

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
(Dept. of Empowerment of PwDs(Divyangjan), Ministry of SJ&E, Government of India)
Unit No.11&12, Ground Floor, DLF Prime Tower, F-79-80, Okhla Phase-I, New Delhi – 110020.

The **National Handicapped Finance and Development Corporation** a company registered under Section 8 of the Companies Act, 2013 (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. Asst. General Manager (Finance) : : 01 post (U/R)**
Pay Scale: Rs.70,000 -2,00,000/- (IDA Pattern) (E4 level)

Eligibility Criteria:

E.Q.: i) PG Degree in Commerce/CA / ICWA/ MBA (Finance) from recognized institute/university.

ii) Minimum 08 years experience in relevant field at Executive level.

D.Q.: Preference will be given to those candidates who have experience in the use of Computers for financial management, budgeting and maintaining accounts.

Age limit - 45 Years

Recruitment: Direct

Note:

- i) Age limit and post qualification experience for all posts is as on **30.06.2020**
- ii) Age relaxation to SC/ST/OBC/Ex-Serviceman/Physically Handicapped (PH) and other categories will be given as per Central 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 the post.
- v) In addition to Pay & IDA, other allowance admissible will include HRA/Company leased accommodation to eligible executives, Medical Allowance, Children Education allowance, Newspaper allowance, Transport subsidy/Conveyance allowance, Leave, EPF, LTC 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 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 30-06-2020
(attach attested copy of birth certificate)
- e) Category (SC/ST/OBC/EWS/PH/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:
- i) Contact Nos.:
- j) E-mail:
- k) 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 copy of certificates).
- l) 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 certificate).
- m) The applicant must enclose a demand draft of **Rs.500/- in favour of National Handicapped Finance and Development Corporation.**

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 Empowerment of PwDs (Divyangjan), Ministry of SJ&E, Government of India)
Unit No.11&12, Ground Floor, DLF Prime Tower, F-79-80, Okhla Phase-I, New Delhi - 110020.

Applications complete in all respect should reach on or before 17th August, 2020.

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/EWS/PH
(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.