

**NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION**  
(Department of Empowerment of PwDs, Ministry of Social Justice & Empowerment, GoI)

**PHD House, 3<sup>rd</sup> Floor, August Kranti Marg, Haus Khas, New Delhi-110016**

**(The last date of Application received is 23.11.2015)**

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. Asst. General Manager (Finance): 01 Post (U/R) (Direct / Deputation)**

Pay Scale Rs.32,900 - 58,000 (IDA Pattern)

**Eligibility Criteria:**

**EQ.:** 1. Graduate in any discipline and

2. CA/ICWA/MBA (Finance)

**Experience:**(i) 12 Years 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 Govt. financial institution.

(ii) Should have at least 5 years hand on experience on the use of Computers for financial management and budgeting/book keeping.

**Age limit** -45 Years (Maximum)

**2. Manager (Project) : 01 post (U/R) (Direct Recruitment)**

Pay Scale Rs.24,900 - 50,500 (IDA Pattern)

**Eligibility Criteria:**

**E.Q.** a) P.G. Degree in Science/ Commerce / B.E. or MBA from a recognised university.

Or,

CA / ICWA/ MBA (Finance)

**Experience:**(i) Minimum 05 years experience in project formulation, appraisal & scrutiny of projects of which, 3 years at the executive level.

(ii) 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 limit** -37 Years

**3. Sr. Accountant - 01 post (U/R) (Direct Recruitment)**

Pay Scale: Rs.11,200 – 24,650 (IDA Pattern)

**E.Q.:-**CA (Inter)/ICWA (Enter)/B. Com. from recognized institute/university

**Experience:** Minimum 2 yrs experience in the relevant field.

**D.Q.:** Knowledge of Tally accounting software.

**Age:** 32 years.

**4. Personal Assistant : 01 Post (U/R) (Direct Recruitment)**

Pay Scale: 11000- 24350 (Revised IDA Pattern)

**E.Q.:** a) A Graduate in any Discipline with a speed of 100/40 wpm in short hand /typing in respectively.

or,

Higher/Secondary with a speed of 120/40 WPM in shorthand/typing respectively.

b) Diploma /certificate in Secretarial practice from recognized institute or passed Employment Exchange test.

**Experience:** a) 03 years for graduates, 05 years for Higher Senior Secondary as stenographer in Govt./Public Sector Undertaking/Private Sector

b) Proficiency in using computer

**Age Limit:** 32 years

**5. Junior Assistant (System): 01 Post (U/R) (Direct Recruitment)**

Pay Scale: 10600-23250 (Revised IDA Pattern)

**Eligibility Criteria:**

i) BCA/B.Sc.(Computer Science)/IT or its equivalent degree

**OR**

i) Bachelor's Degree from recognised University and

ii) PGDCA (Govt. Recognised)/'A' level course from DOEACC (with knowledge of MS-Office, E-mail, Internet Surfing, Networking, SQL 2005, Visual Basic .Net, Web Designing /Maintenance, Hardware/Software installation etc.)

**Desirable Qualification:** MCA/M. Sc. (Computer Science)/IT or its equivalent degree.

**Experience:** Atleast one year experience in IT related field in public/private sector undertaking/Company

**Age Limit:** 27 years

**6. Junior Assistant (Accounts): 01 Post (U/R) (Direct Recruitment)**

Pay Scale: 10600-23250 (Revised IDA Pattern)

**Eligibility Criteria:** i) Degree in Commerce from recognised institute /university.

ii) Minimum 1 year experience in relevant field.

**D.Q.:** Knowledge of Tally accounting software.

**Age Limit:** 30 years

**Note:**

- i) Age limit and post qualification experience for all posts is as on **01.11.2015**.
- 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 (IDA Pattern) for all posts.
- v) In addition to Pay & IDA, other allowance admissible will include HRA, Medical Allowance, Children Education allowance, Newspaper allowance, Transport subsidy/Conveyance allowance, 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 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 01-11-2015  
(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:
- i) 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).

- j) 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).

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, Ministry of Social Justice and Empowerment, GOI)  
**PHD House, 3<sup>rd</sup> Floor, August Kranti Marg, Haus Khas, New Delhi-110016**

**(The last date of Application is 23.11.2015)**

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.