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**NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION**  
(A Govt. Undertaking, Ministry of Minority Affairs)  
Core 1, 1<sup>st</sup> Floor, SCOPE Minar, Laxmi Nagar,  
Delhi – 110 092

**Recruitment Advt. No. 01 / 13**

The Corporation is looking for filling up the following posts on direct recruitment basis.

| <b>POST</b>  | <b>GRADE</b> | <b>PAY SCALE</b>            | <b>NO. OF VACANCIES</b> |
|--|--------------|-----------------------------|-------------------------|
| General Manager (Projects)<br>(Unreserved)   | E – 7        | Rs. 43200-3%-66000<br>(IDA) | 01                      |
| Manager (Projects)<br>(Reserved for OBC - NCL)   | E - 4        | Rs. 29100-3%-<br>54500(IDA) | 01                      |
| Assistant Manager (Finance) (1<br>post is reserved for OBC – NCL<br>and 1 post is reserved for SC<br>Category) | E - 1        | Rs. 16400-3%-40500<br>(IDA) | 02                      |
| Clerk-cum-Typist (Reserved for<br>ST)  | NIL          | Rs. 11550-3%-20550<br>(IDA) | 01                      |

For detailed advertisement, eligibility requirements, instructions and for downloading the prescribed application form, please visit our website : [www.nmdfc.org](http://www.nmdfc.org).

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## **NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION**

**(A Govt. Undertaking, Ministry of Minority Affairs)**

**Core 1, 1<sup>st</sup> Floor, SCOPE Minar, Laxmi Nagar,**

**Delhi – 110 092**

### **NMDFC's Recruitment Advt. No. 01 / 13**

The National Minorities Development & Finance Corporation (NMDFC) was set up on 30<sup>th</sup> September, 1994 and is functioning under the administrative control of Ministry of Minority Affairs, Government of India, with an objective to promote the economic & developmental activities for the benefit of the "Backward Sections" amongst the notified Minorities, preference being given to the occupational groups & women. The NMDFC is a Public Sector Undertaking, registered under Section 25 of the Companies Act 1956 (not for profit). The NMDFC has authorized share capital of Rs. 1500.00 crores. More details about the NMDFC is available at its website : [www.nmdfc.org](http://www.nmdfc.org). The Corporation is looking for filling up the following posts on direct recruitment basis.

#### **SECTION – A (VACANCIES) :-**

##### **1. General Manager (Projects) (1 - Post) (Unreserved)**

a. **Pay Scale** : Rs. 43200-3%-66000 (IDA)

b. **Essential Qualifications** : Post Graduate Degree in Arts / Social Science / Veterinary Science or Bachelor of Engineering or C.A./ ICWA from a recognized and reputed University / Institute.

c. **Desirable Qualifications** : MBA

d. **Experience** : Minimum 17 years out of which 14 years post qualification experience at Senior Managerial level in the field of project identification, project appraisal, project financing, monitoring and evaluation of schemes in banks / financial institution / Govt. Deptt./ PSUs or private sector organization of repute.

e. **Age** : Below 50 years as on 01.1.2013.

##### **2. Manager (Projects) (1-Post) (Reserved for OBC)**

a. **Pay Scale** : Rs. 29100-3%-54500(IDA)

b. **Essential Qualifications** : (i) Post graduate degree in Arts, Social science / veterinary science or B.E. or CA/ICWA from recognized and reputed university /institute

c. **Desirable Qualifications** : (ii) Master of Business Administration (MBA)

d. **Experience** : 10 years experience out of which 08 years post qualification experience at senior / middle managerial level. In the field of project Identification, scrutiny, appraisal, execution & evaluation in banks /financial institution / Govt. Dept /Public sector undertakings or private sector organization of repute .

e. **Age** : Below 40 years as on 01.1.2013.

##### **3. Assistant Manager (Finance) (2 - Posts) (1 post is reserved for OBC and 1 post is reserved for SC Category)**

a. **Pay Scale** : Rs. 16400-3%-40500 (IDA)

b. **Essential Qualification**: i) CA / ICWA / MBA (Finance).

c. **Experience** : 5 years experience out of which 3 years should be of Sr. Supervisory level in the field of Corporate planning, Financial Policies, Financial Appraisal, Management of Funds, Investment recovery, Budgeting and Accounting, Taxation, Audit with specialized experience of project, finance and recovery system in large bank / Financial Institute / Govt. Department / PSUs or Pvt. Sector of repute.

ii) Knowledge of computer.

d. **Age** : Below 32 years as on 01.1.2013.

4. **Clerk-cum-Typist (1 - Post) (Reserved for ST)**

a. **Pay Scale** : Rs. 11550-3%-20550 (IDA)

b. **Essential Qualification**: Graduate in any discipline, Word Processing in computer and typing speed of 40 w.p.m. in English and Hindi .

c. **Experience** : **Essential-** (i) One year experience in reputed PSU / Govt. / Private Organization  
**Desirable-**(i) Knowledge of Urdu language and typing of Urdu will be an added advantage.

d. **Age**: Below 26 years as on 01.1.2013.

**SECTION – B (GENERAL INFORMATION) :-**

1. Reservation / Relaxation for SC/ST/OBCs / Physically Handicapped candidates in the above posts will be allowed as per Govt. of India's order on the subject matter. Candidates who had domiciled in the Kashmir division of the state of the Jammu and Kashmir will be given relaxation as per Govt. of India's orders issued from time to time.
2. In addition to pay & Dearness Allowance (on IDA pay pattern), other allowances presently admissible will include house rent allowance @ 30% of the basic pay, perks & perquisites as per cafeteria approach, Leave, Medical Facility, LTC / Encashment of self & family of All India LTC, CPF and Gratuity etc. as per the rules of the corporation.
3. Management reserves the right to upgrade the minimum eligibility criteria for the purpose of short-listing the candidates to be called for the interview with a view to restrict number of candidates to be considered in proportion of the vacancies.
4. Age limit and experience will be reckoned as on 01/1/2013 for all posts. Age relaxation for reserved category candidates is admissible only in case where vacancies are reserved for such categories as per Govt. of India's rules / Department of Public Enterprises.
5. Other things being equal, special consideration to the minorities will be given in the selection as per Govt. of India guidelines.
6. Application not in conformity with the advertisement and its format, mode of post / dak and received after the closing date are liable to be rejected and no communication or query, whatsoever may be, will be entertained in this regard.
7. Applicants working with Govt. / PSU / Statutory / Autonomous Bodies should apply through proper channel or submit the **No Objection Certificate** at the time of Interview.
8. The selected candidate/s should be able to join at the earliest.
9. OBC candidates belonging to creamy layer category should apply as general category and against general vacancy only.
10. In case of recruitment to the post of Clerk-cum-Typist, personal interview will be followed in respect of the candidates who qualify the skill test.
11. A citizen of India or any other person(s) declared by the Govt. of India as eligible for such employment from time to time, only needs to apply.

12. The appointment to the above posts shall be subject to further compliance of provisions of the Recruitment, Promotion & Seniority Rules of the NMDFC, wherever applicable.
13. All appointments will be subject to medical fitness as per NMDFC's rules.
14. No correspondence will be entertained from the candidates not called for interviews.
15. Any corrigendum / clarifications on this advertisement, if necessary, shall be uploaded on NMDFC's website and no separate press coverage is envisaged for this purpose.
16. All disputes / cases related to this recruitment process are subject to jurisdiction of Courts at Delhi only.
17. NMDFC reserves the right to close/cancel/restrict/enlarge/reopen/modify the recruitment process either partly or wholly, if the need so arises, without issuing further notice or assigning any reason thereof.
18. The interested and eligible candidates may apply strictly in the prescribed proforma in plain A4 size paper as per enclosed **Annexure – A**. The applicants should send their applications only by post (i.e. by registered post with AD or speed post only) with full details alongwith recent passport size photograph to the **Senior Manager (P&A), National Minorities Development & Finance Corporation, SCOPE Minar, Core 1, 1st Floor, Laxmi Nagar, Delhi – 110 092** within 45 days from the date of publication of this advertisement subscribing the sealed envelope as **"Application for the post of -----"**. For States like Assam, Arunachal Pradesh, Mizoram, Manipur, Meghalaya, Nagaland, Tripura, Sikkim and Ladakh Division of Jammu & Kashmir State, Lahaul-Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep, applications from the interested and eligible candidates should reach within 52 days from the date of publication of this advertisement.
19. The corporation shall not be held responsible for any delay in receipt or loss in postal transit of any application sent by the candidates in response to press advertisement, employment requisition, departmental notification etc.
20. Other information and Instructions etc. for filling & submission of the Application Form are given as per enclosed **Annexure – B**. The advertisement and application format can also be downloaded from our website [www.nmdfc.org](http://www.nmdfc.org).

**OTHER INFORMATION AND INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM**

Kindly make sure that all the instructions given below are complied with, failing which your application is liable to be rejected.

1. Application should be strictly as per prescribed format.
2. All entries in this form should be typed or own hand written neatly.
3. Submission of this form involves no commitment on either side and no correspondence with regard to the suitability or otherwise of the applicant will be entertained.
4. Incomplete application will not be considered.
5. Attested copies of all certificates and testimonials (i.e. educational, date of birth, reservation and experience etc.) from Gazetted Officer of the State or the Central Govt. must be attached with the form. All enclosures to the application form should preferably be of the size of application form and all the sheets be properly stitched or tagged. Original Degrees/Certificates/Testimonials should not be sent.
6. The name of the post applied for should be clearly indicated on the right hand corner of the envelope.
7. All the information given in the application form should be correct. Any mis-statement/suppression of facts for any reason will render the candidate liable to rejection and even termination after appointment.
8. Any subsequent change in address should be communicated to NMDFC. While every care would be taken to record the change in address, however, the Corporation will not accept any responsibility, whatsoever, for delivery of interview letter on changed address. The candidates should, therefore, ensure for redirection of communications to their changed address.
9. A recent colour passport size photograph should be affixed on the application form.
10. Candidates belonging to SC/ST/OBC – NCL communities should invariably attach attested copy of the certificate from one of the following authorities :
  - i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1<sup>st</sup> Class Stipendiary Magistrate / City Magistrate\* / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.  
\* (not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate).
  - ii) Revenue Officers not below the rank of Tehsildar.
  - iii) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

- iv) Any other competent authority authorized on such matter alongwith evidence thereof.

**11. Age Relaxation**

- i) Reservation / Concessions for candidates belonging to SC/ST/OBC – NCL / Minorities / XSM & PWD categories wherever applicable would be made as per Government of India Directives. Upper age limit is relaxable by 5 years in respect of SC/ST candidates and 3 years in respect of OBC (Non-creamy layer) candidates. Candidates belonging to the OBC Category are required to produce recently obtained Community Certificate in proof of their Community at the time of Interview (not older than 6 months as on date of publication of this advertisement), stating that they do not come under the creamy layer, from a Competent Authority, in the format as prescribed by the Govt. In respect of Persons with Disabilities (PWDs), upper age limit is relaxable by 05 years, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC.
- ii). For candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period of 01.01.1980 to 31.12.1989, upper age limit is relaxable by 5 years.
- iii). Relaxation will be extended as per rules of Govt. of India in respect of Ex-servicemen.
- iv). Any relaxation / concession not covered in the advertisement, if applicable, will be considered as per G.O.I. rules / DPE.

12. Canvassing in any form will lead to disqualification.

13. The candidates will be called for Interview / Test based on certified information and copies of attested certificates and testimonials furnished by them. They must produce the original documents in support of their meeting eligibility conditions as per the advertisement at the time of Interview, failing which such candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed to them. In other cases, the Travelling Allowance will be paid as per TA / DA Rules of NMDFC (to & fro).

14. Merely fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview / test / employment in the NMDFC.

15. Other things being equal, eligible and suitable candidates with additional relevant professional qualification, experience etc. will be given preference.

16. Extra sheet may be added wherever space is insufficient.

**National Minorities Development & Finance Corporation**  
**(A Govt. Undertaking, Ministry of Minority Affairs, Govt. of India)**

**Recruitment Advt. No. 01 /13**

**APPLICATION FOR THE POST OF** \_\_\_\_\_

Name of the post applied for  
Pay scale

Please affix your recent  
passport size  
photograph

1. (a) Name of the applicant : \_\_\_\_\_  
(in capital letters)
- (b) Father's/Husband Name : \_\_\_\_\_
2. (a) Mailing Address : \_\_\_\_\_  
\_\_\_\_\_
- (b) Telephone No. : Office : \_\_\_\_\_ Residence : \_\_\_\_\_
- (c) Mobile No. : \_\_\_\_\_ E-Mail : \_\_\_\_\_
- (d) Home Town : \_\_\_\_\_
3. (a) Date of Birth : \_\_\_\_\_
- (b) Exact Age : \_\_\_\_\_ Years \_\_\_\_\_ Months (as on 01.01.2013)
- (c) State to which you belong : \_\_\_\_\_
- (d) Nationality : \_\_\_\_\_ (e) Religion : \_\_\_\_\_
4. (a) Category : SC ST OBC (Non creamy layer) General
- (b) In case SC/ST/OBC, state Caste / Tribe  
Also attach attested copy of Certificate from prescribed authority.
5. (a) Sex : Male / Female (b) Marital Status : Single / Married / Windowed / Divorcee

6. **ACADEMIC & PROFESSIONAL QUALIFICATIONS (Starting from SSC/ 10<sup>th</sup> Class)**

| Examination/<br>Degree passed | College<br>Institution | Month & Year<br>of Passing | Board<br>University<br>Institute | Class<br>Division | % age of<br>marks / CGPA<br>obtained | Main subjects /<br>specialization<br>studied |
|-------------------------------|------------------------|----------------------------|----------------------------------|-------------------|--------------------------------------|--|
|                               |                        |                            |                                  |                   |                                      |  |
|                               |                        |                            |                                  |                   |                                      |  |
|                               |                        |                            |                                  |                   |                                      |  |
|                               |                        |                            |                                  |                   |                                      |  |
|                               |                        |                            |                                  |                   |                                      |  |

7. **PARTICULARS OF EXPERIENCE**

- i) Total Experience post qualification : Years Months
- ii) Details of experience starting from present with scales. Please give details of different positions held in each Organization with dates.

| Employer's<br>name &<br>complete<br>address<br>(start from<br>present<br>employer) | Whether in<br>Govt./PSU/<br>Private/<br>MMC/NGO/<br>Academics/<br>others<br>(Specify<br>clearly) | Period of Employment |    | Designation/<br>Position<br>held | Pay<br>Scale and<br>Basic Pay | Total<br>Emolu-<br>ments | Exact<br>nature of<br>duties /<br>functions | Reasons<br>for<br>leaving |
|--|--|----------------------|----|----------------------------------|-------------------------------|--------------------------|---|---------------------------|
|  |  | From                 | To |                                  |                               |                          |   |                           |
|  |  |                      |    |                                  |                               |                          |   |                           |
|  |  |                      |    |                                  |                               |                          |   |                           |
|  |  |                      |    |                                  |                               |                          |   |                           |
|  |  |                      |    |                                  |                               |                          |   |                           |
|  |  |                      |    |                                  |                               |                          |   |                           |

8. Nature of present employment i.e. Regular/Ad-hoc/  
Temporary /Permanent : \_\_\_\_\_
9. In case the present employment is held on  
Deputation/Contract basis, please state -
- a) The date of initial appointment : \_\_\_\_\_
- b) Period of appointment on deputation/  
contract : \_\_\_\_\_
10. Nature of the business of the present employer : \_\_\_\_\_
11. Turnover of the Company during 2011-12  
(for other than Govt. and PSU) : \_\_\_\_\_
12. Details of outstanding loans with the present  
Employer : \_\_\_\_\_
13. No. of days required for joining, if offered,  
For joining including notice period : \_\_\_\_\_
14. Due date for next promotion : \_\_\_\_\_
15. Notice period required : \_\_\_\_\_
16. Languages known : \_\_\_\_\_



17. **GENERAL INFORMATION**

(a) Details of salary being drawn in the present post as on the date of application :-

| Scales of Pay (CDA/IDA) | Date of entry in the scale | Date of next increment | Basic Pay | Special Pay, if and | DA/ADA/VDA/IDA | Total |
|-------------------------|----------------------------|------------------------|-----------|---------------------|----------------|-------|
|                         |                            |                        |           |                     |                |       |

(b) Details of other allowances & perks :-

18. If retired from Govt. / Defence Services etc. give details of pension / equivalent of pensionary benefits :-

|     |  |  |     |  |  |
|-----|--|--|-----|--|--|
| (a) | Basic Pay and total salary acceptable in NMDFC |  | (b) | Minimum time required to Join, if selected |  |
|-----|--|--|-----|--|--|

19.

|   |          |
|---|----------|
| Have you ever been arrested in a criminal cases or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) or is any disciplinary/vigilance case pending/ever instituted against you or have you been barred/disqualified by a Public Service Commission/University or any other educational authority from appearing in its examinations ? | YES / NO |
|   |          |

If 'Yes' give details

I CERTIFY THAT :

- (a) The information furnished above is correct.
- (b) My application has / has not been forwarded through proper channel.
- (c) At any stage, if it is found that any of the above information is incorrect and / or is suppressed, the management of NMDFC shall have the right to take any action, as deemed fit as per extant rules.

**(Signature of Applicant)**

Date : \_\_\_\_\_  
Place :