

National Minorities Development & Finance Corporation
1st Floor, Core-1, SCOPE Minar, Laxmi Nagar, Delhi-92

Vacancy in NMDFC on Deputation basis/Absorption basis

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 deputation basis/absorption basis, 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 3 rd 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)
4	Manager (Accounts & Finance)	2	IDA Scale of Rs. 60000-180000 (E 3)
5	Dy. Manager (General Stream)	1	IDA Scale of Rs. 40000-140000 (E 1)
6	Dy. Manager (Accounts & Finance)	3	IDA Scale of Rs. 40000-140000 (E 1)

Note:-

- Common Management Service means the Finance/Project/system/HR/ Administration.
- General stream means the 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. The preference will be given to the candidates who are below the age of 45 years in case of absorption.

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- (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) Pay & allowances on deputation /absorption the pay scale 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 angle, may be forwarded along with Vigilance Clearance report, Integrity Certificate, Statement of major/minor penalty, if any, imposed on the officer during the last 10 years and True copies ACR/APAR for last five years(2013-14 to 2017-18).
- (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 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 within the prescribed last date fixed for receipt of applications.
- (viii) Vacancies are tentative, which may undergo change.
- (ix) The eligibility w.r.t. 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 reserves the right to change /make amendments in the Terms & conditions/eligibility etc.
- (xii) Application should reach NMDFC through Proper channel by 22/07/2019 for consideration of immediate absorption /appointment on deputation at the following address:

The envelope containing the application should be subscribed “Application for deputation in NMDFC for the post of _____.”



(D Das)

Dy Manager (HRM)

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Annexure "A"

S No	Post	Number of posts likely to be filled by deputation	Scale of Pay	Eligibility
1	General Manager (Common Management Service)	1	IDA Scale of Rs.1,00,000-2,60,000 (E 7)	<p>Officers/Executives under the Central Government/CPSU/State Government/State PSU:</p> <p>(a) holding analogous post on regular basis in the parent department;</p> <p align="center">or</p> <p>With four year regular service in the IDA scale of Rs 90,000-2,40,000 (E6)/Level 12/13) or equivalent.</p> <p>(b) Experience: Three years' experience in:</p> <p>Study & analysis of the projects financially sustainable</p> <p align="center">or</p> <p>Planning and implementing events</p> <p align="center">or</p> <p>Managing the credit/loan and its recovery</p> <p align="center">or</p> <p>Managing the HR & Administration matters</p> <p align="center">or</p> <p>Finance/ Loan Accounting/ Budget, TDS/PF/GST Audit etc.</p>
	Job Description	Project Implementation/Planning and execution of Events/ Financial / 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.90,000-2,40,000 (E 6)	<p>Officers/Executives under the Central Government/CPSU/State Government/State PSU:</p> <p>(a) holding analogous post on regular basis in the parent department;</p> <p align="center">or</p> <p>With five year service in the IDA scale of Rs 80,000-2,20,000 (E 5)/(Level 11) or equivalent.</p> <p>(b) Experience: Three years experience in:</p> <p>Study & analysis of the projects financially sustainability</p> <p align="center">or</p> <p>Planning and implementing events</p> <p align="center">or</p>

				<p>Managing the credit/loan and its recovery</p> <p style="text-align: center;">or</p> <p>Managing the HR & Administration matters</p> <p style="text-align: center;">or</p> <p>Finance/ Loan Accounting/ Budget, TDS/PF/GST Audit etc.</p>
	Job Description	Project Implementation/Planning and execution of Events/ Financial / Loan Accounting/ Fund Management/ Budgeting/ TDS/PF./GST, HR/Admin Management, Involves Touring as per requirement.		
3	Asstt. General Manager (Common Management Service)	1	IDA Scale of Rs.80,000-2,20,000 (E 5)	<p>Officers/Executives under the Central Government/CPSU/State Government/ State PSU/.</p> <p>(a) holding analogous post on regular basis in the parent department;</p> <p style="text-align: center;">or</p> <p>With Thirteen year combined service in the IDA scale of Rs 70000-2,00,000 and 60,000-1,80,000 (E 4 & E 3)/ Level 9/10) compulsorily one year service in E4 or equivalent.</p> <p>(b) Experience: Three years experience in:</p> <p>Study & analysis of the projects financially sustainability</p> <p style="text-align: center;">or</p> <p>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>Managing the HR & Administration matters</p> <p style="text-align: center;">or</p> <p>Finance / Loan Accounting/ Budget, TDS/PF/GST Audit etc.</p>
4	Manager (Finance & Accounts)	2	IDA Scale of Rs. 60,000-1,80,000 (F 3)	<p>Officers/Executives under the Central Government/CPSU/State Government/State PSU/:</p> <p>(a) holding analogous post on regular basis in the parent department;</p> <p style="text-align: center;">or</p> <p>With five year service in the IDA scale of Rs 40,000-1,40,000 (E 1)/(Level 7) or equivalent.</p> <p style="text-align: center;">or</p> <p>With three year service in the IDA scale of Rs. 50,000-</p>

				1,60,000 (E2)/ Level 8) or equivalent. (b) Experience: Three years' experience in Managing the credit/loan and its recovery, experience in Financial/ Loan Accounting/ Budget, TDS/PF/GST Audit etc.
	Job Description	Financial/Loan Accounting, Budgeting, Financial Management, Investment, TDS/GST/PF, Audit, Touring as per requirement etc.		
5	Dy. Manager (General Stream)	1	IDA Scale of Rs. 40,000- 1,40,000 (E 1)	Officers/Executives under the Central Government/CPSU/State Government/ State PSU: (a) holding analogous post on regular basis in the parent department; or With five year service in the IDA scale of Rs 30,000-1,20,000 (E 0)/Level 6) or equivalent. (b) Experience: Three years' experience in study & analysis of the projects financially sustainability or Planning and implementing events. or Managing the HR & Administration matters
	Job Description	Project Implementation/Planning and execution of Events/ HR/Admin Management, Involves Touring as per requirement		
6	Dy. Manager (Finance & Accounts)	3	IDA Scale of Rs. 40,000- 1,40,000 (E 1)	Officers/Executives under the Central Government/CPSU/State Government/State PSU: (a) (i) holding analogous post on regular basis in the parent department; or (ii) With five year service in the IDA scale of Rs 30,000-1,20,000 (E 0)/Level 6) or equivalent. (b) Experience: Three years' experience in Managing the credit/loan and its recovery Or Three years' experience in Finance/ Loan Accounting/ Budget, TDS/PF/ GST Audit etc.
	Job Description	Financial/Loan Accounting, Budgeting, Financial Management, Investment, TDS/GST/PF, Audit, Touring as per requirement etc.		

APPLICATION FOR THE POST OF _____ ON DEPUTATION
BASIS/ABSORPTION BASIS

Name of the Post Applied for & pay Scale: _____

Name of the applicant

(In Capital letters)

1. Father's/Husband's Name
2. Date of Initial Appointment in Parent Department/Organization
3. Name of Parent Department/Organization
4. In case, present post is on deputation, period of appointment on deputation and present department/organization
5. Present Residential Address
6. Mobile Number
7. E-mail
8. Home Town Address
9. Date of Birth
10. Age on the last date fixed for the receipt of application
11. Category (Whether SC/ST/OBC)
12. Academic & Professional Qualification (started from Secondary/10th class)

Affix your recent
passport size
photograph
here

Examination / Degree passed	Name of College/ institution	Month & year of passing	Board/ University./Institute	Class /Division	Percentage	Subjects studied

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

14. Pay particulars:

- Present Scale of Pay
- Present Basic pay
- 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