE YEAR 2026.