

**NATIONAL SAFETY COUNCIL**  
**Plot No. 98-A, Institutional Area, Sector – 15**  
**CBD Belapur, Navi Mumbai - 400 614**

**(ISO 9001 : 2015 Certified)**

National Safety Council set up by the Ministry of Labour & Employment, Govt. of India as a registered Society, financially self-supporting with an Independent Board of Governors and Headquarters in Navi Mumbai invites applications for the following posts at its Headquarters at Navi Mumbai:

1) **Director (Technical)**

**Pay Level** : L-12  
**Pay Scale** : Rs.78,800 – 2,09,200  
**CTC p.a (approx.)** : Rs.22 lakhs  
**Age** : Around 50 years

**Qualifications & Experience:**

Full time degree in Mechanical/ Electrical / Civil / Chemical / Fire / Production Engineering. Additional qualification in Industrial Safety and Health is desirable.

Minimum 18 - 20 years of managerial experience in operations / projects / maintenance / engineering / safety in organization of repute. Experience in Industrial Safety and Health for 5 – 10 years is desirable.

**Attributes:**

The applicant should have good knowledge and experience in managing technical functions in a large organization, outstanding organizational and administrative abilities, leadership skills in planning and raising resources, identifying market needs of NSC's services in different sectors and developing such services.

2) **Senior Accounts Officer**

**Pay Level** : L-7  
**Pay Scale** : Rs.44,900 – 1,42,400  
**CTC p.a (approx.)** : Rs.12 lakhs  
**Age** : Around 35 years

**Qualifications & Experience:**

A full-time B.Com / M.Com degree with First Class from a recognized institution / University. B.Com / M.Com with Inter CA preferable.

Minimum 10 – 12 years of post-qualification experience of which minimum three years in supervisory capacity in the Accounts section of any reputed organization.

**Attributes:**

The applicant should have good knowledge and experience of accounting systems, Tally ERP-9, Bank Reconciliation, finalization of accounts, Pay Roll, etc. The candidate should have practical experience in statutory matters like e-filing of Professional Tax, EPF, Income Tax, TDS, GST, etc. He should have experience in liasoning with Government / statutory Authorities. He should have good communication skills and command over written and spoken English & Hindi with good leadership skills. Knowledge of Marathi is desirable. He should be well conversant with use of computers and related applications.

.... Contd. 2/-

3) **Communication & Publications Officer**

**Pay Level** : L-6  
**Pay Scale** : Rs. 35,400 – 1,12,400  
**CTC p.a (approx.)** : Rs.10 lakhs  
**Age** : Around 30 years

**Qualifications & Experience:**

Full Time degree in any discipline with full time Master's Degree / Post Graduate Diploma in Mass Communication (2 years) from a recognized University.

Knowledge of computer application.

Minimum post qualification experience of 5 / 7 years in communication / publications/ editing technical journals / newsletters, etc.

**Attributes:**

Excellent written and verbal communication and presentation skills, knowledge of digital marketing tactics, email marketing etc., excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively, promote communications and marketing materials through social media, skills in writing notes, press releases and other editorial content. Also have experience in developing communication media (brochures, posters, newsletters, website, etc.), arrange news conferences for essential announcements. Good command over English and Hindi.

Applicants should send duly signed applications in prescribed format alongwith a recent photograph signed across and self-attested photocopies of certificates to [recruitment@nsc.org.in](mailto:recruitment@nsc.org.in) and the hard copy of the same may be sent by Registered Post / Speed Post superscribing the envelope "**Application for the post of \_\_\_\_\_**" to the Director General, National Safety Council, 98-A, Institutional Area, Sector-15, CBD Belapur, Navi Mumbai – 400 614 **on or before 7<sup>th</sup> February 2025**

Those who applied earlier advertisement need not apply again.

Kindly note, place of posting is at NSC Headquarters, CBD Belapur. NSC does not provide any residential accommodation.

**Date: 7.1.2025**

**DIRECTOR GENERAL**