



Advt. No. NMDFC/H&A/ENG-YP/2022/01
National Minorities Development & Finance Corporation
1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi – 110092

Dated: 14.06.2022

Engagement of Young Professionals (YPs) in NMDFC

1. The National Minorities Development & Finance Corporation (NMDFC) was incorporated on 30th September, 1994 as a company Not for Profit, under Section 25 of the Companies Act, 1956, now under Section 8 of Companies Act, 2013. Main objects of the Corporation are to promote economic and developmental activities for the benefit of "backward sections" amongst the minorities, preference being given to the occupational groups and women; to promote self-employment and other ventures for the benefits of minorities; to grant loans and advances at such rates of interest as may be determined from time to time in accordance with the guidelines or schemes prescribed by the Central Government or by the Reserve Bank of India and to extend loans and advances to the eligible members belonging to the minorities for pursuing general/professional/technical education or training at graduate and higher levels. Apart from this, NMDFC also undertakes CSR activities in the fields of Health, Education, Nutrition etc. as per the requirement of the Companies Act.
2. NMDFC seeks to provide a unique opportunity for Young Professionals (YPs) to work and get exposure in its functional areas. It seeks to engage persons with a passion for development and the potential to become future leaders in their respective fields. The professionals should be highly qualified, motivated individuals having experience which is relevant to development and who can provide high quality professional inputs in the field of Finance, IT and CSR. The proposed Young Professionals should be able to demonstrate proven academic credentials and professionalism.
3. NMDFC is looking for engaging a pool of talented Young Professionals (YPs) as per the following details:

1	Name of position	Young Professional		
2	Number of positions	One for finance Area, One for IT (Database Management Area) One in CSR (Public Health)		
3	Age limit	Maximum age 32 years as on the date of advertisement		
4	Period of Contract	For a period of ONE year.		
5	Remuneration (pm)	Rs 70,000/- (TDS as applicable will be deducted)		
6	Education qualification:	Finance	IT	CSR
6 (a)	Essential	Post Graduate degree in Finance / MBA (Fin.) from UGC recognized university / National Institute with minimum 50 percent mark.	B.Tech (CS) / Master's Degree (M.Tech./MCA/MSc . (IT/CS) from UGC recognized university / National Institute with minimum 55 percent mark or equivalent grade.	PG in Public Health, Nutrition or Education from UGC recognized university / National Institute with minimum 55 percent mark.

6 (b)	Essential experience	One year experience in the field of financing of development projects.	One year in analysis, design and development of ERP/IMS/Software systems for financial institutions. Experience of algorithms and data structure, Requirement Analysis. Experience with MySQL database, Postgre SQL, RDBMS, object-oriented programming, NET, PHP, Javascript, HTML, Perl. Awareness of threats relating to web application security.	One year experience in implementation of programs in the area of Public Health, education or nutrition.
6(c)	Desirable Qualification	<ul style="list-style-type: none"> • PhD • Publications in UGC approved Journals. 	<ul style="list-style-type: none"> • PhD • Publications in UGC approved Journals. 	<ul style="list-style-type: none"> • PhD • Publications in UGC approved Journals.

4. Terms and conditions of engagement:

(a) **Selection Procedure:**

- They shall be shortlisted based on educational qualifications and experience.
- The shortlisted candidates will be interviewed by the Selection Committee. Decision of the Selection Committee will be final.
- Depending on the number of applications received, NMDFC reserves the right to adopt appropriate short-listing criteria for selection of YPs.

(b) NMDFC reserves the right to cancel the process at any stage.

(c) Period of contract shall be One year extendable by another year.

(d) **Termination:** NMDFC can terminate the contract at any time with one month's notice to the Young Professional. The Young Professional can also seek for termination of the contract upon giving one month's notice to NMDFC.

(e) **Settlement of Disputes:** NMDFC and the Young Professional shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.

(f) **Arbitration:** Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the CMD, NMDFC, who will arbitrate for the settlement of the controversy.

- (g) The appointment of Young Professional is of a temporary nature and the YPs cannot in any manner lay claim for regularization of service in NMDFC.
- (h) Submission of Applications: Eligible candidates may send duly filled application (in the enclosed proforma) along with photographs and all the relevant enclosures (self-attested) to nmdfc.hrm.admn@gmail.com latest by 5.00 pm on or before 29th June 2022.

**DGM (HR & Admn.)
NMDFC**

APPLICATION PROFORMA FOR YOUNG PROFESSIONAL, NMDFC
(All eligibility conditions to be satisfied on the closing date of application)

A. Personal Details:

1.	Applicant's Name (As Per Matriculation Certificate)		Affix latest passport size photograph duly self attested across.
2.	Father/Mother/Husband's Name		
3.	Date of Birth (DD/MM/YYYY)		
4.	Age as on cutoff date of the advertisement (As per Matriculation Certificate) Years..... Months..... days	
5.	Gender		
6.	Address for Correspondence		
7.	Permanent Address		
8.	Contact No./Mobile No.		
9.	E-Mail		

B. Academic Qualification (in reverse order, starting from the latest):

S. No.	Qualification	Name of Board/ Institute/ University	Subjects	Year of Passing	Division/Grade /Percentage	Distinction (if any)

*Attach Self attested documents in support of claim

C. Professional Qualification (in reverse order, starting from the latest):

S. No.	Qualification	Name of Board/ Institute/ University	Subjects	Year of Passing	Division/Grade /Percentage	Distinction (if any)

*Attach Self attested documents in support of claim

D. Details of Publications (UGC Approved Journals):

Sr. No	Publication Details

E. Other relevant Achievements (including research experience, published paper etc.): Attach Sheets**F. Experience Details:**

Sl. No	Name of Organization	Designation	Period		Total Period	Place of Posting	Responsibilities in brief	Emoluments per month)
			From (date)	To (date)				

*Attach Self attested documents in support of claim

Total work experience (in years): _____

Work experience in relevant field (in years): _____

G. Current Work Profile:

Organization : _____

Position : _____

Date of Appointment: ___/___/___

H. A short note on your suitability for the post (in around 250 words, either typed in double space or neatly handwritten): Attach Sheet

I. Undertaking:

- i. I, _____, hereby undertake that the above information is correct and nothing material has been concealed.
- ii. I have gone through the vacancy circular/advertisement and agree to the terms and conditions given there.
- iii. I undertake to submit the original documentary proof in respect of my educational qualification, experience, date of birth, address etc. as and when asked.
- iv. I undertake that I fulfill the eligibility criteria as per the advertisement/guidelines. In case of non-eligibility, my candidature is liable to be rejected without informing me.
- v. I undertake that no criminal case is pending against me and I have never been convicted by any court of law.

Name & Signature of the applicant

Date:

Place: