

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
(Dept. of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India)

Red Cross Bhawan, Sector-12, Faridabad, Haryana

The **National Handicapped Finance and Development Corporation** a company registered under Section 25 of the Companies Act, 1956 (not for profit) has been set up with the objective to provide financial assistance to Persons with Disability for self-employment. The Corporation is presently looking for suitable result oriented persons to fill up the following posts: -

1. Senior Accountant
Pay Scale: 11,200-24,650 (IDA Pattern)

01 Post Unreserved **(U/R)**

E.Q. 1) (i) CA (Inter)/ICWA (Inter)/B. Com from recognized institute/university

Experience:

Minimum 2 years experience in the relevant field

D.Q. Knowledge of Tally accounting software.

Age: 32 Years

2. Junior Assistant (Accounts)
Pay Scale: 10,600-23,250 (IDA Pattern)

01 Post Unreserved **(U/R)**

E.Q. i) Degree in Commerce from recognized institute/university.

ii) Minimum 01 year experience in relevant field

D.Q. Knowledge of Tally accounting software.

Age : 30 Years

3. Junior Assistant (Systems)
Pay Scale: 10,600-23,250 (IDA Pattern)

01 Post Unreserved **(U/R)**

E.Q.:- BCA/B. Sc (Computer Science)/IT or its equivalent degree

OR

ii) Bachelor's degree from recognized university and

iii) PGDCA (Govt. recognized)/'A' level course from DOEACC (with knowledge of MS –Office, E-mail, Internet Surfing, Networking, SQL 2005, Visual Basic Net, Web Designing/Maintenance, Hardware/Software Installation etc)

D.Q.: MCA/M Sc. (Computer Science)/IT or its equivalent degree

Exp: Atleast one year experience in IT related field in public /private sector undertaking /company

Age : 27 Years

contd.2/-

NOTE :

- i) Age limit and post qualification experience for all posts is as on **1.8.2013**
- ii) Age relaxation to SC/ST/OBC/Ex-Serviceman/Physically Handicapped (PH) and other categories will be given as per Government rules.
- iii) Experience and age limit may be relaxed in case of otherwise exceptional candidates at the discretion of the Management.
- iv) Pay Scales are (Revised IDA Pattern) for all posts.
- v) In addition to Pay & IDA, other allowances are payable as per 2nd pay revision, Leave, EPF and Gratuity as per the rules of Corporation to regular employees only.
- vi) The corporation reserves the right to amend/cancel the posts advertised without assigning any reason thereof.
- vii) Candidates working in Central/State-Govt. Organisations, Autonomous bodies, Statutory Bodies, Public Sector Undertakings should apply through proper channel.
- viii) Only outstation Scheduled caste and Schedules Tribes candidates called for the interview/selection test will be paid single return Second class rail fare or actual bus fare whichever is less in accordance with Government Directives.
- ix) **Incomplete applications and applications without attested copies of qualification/age proof/ experience shall be rejected outright.**
- x) Only short listed candidates shall be called for written examination/skill test/interview.

How to apply :

Application neatly typed on plain paper may to be sent giving information in the following format:-

- a) Post applied for
- b) Name
- c) Father's /Husband's Name
- d) Date of birth and age as on 1-8-2013
(attach attested copy of birth certificate)
- e) Category (SC/ST/OBC/XSM/Gen.)
(attach attested copy of certificate)

- f) Disability Category (OH/HH/VH) and % age of Disability:
(In case of a Person with Disability attach attested copy of disability certificate issued by competent authority)
- g) Present address for communication :
- h) Permanent home address :
- h) Academic/Professional qualification in reverse chronological order (starting from highest qualification) giving name of the course, discipline of study, main subjects, university/institution with complete address, year of passing and percentage of marks/division (Attach attested copies of certificates).
- i) Details of present and past employment giving names of the employer, post(s) held from time to time with pay scale, duration of employment whether revised or pre-revised IDA/CDA pattern and nature of duties performed/work experience against each post (Attach attested copies of certificates).

Place : _____

Date : _____

(Signature of Candidate)

Application with full details and strictly according to format with a recent passport size photograph should be sent **by Posts only** super scribing on the top of the envelope in capital letter **“APPLICATION FOR THE POST OF _____”**
to:

National Handicapped Finance and Development Corporation
(Dept. of Disability Affairs, Ministry of Social Justice and Empowerment, Govt. of India)
Red Cross Bhawan, Sector –12, Faridabad – 121 007

Applications complete in all respect should reach to NHFDC **on or before 19.8.2013**.
Please check following enclosures are attached before sending the application by post:

- Annexure I** - one recent passport size photo to be pasted on the application
Annexure II - attached attested copy for proof of age
Annexure III - attached attested copy of certificate of SC/ST/OBC/Ex-Servicemen,
(wherever applicable)
Annexure IV - attached attested copy of Disability certificate (if applicable)
Annexure V - attached attested copies of all academic/ professional qualifications (in reverse chronological order)
Annexure VI - attached attested copies of experience certificate (s)

Application not in conformity with the above format and received after the closing date will be rejected outright.
