

**Vacancy Notice**  
ADVERTISEMENT NO. 01/25

**Filling of vacancies on Direct Recruitment basis**

This advertisement is also available on official website of NMDFC i.e. [www.nmdfc.org](http://www.nmdfc.org) under Recruitment section.

**Opening Date of applications: 03.05.2025**

**Closing Date of applications: 02.06.2025**

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 Section-8 of Companies Act, 2013). It is a National Level Apex Body for the benefit of Minorities as defined under the National Commission for Minorities Act 1992. NMDFC is a public sector undertaking working under the administrative control of Ministry of Minority Affairs, Govt. of India. The prime mandate of NMDFC is to provide concessional finance to the Minorities for self employment/ income generation activities. As per the National Commission for Minorities Act, 1992, the notified Minorities are Muslims, Christians, Sikhs, Buddhists, Parsis and Jains. Under NMDFC programme, preference is given to Artisans & Women.

2. The NMDFC invites online application for filling up the following vacancies on direct recruitment basis:

Post Code	Posts to be filled up	No. of Vacancies & reservation position	Pay Scale (IDA)	Required Educational Qualification & experience .	Age Limit (as on 31.01.2025)
01/2025	Deputy Manager (Company Secretary), E-1	1 (UR)	Rs. 40,000-1,40,000	<b><u>Company Secretary</u></b> <b>Essential:</b> 1. Degree in Arts/Science/Commerce from a recognized University with a minimum 50% marks in aggregate along with membership of the Institute of Company Secretaries of India. 2. Minimum 3 years' experience in the relevant field in the supervisory level. (Experience to be reckoned as on 31.01.2025) <b>Desirable(Additional):</b> CA/ICWA/LLB	32 Yrs
02(a)/2025	Assistant Manager, E-0 (Project, Coordination & legal and Recovery)	1 (UR) 1 (OBC)	Rs. 30,000-1,20,000	<b><u>Project, Coordination &amp; Legal and Recovery</u></b> <b>Essential:</b> PG degree in arts/ Science/ Commerce/Agricultural Science/Statistics/Management/Economics & Accountancy/Banking & Finance or Bachelor of Engineering (BE) from a recognized University with a minimum 50% marks in aggregate. <b>Desirable(Additional):</b> MBA/LLB	30 Yrs
02(b)/2025	Assistant Manager, E-0 (Finance and Accounts)	1 (SC)	Rs. 30,000-1,20,000	<b><u>Finance and Accounts</u></b> <b>Essential:</b> PG degree in Commerce/Eco/Stat. From a recognized University with a minimum 50% marks in aggregate. <b>Desirable(Additional):</b> CA/ICWA/MBA(Finance)	30 Yrs
02(c)/2025	Assistant Manager, E-0 (HRM and Admin)	1 (UR)	Rs. 30,000-1,20,000	<b><u>HRM and Admin</u></b> <b>Essential:</b> PG Degree in Personnel Management and Industrial Relation/HR from recognized university/Institute with a minimum 50% marks in aggregate <b>Desirable:</b> MBA/LLB/PG diploma in labour law.	30 Yrs
03/2025	Executive Assistant, NE-3 (General cadre)	UR-(02) OBC-(01) EWS-(01) SC-(01)	Rs. 25,000-95,000	<b>Essential:</b> 1. Degree in Arts/ Science/Commerce. 2. Speed of 30wpm in typing (English/Hindi) <b>Desirable(Additional):</b> Knowledge of Computer application(MS-Office package)	27 Yrs.

The Scale of pay shown above is based on the Industrial Dearness Allowance (IDA) pattern, perks /allowances@ 35 % of the Basic pay and other facilities like LTC, Medical Assistance for self and family members encashment of Leaves, EPF, Gratuity etc., are admissible as per the DPE, Gol

**Note:** Candidates belonging to all PwBDs categories may apply for all these posts. However all these posts are suitable for PwBDs candidates belonging to OH-OA, OL and HH categories against above mentioned posts.

**Abbreviations** used: UR-Unreserved (General), SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes, PH-Physically Handicapped, OH-Orthopedically Handicapped - OA- One Arm, OL- One Leg, HH- Hearing Handicapped.

### 3. NATURE OF RELEVANT EXPERIENCE REQUIRED:

**Project, Coordination & legal and Recovery:** Preparation of project profiles, formulation, scrutiny, appraisal, execution/implementation, evaluation and monitoring of projects preferably of a development nature, disbursement of funds, impact assessment of projects on target groups/beneficiaries, venture capital financing, Identification, planning and promotion of developmental projects/schemes, identification, evaluation of thrust areas and formulation of general/sectoral/area specific policy and plans, tabulation analysis and processing of data for Minorities conducting socio-economic research/feasibility studies, designing uniform pattern of schemes for Minorities, report writing, preparation of background papers, case studies in the field of socio-economic welfare and liaison with Government Departments and financial institution.

**Finance and Accounts:** Formulation/implementation of financial policies, preparation of annual Accounts budgeting, resource mobilization, funds management and investment, corporate planning, corporate taxation, auditing, MIS, EDP and financial appraisal of projects/schemes, monitoring recovery of loans, inter-departmental coordination and liaison with Government Departments and financial institution.

**Human Resource& Admin:** In the field of Manpower planning, Recruitment, career growth, promotions, reservation rosters, RTI, Leave Rules, Medical Rules, Staff Advances, Leave Travel Concession rules, Superannuation benefits i.e. Gratuity, EPFO Rules, Pension matters etc. Aware of various instructions/guidelines of Govt. of India on the related matters. Experience of having good Noting & drafting, GeM

### 4. GENERAL INFORMATION :

- a) The number of posts as indicated above may vary during recruitment process.
- b) Candidates employed in Government, Quasi-Govt. and PSUs must produce 'No Objection Certificate and Vigilance /Disciplinary clearance Certificate' from their employer at the time of document verification/ examination/ subsequent selection process failing which he/she will not be allowed to join the Corporation.
- c) As per Government Directives, the SC/ST/OBC/ex-serviceman candidates applying for the post(s) reserved for their respective categories shall be allowed age relaxation upto 5 years in case of SC/ST and 3 years for OBC candidates. Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to Persons with Benchmark Disabilities suffering from (a) blindness and low vision; (b) deaf and hard of hearing; (c) locomotors disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness. PwBD with minimum 40% disability shall only be eligible to apply for competing against the vacancies reserved for them or availing any relaxation/concession. The PwBD-SC/ST/OBC candidates applying against UR post will get only 10 years age relaxation. Relaxation in age will also be applicable to Ex-Servicemen as per Government Rules/DPE Guidelines. No age relaxation/concession in selection criteria is allowed to SC/ST/OBC candidates applying against unreserved vacancies. The OBC candidates belonging to "Creamy Layer" will not be considered against the posts reserved for OBC category. The eligibility of candidates, against post reserved for OBC category, will be determined as per Central Government List of OBC. Internal candidates will only be considered for a grade next higher to the post against which they are working and have been confirmed. In such cases age shall not be a bar provided the employee has at least 3 years to superannuate and is medically fit.
- d) Candidates seeking reservation/relaxation benefits must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits and these certificates should be dated earlier than the due date 31.01.2025 of the application.
- e) Only Indian Nationals are eligible to apply. Selected candidates are liable to be posted/transferred to anywhere in India depending upon the requirement.
- f) The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the Management NMDFC in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- g) Decision of NMDFC in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the NMDFC in this behalf.
- h) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- i) NMDFC would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by NMDFC in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, NMDFC reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- j) **If there is any concealment/suppression of any facts/information by a candidate detected at any stage of the selection process will lead to**

**disqualification of the candidate from the selection process and he/she will not be allowed to appear in any NMDFC recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.**

k) Candidates applying for more than one post should apply separately and pay the application fee for each post.

l) ***Before applying, the candidates are requested to read the instructions of the Advertisement carefully and ensure that they must fulfill the qualifications required for the post and other conditions as mentioned in the Vacancy Notification, available on the NMDFCs website.***

m) The NMDFC reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment without assigning any reason thereof.

n) The NMDFC reserves the right to cancel a part or entire process of examination or a part of it due to administrative reason(s). In case of unfair means, cheating or other irregularities/malpractice noticed by the NMDFC, the NMDFC reserves the right to cancel or set up a new examination centre and divert the candidates to appear at that examination centre if required.

o) The candidature of the candidate in the written Examination is entirely provisional and subject to the outcome of any direction/ decision/ order/ pronouncement of any Court of Law and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.

p) The educational qualification, experience and other eligibility conditions against the post shall be determined as on last date of submission of Online Application.

q) Use of any electronic device (Calculator, Laptop, Palmtop, Mobile phone/Pager/electronic watches etc.) is/ are not allowed. In case any candidate is caught/found to be in the possession of any gadget/instrument, he/ she would be debarred from the examination and legal proceedings shall also be initiated against the candidates. Candidates are advised not to bring any of the above gadgets in the Exam. Centre, as no arrangements for keeping or for security of these items would be available at the centers.

r) In case there is any discrepancy among the English, Hindi, version of advertisement/ information, the English version will be treated as final.

s) If any candidate uses offensive/abusive/foul language /obscene picture he/she will be liable for necessary penal action under relevant provision of the IT Act.

## **5. GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE**

i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- **The candidate will have to arrange his/her own scribe at his/her own cost.**
- The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- Both the candidate as well as scribe will have to give a **suitable undertaking (Appendix-A)** confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above **at the time of examination**. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination. **The qualification of a scribe should be one step below the qualification of the candidate taking examination.**
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- **Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based,** it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. **Candidates not registered for compensatory time shall not be allowed such concessions.**
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

### **ii) Guidelines for Candidates with locomotors disability and cerebral palsy**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotors disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% disability).

### **iii) Guidelines for Visually Impaired candidates**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

iv) In addition to the instructions applicable to PwBD candidates (who have disability of 40% or more), following rule will apply to persons with specified disabilities covered under the definition of Section 2(s) of the RPWD Act, 2016 but not covered under definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing, "the facility of scribe and/or compensatory time shall

be granted solely to those having difficulty in writing subject to a production of a certificate to the effect that persons concerned has limitation to write and that scribe is essential on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-B.** These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

**6. IMPORTANT DATES:**

Opening date of Online Registration gateway/Remittance of Application Fee	30 days from the publication in the employment news
Closing date of Online Registration/Remittance of Application Fee	30 days from the publication in the employment news
Online written Test (tentative dates) Tentatively in the month of	June –July 2025

**7. MODE OF SELECTION**

(a) Selection to posts of Deputy Manager (CS-E1), Assistant Manager (E0) will be based on the Online written test followed by Interview. Further, the candidate has to secure the minimum 50% marks to be shortlisted for the interview. **The final merit list will be made by adding the marks of online written exam and interview of the candidates, who will secure the minimum cut off percentage marks of 50%”**

(b) Depending upon the number of vacancies available, the Corporation reserves the right to restrict the number of candidates to be called for the personal interview, say in the ratio 1:5 i.e. 5 candidates per vacancy from amongst those who rank high enough in the merit list of the written test/skill test result. The total marks for the online test/skill test will be 85% and for personal interview (wherever applicable) to 15 % only.

(c) Selection to the post of Executive Assistant (NE-3) will be in the order of merit on the basis of online written test.

**8. Test Pattern & Syllabus :** The online written test will be of objective type as per details given below:

**(For the post of Deputy Manager-Company Secretary)**

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	40	40	120 Minutes (Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination)	Bilingual i.e. English and Hindi except for the test of English Language
2.	Quantitative Aptitude	40	40		
3.	English Language	40	40		
4.	General Awareness	20	20		
5.	Professional Knowledge (Companies Act 2013)	60	60		
	<b>Total</b>	<b>200</b>	<b>200</b>	<b>120 Minutes</b>	

**(For the post of Assistant Manager –Project, Coordination & Legal Recovery)**

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	40	40	120 Minutes (Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination)	Bilingual i.e. English and Hindi except for the test of English Language
2.	Quantitative Aptitude	40	40		
3.	English Language	40	40		
4.	General Awareness	20	20		
5.	Professional Knowledge (Special reference to project Management, Banking & Finance)	60	60		
	<b>Total</b>	<b>200</b>	<b>200</b>	<b>120 Minutes</b>	

**(For the post of Assistant Manager –Finance & Accounts)**

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	40	40	120 Minutes (Those candidates who	Bilingual i.e. English and

2.	Quantitative Aptitude	40	40	use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination	Hindi except for the test of English Language
3.	English Language	40	40		
4.	General Awareness	20	20		
5.	Professional Knowledge (Accountancy/Taxation, Company Law, Banking & Finance)	60	60		
	<b>Total</b>	<b>200</b>	<b>200</b>	<b>120 Minutes</b>	

(For the post of Assistant Manager –HRM and Admin)

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	40	40	120 Minutes (Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination)	Bilingual i.e. English and Hindi except for the test of English Language
2.	Quantitative Aptitude	40	40		
3.	English Language	40	40		
4.	General Awareness	20	20		
5.	Professional Knowledge(Human Resource and Administration)	60	60		
	<b>Total</b>	<b>200</b>	<b>200</b>	<b>120 Minutes</b>	

(For the post of Executive Assistant)

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	40	40	120 Minutes (Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination)	Bilingual i.e. English and Hindi except for the test of English Language
2.	Quantitative Aptitude	40	40		
3.	English Language	40	40		
4.	General Awareness	40	40		
5.	Computer Knowledge	40	40		
	<b>Total</b>	<b>200</b>	<b>200</b>	<b>120 Minutes</b>	

**Penalty for wrong answer:** There will be deduction of 0.25 marks for each wrong answer in the online examination.

**Deputy Manager:** The minimum qualifying marks shall be 50% in online written exam.

**Assistant Manager:** The minimum qualifying marks shall be 50% in respect of General category applicants and 45% in respect of candidates belonging in to OBC/SC/ST category in the online written exam in respect of post reserved for them.

**(The Corporation (NMDFC) reserves the right to relax/enhance the requirement of Minimum qualifying marks in Online examination in order to enhance/ restrict the number of candidates to be called for interview, based on the performance in the online examination and to commensurate with the number of vacancies.)**

**Executive Assistant:** The minimum qualifying marks shall be 50% for the unreserved post and 45% for the post reserved for SC/ST/OBC/EWS Category in the online written exam.

**9. EXAMINATION CENTRE:** Online written test will be held tentatively in the month of June- July at the centers and, subject to enough number of Delhi- NCR,

- I. The examination will be conducted online in venues given in the respective call letters.
- II. No request for change of centre/venue/date/session for Examination shall be entertained.
- III. NMDFC, however, reserves the right to cancel any of the Examination Centers and/or add some other Centers, at its discretion, depending upon the response of applications, administrative feasibility, etc.
- IV. NMDFC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- V. Candidate will appear for the examinations at an Examination Centre at his/her own risks and expenses and NMDFC will not be responsible for any injury or losses etc. of any nature.
- VI. Choice of centre once exercised by the candidate will be final.
- VII. If sufficient number of candidates does not opt for a particular Centre for "Online" examination, NMDFC reserves the right to allot any other adjacent Centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a Centre, NMDFC reserves the right to allot any other Centre to the candidate.

- VIII. Only outstation Scheduled Castes (SCs), Scheduled Tribes (STs) candidates will be paid single return second class rail fare or actual bus fare whichever is less in accordance with government directives in force from time to time, on production of original bills. The same will be paid directly into the candidate bank account.

#### 10. APPLICATION FEES DETAILS (NON-REFUNDABLE)

The candidates belonging to Unreserved Category (UR) /Others Backward Classes (OBC) are required to pay a non-refundable application fee of Rs. 600/- (exclusive of GST) for the post of Deputy Manager and Assistant Manager and Rs. 200/- (exclusive of GST) for the post of Executive Assistant. No fee will be charged from departmental candidates or those belonging to SC/ST/PwBD and Ex-Servicemen categories, subject to their submitting documents signed by the competent authority in favour of their claim.

The application fee can be paid by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets.

#### 11. OTHER CLAUSES

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

2. Decision of NMDFC in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the NMDFC in this behalf.

3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

4. NMDFC would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by NMDFC in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, NMDFC reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any NMDFC recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

6. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

(i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

(ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Test-wise scores and scores on total is reported with decimal point upto two digits.

**Note:** The candidates are advised to visit the NMDFCs website on regular basis for latest updates relating to the Recruitment process.

#### 12. DOWNLOAD OF CALL LETTER

Candidates will have to visit the NMDFCs website [www.nmdfc.org](http://www.nmdfc.org), for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as specified in the call letter in original and a photocopy of the same. The candidates have to keep their Call Letter, till the completion of the recruitment process.

13. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

#### 14. IDENTITY VERIFICATION

In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as Aadhar Card/ PAN Card/ Passport/ Permanent Driving License/ Voter's Card should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted in the Application Form. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. **Note:** Ration Card and Learner's Driving License are not valid id proof.

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination

call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

#### **15. BIOMETRIC DATA – Capturing and Verification**

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Examination/interview.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

#### **Candidates are requested to take care of the following points in order to ensure a smooth process**

- If fingers are coated (stamped ink/mehendi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

**16. The date of reckoning age will be 31.01.2025. However, the experience and qualification shall be the last date of receipt of application is 30 days from the date of publication of the advertisement in the Employment News.**

#### **17. HOW TO APPLY**

##### **DETAILED GUIDELINES/PROCEDURES FOR**

- a. APPLICATION REGISTRATION**
- b. PAYMENT OF FEES**
- c. DOCUMENT SCAN AND UPLOAD**

**Candidates can apply online only from on the link and no other mode of application will be accepted.**

#### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

(i) scan their :

- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below)

ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand written declaration is as follows –

*"I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."*

(v) The above mentioned hand written declaration has to be in the candidate's hand writing (with date & signatures) and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. NMDFC may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

#### **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE :**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

##### **A. APPLICATION REGISTRATION**

1. Candidates to go to the NMDFCs website i.e. [www.nmdfc.org](http://www.nmdfc.org) and click on the 'Recruitment' tab and "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A

Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

## **B. PAYMENT OF FEES**

### **ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt and online Application Form** containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

## **C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
  - Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
  - Look straight at the camera with a relaxed face
  - If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
  - If you have to use flash, ensure there's no "red-eye"
  - If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
  - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
  - Dimensions 200 x 230 pixels (preferred)
  - Size of file should be between 20kb–50 kb
  - Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the Settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- Signature, left thumb impression and hand-written declaration Image:

Photograph Capture

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.



## Do's and Don'ts of Photo Capture

### Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

### Don'ts

- Small size photograph not to be clicked/ uploaded.
  - Colored glasses or sunglasses/ Cap should not be worn
- 
- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
  - The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpe
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
  - The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
  - The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
  - If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
  - Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

### Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

### Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, Left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

### Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and Signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate

- will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
  - (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/ denied. Candidate him/herself will be responsible for the same.
  - (6) Candidates should ensure that the signature uploaded is clearly visible
  - (7) After registering online candidates are advised to take a printout of their system generated online application forms.

#### Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link “Upload left thumb impression / hand written declaration”
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’ button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

#### **Note:**

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate’s application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

#### **D. Document file type/ size:**

- i. All Documents must be in PDF format.
- ii. Page size of the document to be A4.
- iii. Size of the file should not be exceeding 500 KB.
- iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of Scanning. Please ensure that Documents uploaded are clear and readable

#### **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  - (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by bank
  - (c) for termination of service, if he/ she has already joined the Bank.

## APPENDIX A

### Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe, for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that this qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

(Signature of the Scribe)

Place:

Date

## APPENDIX B

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing**

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate),  
S/o/D/o ....., a resident ..... (Vill/PO/PS/District/State),  
aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto ..... (it is valid for maximum period of six months or less as may be certified by the medical authority)

(Signature of medical authority)

Signature of medical authority (Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

**Name of Government Hospital/Health Care Centre with Seal:**

**Place:**

**Date:**