

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
(Department 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:-

Manager (Finance) : One post (Reserved for OBC category)

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

E.Q. i) Degree in Commerce/CA /ICWA/ MBA (Finance) from recognized institute /university.

ii) Minimum 5 Years experience in relevant field at Executive Level.

D.Q. Preference will be given to those candidates who have experience in the use of computers for financial management, budgeting and maintaining accounts.

Age limit - 42 Years

Note:

- i) Age limit and post qualification experience for all posts is as on **01.09.2012**
- 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 (Revised IDA Pattern) for all posts.
- v) In addition to Pay & IDA, other allowance admissible will include HRA/Company leased accommodation to eligible executives, 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 01-09-2012
(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 MANAGER (FINANCE)”** 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 **on or before 29.10.2012.**

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.