

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. **Manager (Project)**
Pay Scale: 24,900-50,500 (IDA Pattern)

One Post (U/R)

E.Q. a) P.G. Degree in Science/Commerce/ B.E. or MBA from a recognized university. OR CA / ICWA/ MBA (Finance)

b) Minimum 05 years experience in project formulation, appraisal & scrutiny of projects of which, 3 years at the executive level.

c) 2 years hand on experience on computer or 1 year experience of using computer for project appraisal/monitoring and recovery.

D.Q. Experience of working in the area of disability.

Age 37 Years
2. **Senior Accountant**
Pay Scale: 11,200-24,650 (IDA Pattern)

01 Post reserved for OH

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
3. **Cashier**
Pay Scale: Rs. 10000-21100 (IDA Pattern)

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E.Q.:- Degree in Commerce from recognized institute/university

D.Q.: Preference will be given to those candidates who have experience of handling cash in Financial Institute/PSU/Bank/Private organization of repute

Age : 30 Years

NOTE :

- i) Age limit and post qualification experience for all posts is as on **1.1.2013**
- 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

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- d) Date of birth and age as on 1-1-2013
(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,
(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 25.02.2013**. 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)

Contd.4/-

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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.
