

**National Minorities Development & Finance Corporation**  
**(A Govt. undertaking, Ministry of Minority Affairs)**  
**Core-1, 1<sup>st</sup> Floor, SCOPE Minar,**  
**Laxmi Nagar, Delhi-110092**

**NMDFC's Recruitment Advt. No. 1/2015**

The Corporation is looking for filling-up followings posts on direct recruitment basis for physically handicapped persons

Sl. No.	Name of the Post & Pay Scale (IDA)	No. of posts	Sub-categories of disabilities				Upper Age Limit as on	Suitable for
			VH	HH	OH	Total		
1	Jr. Executive (12600-32500)	01	---	---	01	01	Not exceeding 30 yrs.	OL
2	Sr. PA (12550-24500)	01	---	---	01	01	Not exceeding 30 yrs.	OL
3	Photocopier Operator (11550-20550)	01	---	01	---	01	Not exceeding 26 yrs.	HH
4	Messenger (11050-18500)	01	01	---	---	01	Not exceeding 26 yrs.	LV

- For detailed advertisement, eligibility requirements, instruction and for downloading the prescribed form, please download our website at [www.nmdfc.org](http://www.nmdfc.org)

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The National Minorities Development & Finance Corporation (NMDFC) was set up on 30<sup>th</sup> September, 1994 and is functioning under the administrative control of Ministry of Minority Affairs, Government of India, with an objective to promote the economic & developmental activities for the benefit of the "Backward Sections" amongst the notified Minorities, preference being given to the occupational groups & women. The NMDFC is a Public Sector Undertaking, registered under Section 25 (now Section 8) of the Companies Act 1956 (not for profit). The NMDFC has authorised share capital of Rs. 3000.00 crores. Further details about the NMDFC are available on its website: [www.nmdfc.org](http://www.nmdfc.org). The Corporation is looking for filling up the following posts on Direct Recruitment Basis for physically handicapped persons presently for its Headquarters at Delhi.

Sl. No.	Name of the Post & Pay Scale (IDA)	No. of posts	Minimum Qualification and Experience	Sub-categories of disabilities				Upper Age Limit as on	Suitable for
				VH	HH	OH	Total		
1	Jr. Executive (12600-32500)	01	Post Graduate Degree in Arts/Science / Commerce, Social Science / Vet. Sc. Or B.E or CA/ICWA from a recognised and reputed University / Institute	---	---	01	01	Not exceeding 30 yrs.	One leg affected (R/L)
2	Sr. Personal Assistant (12550-24500)	01	Graduate in any discipline with a typing speed of 100/40 wpm  <u>Experience:</u> (i) Four years experience as PA in PSU / Govt. / Private Organisation. Knowledge of Computer operation	---	---	01	01	Not exceeding 30 yrs.	One leg affected (R/L)
3	Photocopier Operator (11550-20550)	01	(i) 10 <sup>th</sup> Pass (ii) knowledge of Photostat and duplicating machines  <u>Experience Desirable:</u> One year experience in the relevant field	---	01	---	01	Not exceeding 26 yrs.	Hearing Handicapped
4	Messenger (11050-18500)	01	(i) 8 <sup>th</sup> Pass – can read & write Hindi & English	01	---	---	01	Not exceeding 26 yrs.	Low Vision

- 1) The person with the Degree of disability of 40% & above, are eligible for applying for the post earmarked for PWD / PH category i.e. VH (Visually Handicapped), HH (Hearing Handicapped) & OH (Orthopedically Handicapped). Age relaxation shall be allowed as per the Government of India guidelines.
- 2) The scales shown above are based on Industrial Dearness Allowance (IDA) Pattern. In addition, allowances/perks and other entitlements including encashment of leave, LTC, medical assistance for self and family, CPF, Gratuity, Insurance scheme etc. as admissible.
- 3) Candidates working in PSEs / Govt. Deptt. shall forward their application through proper channel.
- 4) Candidates employed with govt. department / PSUs / Autonomous Bodies will have to bring NOCs along with testimonials at the time of test.
- 5) Physically challenged candidates are required to furnish duly Stamped Medical Certificate in relation to their disability from govt. hospital or Medical Board in the prescribed format at **Annexure-C**.
- 6) Incomplete applications received in hard copy after the last date are liable to be summarily rejected without any information / correspondence to this effect and will not be returned.

- 7) NMDFC will not be responsible for any postal delay / loss, in transit in submission of the document with specified time.
- 8) Selected candidates are liable to be posted anywhere of the India in the interest of the Corporation as per the decision of the management.
- 9) NMDFC reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need so arises without issuing any further notice or assigning any reason, whatsoever.
- 10) The selection will be based on the written test in respect of Group B&C categories post. Interview, however, be held for selection to the category Group-A post.
- 11) The date of written / skill test shall be intimated in due course.
- 12) **A copy of the application form is annexed herewith.** Duly filled-in application along with the supplementary documents should reach the undersigned within one month from the date of publication of the advertisement.
- 13) Candidates belonging to the other reserved categories will have to produce the certificate in the prescribed format at **Annexure-A / B**.
- 14) Appointment of empanelled candidates will be subject to their being found medically fit and the verification of character, antecedents and caste, wherever applicable.
- 15) Any attempt to influence the Corporation in any manner would result in disqualification and rejection of candidature immediately.
- 16) No person shall be eligible for appointment who had previously been dismissed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any Public Sector Undertaking.
- 17) No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
- 18) TA will be provided for the written test for 2<sup>nd</sup> class Rail fare or ordinary bus fare "to and fro" by the shortest route, subject to production of railway ticket / bus ticket for attending the test.
- 19) Candidates in their own interest are advised to provide their mobile numbers and e-mail IDs accurately, as it may be used for all future correspondence.

-sd-

(A.V. Krishnan)  
Asst. General Manager (HRM & Admn.)

The last date of receiving the application is 16.02.2016  
 NMDFC  
 Application Form

1. POST APPLIED FOR : \_\_\_\_\_

2. POST CODE : P E R S : P W D : : 2 0 1 5 : : \_\_\_\_\_

3. GRADE : \_\_\_\_\_

4. APPLICANT'S NAME (IN BLOCK LETTERS) : \_\_\_\_\_

5. GENDER (PLEASE TICK) :  Male  Female

6. MARITAL STATUS (PLEASE TICK) :  Married  Unmarried

7. DATE OF BIRTH (DD/MM/YYYY) : \_\_\_\_\_

8. FATHER'S NAME (IN BLOCK LETTERS) : \_\_\_\_\_

9. MOTHER'S NAME : \_\_\_\_\_

10. NATIONALITY : \_\_\_\_\_

11. STATE OF DOMICILE : \_\_\_\_\_

12. CATEGORY (PLEASE TICK) :  GEN  SC  ST  OBC(NCL) 13. RELIGION : \_\_\_\_\_

13. (i) CATEGORY OF PWD (PLEASE TICK) :  VH  HH  OH (ii) PERCENTAGE OF DISABILITY \_\_\_\_\_ %

14. EDUCATIONAL QUALIFICATION :

Please paste a recent coloured passport size photograph and sign across

Qualification (as required for the post)	Percentage of Marks *	Year of Passing	Institute/University

\* ONLY PERCENTAGE SHOULD BE MENTIONED AND SHOULD NOT BE ROUND OFF. CGPA/Grades should be converted into percentage and mentioned in the 'Percentage of Marks' column. Conversion Formula (if any):

15. \*EXPERIENCE

Name of the Organisation & Address	Period of Employment		Post held	Pay scale	Salary drawn	Nature of duties
	From	To				

\*Attach separate sheet, if necessary

16. ADDRESS FOR COMMUNICATION : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PIN CODE : \_\_\_\_\_

PERMANENT ADDRESS : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PIN CODE : \_\_\_\_\_

17. NEAREST RAILWAY STATION (From the place of travel for TA purpose) : \_\_\_\_\_

18. EMAIL ID (mandatory, in block letters) : \_\_\_\_\_

19. TELEPHONE NUMBER : Mobile: \_\_\_\_\_ Landline: \_\_\_\_\_

I hereby declare that the particulars stated in the application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed. In case any of the information is found to be false, incorrect and misleading at any stage, I shall have no claim against cancellation of my candidature and/or taking other legal action as deemed fit by NMDFC.

Date : \_\_\_\_\_

Enclosures: (in sequence/highlighted)

1. Educational qualification certificates & Mark Sheets.
2. Age certificate.
3. Caste certificate (if applicable).
4. Disability certificate.
5. Experience certificates.
6. Other certificates.

Signature of the candidate

ANNEXURE-A**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Corporation would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.)

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son / daughter of

\_\_\_\_\_ of Village/Town\* in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_

The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976\*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996

The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002

The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002

The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati

\_\_\_\_\_ Father / Mother \_\_\_\_\_ of Shri / Shrimati / Kumari\*

\_\_\_\_\_ of village / town\* \_\_\_\_\_ in District/Division\*

\_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to

\_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\*

issued by the \_\_\_\_\_ dated \_\_\_\_\_.

% 3. Shri / Shrimati/ Kumari and /or \* his/ her family ordinarily reside(s) in village / town\* \_\_\_\_\_ of

\_\_\_\_\_ District/Division\*

\_\_\_\_\_ of the State / Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_

\*\*Designation \_\_\_\_\_

(with seal of office)

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

**NOTE:** The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\* **List of authorities empowered to issue Caste/Tribe Certificates:**

i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.

ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

**NOTE:** ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR  
APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in  
the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is  
recognized as a backward class under the Government of India, Ministry of Social Justice and  
Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_. Shri/Smt./Kumari  
\_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_  
District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she  
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the  
Government of India, Department of Personnel & Training O.M. No. 36012/22/93 - Estt.(SCT) dated  
8.9.1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

---

\*-The authority issuing the certificate may have to mention the details of Resolution of Government of  
India, in which the caste of the candidate is mentioned as OBC.

\*\* -As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the  
Representation of the People Act, 1950.

**FORMAT OF CERTIFICATE FOR PERSONS WITH DISABILITIES / PHYSICALLY HANDICAPPED CANDIDATES****NAME & ADDRESS OF THE INSTITUTE / HOSPITAL**

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

This is certified that Shri / Smt. / Kum. \_\_\_\_\_ son / wife / daughter of Shri \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ is suffering from permanent disability of following category :-

**A) Locomotor or Cerebral Palsy:**

- |  |  |
|--|--|
| (i) BL-Both legs affected but not arms.                    |  |
| (ii) BA-Both arms affected                                 | (a) Impaired reach<br>(b) Weakness of grip               |
| (iii) BLA-Both legs and both arms affected                 |  |
| (iv) OL-One leg affected (right or left)                   | (a) Impaired reach<br>(b) Weakness of grip<br>(c) Ataxic |
| (v) OA-One arm affected                                    | (a) Impaired reach<br>(b) Weakness of grip<br>(c) Ataxic |
| (vi) BH-Stiff back and hips (Cannot sit or stoop)          |  |
| (vii) MW-Muscular weakness and limited physical endurance. |  |

Affix here recent color  
 Photograph showing  
 the disability duly  
 attested by the  
 chairperson of the  
 Medical Board

**B) Blindness or Low Vision:**

- (i) B-Blind  
(ii) PB-Partially Blind

**C) Hearing Impairment:**

- (i) D-Deaf  
(ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.\*
3. Percentage of disability in his/her case is ..... percent.
4. Sh./Smt./Kum. .... meets the following physical requirements for discharge of his /her duties:-

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by kneeling and crouching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) S-can perform work by sitting                   | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing/speaking.          | Yes/No |
| (xi) RW-can perform work by reading and writing.     | Yes/No |

(Dr. \_\_\_\_\_)  
Member, Medical Board

(Dr. \_\_\_\_\_)  
Member, Medical Board

(Dr. \_\_\_\_\_)  
Chairperson, Medical Board

Countersigned by the Medical Superintendent /  
CMO/Head of Hospital (with seal)

\*Strike out which is not applicable.