

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
(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. Asst. Manager (Finance) : One Post (U/R)

Pay Scale: Rs.16,400 – 40,500 (Revised IDA Pattern)

- E.Q.** a) CA/ICWA.
b) Minimum 3 years post qualification experience in supervisory level in relevant field.
c) Minimum 01 year hands on experience of using computer for loan accounting/financial accounting.

Age: 32 years.

2. Junior Assistant (Accounts) : One Post (Reserved for OH Category)

Pay Scale: Rs.10,600 – 23,250 (Revised IDA Pattern)

- E.Q. :-** a) Degree in Commerce from recognized University.
OR
Degree in Economics/Mathematics /Statistics/BBA with Commerce and Accountancy in 10+2.
b) A Certificate course in computer application of at least six months duration from reputed institution.
c) Knowledge of standard Accounting packages like Tally etc.

Desirable: ICWA (Inter)/C.A. (Inter)

Age: 27 years.

- i) Age limit and post qualification experience for all posts is as on **01.07.2010**
- ii) Age relaxation to SC/ST/OBC/Ex-Serviceman/Physically Handicapped (PH) and other categories will be given as per 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/Company leased accommodation to eligible executives, Medical 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 on 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.
- xi) All things being equal, special consideration will be given to the candidates from Minority communities.

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 01-07-2010
(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 copies of certificate).
- 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,
(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 6th September, 2010.**

Application not in conformity with the above format and received after the closing date
will be rejected outright. **Details can also be seen in Employment News
dated 7-13 August, 2010.**