

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. Assistant General Manager (Finance) 01 Post Unreserved **(U/R)**
Pay Scale: 32,900-58,000 (IDA Pattern)

Essential Qualification:

1. Graduate in any discipline
2. CA/ICWA/MBA (Finance)

Experience required:

- a) 12 year of which 8 years in middle managerial level in field of Corporate financing, financial policies, financial appraisals, funds management, budget estimation, and implementation, accounts, taxation etc in banking sector or Government financial institution.
- b) Should have at least 5 years hands on experience on the use of computers for financial management and budgeting /book keeping.

Age: 45 Years (maximum 45 years of age)

NOTE :

- i) Age limit and post qualification experience for all posts is as on **1.11.2014**
- ii) Age relaxation to SC/ST/OBC/Ex-Serviceman/Physically Handicapped (PH) and other categories will be given as per Government rules.
- i) Experience and age limit may be relaxed in case of otherwise exceptional candidates at the discretion of the Management.
- ii) Pay Scales are (Revised IDA Pattern) for all posts.
- iii) 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.
- iv) The corporation reserves the right to amend/cancel the posts advertised without assigning any reason thereof.

- v) Candidates working in Central/State-Govt. Organisations, Autonomous bodies, Statutory Bodies, Public Sector Undertakings should apply through proper channel.
- vi) 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.
- vii) Incomplete applications and applications without attested copies of qualification/age proof/ experience shall be rejected outright.**
- viii) 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 1-11-2014
(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 Post 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 1.12.2014.**
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.

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(Dept. of Disability Affairs, Ministry of Social Justice and Empowerment,
Govt. of India)
Red Cross Bhawan, Sector-12, Faridabad-121 007.

Applications are invited from eligible candidates to fill up following post in NHFDC:

Name of Post	No. of vacancy	Reservation	Scale of Pay (Revised IDA)
Assistant General Manager (Finance)	01 (one)	Unreserved	Rs.32900-58000

Applications in prescribed format complete in all respects should reach **by post** in NHFDC on or before **1.12.2014**.

For **eligibility criteria and other details**, please log on to **www.nhfdc.nic.in**