

## National Scheduled Tribes Finance and Development Corporation

National Scheduled Tribes Finance and Development Corporation (NSTFDC), a PSU under the Ministry of Tribal Affairs, primarily engaged in providing financial assistance to eligible Scheduled Tribes persons, invites off-line applications from suitable candidates for its Corporate Office at New Delhi on direct Recruitment Basis. The post-wise and category-wise break up of vacancies with pay scale is as under:-

Name of post and Pay Scale	Categories						
	UR	SC	ST	OBC	PwD	EWS	Total
Assistant General Manager (Personnel) E-4 Level 70000-200000 (IDA)	-	01 (Backlog)	-	-	-	-	01
Manager (Projects) E-2 Level 50000-160000 (IDA)	01	-	-	-	-	-	01
Dy. Manager (Personnel) E-1 Level 40000-140000 (IDA)	01	-	-	-	-	-	01
Assistant 23200-89400 (IDA)	02	-	-	01	01 (PH)	-	04
Jr. Assistant 21700-83900 (IDA)	01	01	01	-	-	-	03*

\* One post of Jr. Assistant would be considered for Physically Handicapped from any of the stated categories of UR, SC or ST.

### **QUALIFICATION AND ELIGIBILITY CRITERIA**

#### **For the post of Asstt. General Manager (Personnel)**

**Educational Qualifications:** PG Degree in Personnel Management/ Industrial Relations/ HRD/ Social work from a recognized University.

**Desirable:** MBA/LLB/PG Diploma in Labour Laws.

**Experience:** Minimum 8 years experience in the relevant field of which 5 years in a middle managerial level.

**Maximum Age (as on 01.03.2022):** 42 years.

**Job Profile:** Dealing with personnel policies/ rules and regulations and all service matters of the employees including advances/ loans to the employees and their other claims; Dealing with disciplinary and legal matters concerning employees.

**For the post of Manager (Projects)**

**Educational Qualifications:** PG Degree in Arts/ Science/ Commerce/ Agriculture Science/ Vet. Science/ B.E. from recognised University.

**Desirable:** MBA/LLB.

**Experience:** Minimum 5 years experience in the relevant field of which 3 years at the Executive level.

**Maximum Age (as on 01.03.2022):** 37 years.

**Job Profile:** Preparation of project profiles, formulation, scrutiny, appraisal, execution/ implementation, evaluation and monitoring of project, preferably of a developmental nature, disbursement of funds, impact assessment of projects on target groups/ beneficiaries.

**For the post of Dy. Manager (Personnel)**

**Educational Qualifications:** PG Degree in Arts/ Science/ Commerce from recognised University.

**Desirable:** Recognised Degree/ Diploma in Industrial Relations/ Pers. Management/ Human Resource Development.

2. MBA/LLB/ PG Dip. in Labour Laws.

**Experience:** Minimum 3 years experience in the Supervisory Level.

**Maximum Age (as on 01.03.2022):** 32 years.

**Job Profile:** Dealing with personnel policies/ rules and regulations and all service matters of the employees including advances/ loans to the employees and their other claims; Dealing with disciplinary and legal matters concerning employees.

**For the post of Assistant**

**Educational Qualifications:** Degree in Arts/ Science/ Commerce from a recognised University.

**Desirable:** Knowledge of typing.

**Experience:** Minimum 3 years experience in the Establishment and General Administration.

**Maximum Age (as on 01.03.2022):** 27 years.

**For the Post of Jr. Assistant**

**Educational Qualifications:** 1. 12<sup>th</sup> Pass  
2. Speed of 30 WPM in Typing (English/Hindi).

**Desirable:** Degree in Arts, Science/ Commerce.

**Maximum Age (as on 01.03.2022):** 27 years.

**Age Relaxation**

Age relaxation for SC/ST/OBC/PH candidates will be given as per the Government of India rules.

**APPLICATION FEE**

a) For the post of Asstt. General Manager (Pers.), Manager (Proj.) and Dy. Manager (Pers.), the application fee will be Rs. 1,000/- for each post.

b) For the post of Assistant and Jr. Assistant, the application fee will be Rs. 500/- for each post.

Fee once paid will not be refunded under any circumstances. Candidates are therefore, advised to verify their eligibility conditions before applying. No fee is required to be paid by SC/ST/PH and EXSM candidates.

c) A candidate may apply for more than one post if he/she is eligible and desire to do so. In such cases, separate application for each post is required to be submitted.

d) No fee will be charged from departmental candidates.

Application fee shall be paid in the form of Bank Demand Draft in favour of NSTFDC payable at New Delhi. Applications without the prescribed fee shall be summarily rejected.

## **MODE OF SELECTION**

### **For the post of Asstt. General Manager (Pers.), Manager (Proj.) and Dy. Manager (Pers.)**

The mode of selection will be decided by NSTFDC. The shortlisted candidates in respect of the above posts will have to appear for a personal interview at the Corporate Office of NSTFDC, New Delhi.

NSTFDC reserves the right to screen and call only such candidates as are found prima facie suitable for being considered by the Selection Committee. Thus, mere fulfilling the prescribed conditions would not entitle one to be called for interview.

### **For the post of Assistant and Jr. Assistant**

**a)** NSTFDC will conduct a Computer Based Test (CBT) for the post of Assistant and Jr. Assistant of the shortlisted candidates. Selection for the post of Assistant will be based on qualifying the Computer Based Test (CBT).

**b)** For the post of Jr. Assistant, in addition to qualifying in the Computer Based Test, the provisionally shortlisted candidates will have to qualify a typing test with a minimum speed of 30 wpm in English/Hindi. The Typing Test will, however, be only qualifying in nature.

The Computer Based Test for the above said posts will be objective multiple choice questions consisting of General Knowledge, Current affairs, General Intelligence Reasoning, Quantitative Aptitude and General English. The duration of Computer Based Test will be 2.00 Hrs. The Final Selection will be made based on the performance of Computer Based Test. There will be no interview for the post of Assistant and Jr. Assistant. The mode of selection will be at the sole discretion of NSTFDC and shall be subject to change. There may be Computer Based Test/ Examination followed by Typing Test of the eligible candidates. Candidates will be selected on the basis of their performance put together in Computer Based Test and Typing Test. NSTFDC reserves the right to decide the cut off marks in Computer Based Test. The decision of NSTFDC about the mode of selection for the above posts and eligibility conditions of the applicants shall be final and binding. No correspondence will be entertained in this regard.

## **EXAMINATION CENTRE**

The Computer Based Test for the recruitment to the post of Assistant and Jr. Assistant is likely to be held in the National Capital Region of Delhi. Call Letter/ Admit Card for the Computer Based Test and Typing Test of the eligible candidates will be

issued separately. Further, the date of examination/ Computer Based Test for the above said posts will be intimated in due course.

### **Terms and Conditions**

1. Age relaxation/ concessions is allowed to SC/ST/OBC/PWD/ESM and Departmental Candidate etc. as per Govt. of India Guidelines. Necessary certificate must be enclosed with the Application Form.
2. The above positions will be filled on regular basis in the pay scale of the position with a suitable probation period as per rules.
3. All reserved category candidates shall be required to submit attested copies of the Caste/ Tribes Certificate issued by the concerned authority. The OBC candidates belonging to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to necessarily indicate their category as General. A candidate who claims to belong to OBC (NCL) category should submit in support of his/ her claim, a copy of a certificate from the appropriate issuing authority.
4. Candidates employed in Government/Semi-Government Organisations, Public Sector Undertakings, must apply through Proper Channel However, they can submit advance copy of the application or should produce a "No Objection Certificate" from his/her employer at the time of interview in the absence of which their candidature will not be considered.
5. Candidates are requested to provide their active e-mail Id/ Mobile phone number(s)/ Landline phone No. in the application form for easy contact.
6. The invitation to candidates for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
7. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/ outcome of interview.
8. The candidate is responsible for the correctness of the information provided in the application form.
9. If, at a later date, it is found that any information given in the application is incorrect/ false, the candidature/ appointment is liable to be cancelled/ terminated.

10. The selected candidates will have to join the duty within two months of receipt of the offer letter alongwith medical fitness certificate from the Government Hospital recognised for the purpose and they will be on probation for a period of one year.
11. Though the initial posting will be at Corporation's HQs at New Delhi but he/ she may be transferred/ posted anywhere within or outside the country as the posts are transferrable.

**HOW TO APPLY:**

Interested candidates fulfilling the eligibility criteria may apply in the prescribed format given at our website [www.nstfdc.tribal.gov.in](http://www.nstfdc.tribal.gov.in). Candidates may apply in the prescribed format enclosed at **Annexure-I** alongwith self attested photocopies of their testimonials, recent passport size photograph and application fee of Rs. 1000/- for the post of Manager and Dy. Manager and Rs. 500/- for the post of Assistant and Jr. Assistant by way of DD in favour of NSTFDC payable at New Delhi within 30 days of publication of the advertisement in the Employment News, Hindustan Times and Hindu.

The application form completed in all respects should be submitted to the **General Manager(Pers.&Vig.), National Scheduled Tribes Finance and Development Corporation, NBCC Tower, 5<sup>th</sup> Floor, 15, Bhikaji Cama Place, New Delhi-110 066**. Incomplete application will be summarily rejected and applications received after last date would not be entertained.

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8. Details of Employment, in chronological order:

Organization	Post held	From	To	Pay Scale, B.P. and Total Pay	Nature of duties

9. Additional information in support of the suitability for the post and special achievements, if any.

10. Fee Details : Bank's Name \_\_\_\_\_ DD No. \_\_\_\_\_  
dated \_\_\_\_\_ Rs. \_\_\_\_\_

11. **Enclosures :**

Signature of the applicant

Name:

Place:

Date:



