



National Minorities Development & Finance Corporation

राष्ट्रीय अल्पसंख्यक विकास और वित्त निगम

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No. NMDFC/P&A/RECT/23/2012

Dated 29.05.2021

Vacancy in NMDFC on Immediate Absorption / Deputation Basis

Advt. No. NMDFC/RECT/2021/01

National Minorities Development & Finance Corporation (NMDFC) is a Central Public Sector Enterprises incorporated on 30th September 1994 as a company not for profit, under Section 25 of Company Act, 1956 (now Section 8 under Company Act, 2013). It is a National Level Apex Body for the benefit of Minorities as defined under the National Commission of Minorities, Act 1992 and working under the Administrative control of Ministry of Minority Affairs.

The prime mandate of NMDFC is to provide concessional finance to the “Backward Section” amongst the Minorities for self employment/ income generation activities.

NMDFC intends to fill up the following vacancies at NMDFC Corporate Office, New Delhi on Immediate absorption / deputation basis. In case no suitable candidates applies for these post for appointment on immediate absorption basis, only then the cases of the appointment on deputation will be considered. Deputation will be initially for a period of one year which may be extended up to three years, through regular employees of any CPSU/Central Government Department/State Government/State PSU:

S No.	Designation	No of vacancies	Revised IDA scale as per 3rd PRC
1	General Manager(Common Management Service)	1	IDA Scale of Rs.100000-260000 (E 7)
2	Dy. General Manager (Common Management Service)	1	IDA Scale of Rs.90000-240000 (E 6)
3	Asstt. General Manager (Common Management Service)	1	IDA Scale of Rs.80000-220000 (E 5)

Note:-

- Common Management Service means the Finance/Project/system/HR/ Administration.
- Number of vacancy as mentioned above is tentative and may vary.
- Applicant interested for absorption in NMDFC may also apply and clearly mention his/her option in the application form. The Terms & conditions of the absorptions for the interested applicant(s) will be decided subsequently as per GOI/DPE guidelines.

The eligibility condition for these posts are given in the enclosed Annexure “A’

Other Terms & Conditions:

- (i) The candidate should be below 56 years of age as on the last date receipt of applications.
- (ii) Place of posting: The selected candidate shall be posted at the NMDFC corporate office at New Delhi. Candidate may be required to proceed on tour within India as per need and while on tour he will be paid TA/DA as per NMDFC rules & policy.
- (iii) The pay scale and allowances of the Deputation post will be regulated/fixed as per guidelines issued by DoPT/DPE from time to time. NMDFC has already adopted the revised IDA scales as per 3rd PRC recommendations. The Perks and allowances will be as per NMDFC policy. At present, perks equal to 35% of Basic pay is admissible in revised IDA scales.
- (iv) The Deputation will be governed by the Standard terms & conditions contained in DoPT OM No 6/8/2009-Estt. (Pay –II) dated 17.06.2010 as amended from time to time.
- (v) Application of the willing and eligible candidates, who may be relieved immediately on selection and free from vigilance angel, may be forwarded along with Vigilance Clearance report, Integrity Certificate, Statement of major/major penalty, if any, imposed on the officer during the last 10 years and True copies ACR/APAR for last five years(2015-16 to 2019-20).
- (vi) Candidates satisfying the conditions of eligibility may submit their applications in the prescribed format as per Annexure “B” along with relevant documents through proper channel. The candidates are advised to strictly follow the Application Format and same be downloaded from the NMDFC’s website www.nmdfc.org and fill up the same in English Language with Black/Blue Ball Point Pen only. The application should be properly signed.
- (vii) Applicant may send an advance copy, however the case will be processed only on receipt of application, complete in all respect, through proper channel along with required documents etc. within the prescribed last date fixed for thereceipt of applications
- (viii) Vacancies are tentative, which may undergo change.
- (ix) The eligibility viz age, experience etc should be fulfilled on the last date fixed for the receipt of applications.
- (x) The NMDFC reserves the right to cancel a part or entire process of the deputation/absorption process of it due to any administrative reason.
- (xi) The NMDFC reserve the right to change/make amendment in the Terms & Conditions/ eligibility etc.
- (xii) Application should reach Chief Manager(Admn), NMDFC through Proper channel by 12/07/2021 for consideration of immediate absorption / appointment on deputation at the following address:

The envelope containing the application should be subscribed **“Application for the post of _____ on Immediate Absorption / Deputation basis in NMDFC.”**



(Manoj Punia)
Chief Manager (Admn)

Annexure "A"

S No	Post	Number of posts likely to be filled by Absorption /Deputation	Scale of Pay	Eligibility
1	General Manager (Common Management Service)	1	IDA Scale of Rs.100000-260000 (E 7)	<p>Officers/Executives under the Central Government/CPSU/State Government/ State PSU:</p> <p>(a) (i) holding analogous post on regular basis in the parent department;</p> <p style="text-align: center;">or</p> <p>(ii) With four year regular service in the IDA scale of Rs 90000-240000 (E 6)/PB - 2 & GP 8700 (Level 12/13) or equivalent.</p> <p>(b) Experience: Three years experience in study & analysis of the projects financially sustainability</p> <p style="text-align: center;">or</p> <p>(c) Planning and implementing events</p> <p style="text-align: center;">or</p> <p>Managing the credit/loan and its recovery</p> <p style="text-align: center;">or</p> <p>Three years' experience in Financial/ Loan Accounting/ Budget, TDS/PF/GST Audit etc.</p>
	Job Description	Project Implementation/Planning and execution of Events/ Financial Management/ Loan Accounting/ Fund Management/ Budgeting/ TDS/PF./GST, HR/Admin Management, Involves Touring as per requirement.		
2	Dy. General Manager (Common Management Service)	1	IDA Scale of Rs.90000-240000 (E 6)	<p>Officers/Executives under the Central Government/CPSU/State Government/ State PSU:</p> <p>(a) (i) holding analogous post on regular basis in the parent department;</p> <p style="text-align: center;">or</p> <p>(ii) With five year service in the IDA scale of Rs 80000-220000 (E 5)/PB - 2 & GP 6600 (Level 11) or equivalent.</p> <p>(b) Experience: Three years' experience in study & analysis of the projects financially sustainability</p>

				<p style="text-align: center;">or</p> <p>(c) Planning and implementing events</p> <p style="text-align: center;">or</p> <p>Managing the credit/loan and its recovery</p> <p style="text-align: center;">or</p> <p>Three years' experience in Financial/ Loan Accounting/ Budget, TDS/PF/GST Audit etc.</p>
	Job Description	Project Implementation/Planning and execution of Events/ Financial Management / Loan Accounting/ Fund Management/ Budgeting/ TDS/PF./GST, HR/Admin Management, Involves Touring as per requirement.		
3	Assistant General Manager (Common Management Service)	1	IDA Scale of Rs.80000-220000 (E 5)	<p>Officers/Executives under the Central Government/ CPSU/State Government / State PSU:</p> <p>(i) holding analogous post on regular basis in the parent department;</p> <p style="text-align: center;">or</p> <p>(ii) With Thirteen years combined service in the IDA scale of Rs 70000-200000 and Rs. 60000-180000 (E4 & E3)/ PB 2 GP 5400 (Level 9) compulsorily one year service in E4 or equivalent.</p> <p>(iii) Experience: Three years experience in study & analysis of the projects financially sustainability</p> <p style="text-align: center;">or</p> <p>(iv) Planning and implementing events</p> <p style="text-align: center;">or</p> <p>Managing the credit/loan and its recovery</p> <p style="text-align: center;">Or</p> <p>Three years' experience in Financial/ Loan Accounting/ Budget,TDS/PF/GSTAudit etc</p>
	Job Description	Project Implementation/Planning and execution of Events/ Financial Management / Loan Accounting/ Fund Management/ Budgeting/ TDS/PF./GST, HR/Admin Management, Involves Touring as per requirement.		

13. Particulars of Experience:

Details of experience during last 10 years starting from present post/pay scale. Please give details of different positions held with dates.

Employers Name (starting from present employer)	Period of employment		Designation/ position held	Pay Scale	Nature of duties /functions
	From	To			

14. Pay particulars:

- a) Present Scale of Pay
- b) Present Basic pay
- c) Detail of present allowances & perks

15. If interested for absorption in NMDFC clearly indicate your option _____

Certified that the information furnished above are true and correct to the best of my knowledge and belief and in case the same is found false or incorrect, my candidature/appointment may be canceled /terminated at any time.

Date -----

Place -----

Signature of the Candidate

It is Certified that Mr./Ms. ----- is clear from vigilance angle and in case of selection, he/she will be relieved immediately

Signature of Head of Office/Cadre Controlling with seal