NATIONAL DIVYANGJAN FINANCE AND DEVELOPMENT CORPORATION

(Dept. of Empowerment of PwDs(Divyangjan), Ministry of SJ&E, Government of India)

Unit No.11&12, Ground Floor, DLF Prime Tower, F-79-80, Okhla Phase-I, New Delhi – 110020.

National Divyangjan Finance and Development Corporation a wholly owned CPSE under administrative control of Dept. of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India 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. Chief Manager (Finance): 01 post (Reserved for SC)

Pay Scale: Rs.60,000 -1,80,000/- (IDA Pattern) (E3)

Eligibility Criteria:

E.Q.: Degree in Commerce/CA/ICWA/ MBA (Finance) from recognised institute/ university.

Experience: Minimum 5 Years experience in relevant field at Executive level.

D.Q.: Preference will be given to those candidates who have experience in the use of computer for the financial management, budgeting and maintaining accounts.

Age limit - 42 Years

2. **Asst. Manager (Finance): 01 Post** (Reserved for EWS)

Pay Scale: Rs.30,000 -1,20,000/- (IDA Pattern) (E0)

Eligibility Criteria:

E.Q.:i)Qualified Chartered Accountant from ICAI/Qualified Company Secretary from ICSI/Qualified Cost Accountant from ICWAI/02 years MBA (Finance) from recognised University/Institute of repute.

ii)01year experience in Government /Banking/ Financial Institution/ Corporate Sector in relevant field.

Age: 37 Years

3. **Sr. Executive**: **01 Post** (Un-Reserved)

Pay Scale: Rs.27,000 -1,00,000/- (IDA Pattern)

Eligibility Criteria:

E.Q.: i) Degree in Arts/Science/Commerce from a recognised University.

ii) Minimum 3 years experience in the establishment and general administration.

iii) Knowledge of using computer.

D.Q.: i) Diploma/Certificate in Personnel Management /Industrial relation.

ii) Knowledge of typing (Hindi / English)

Age Limit- 32 Years

4. Sr. Executive (Accounts): 01 Post (Reserved for SC)

Pay Scale: Rs.27,000 -1,00,000/- (IDA Pattern)

Eligibility Criteria:

E.Q.: CA (Inter)/ICWA (Inter)/B. Com from recognised Institute/University.

Experience: Minimum 2 Years experiences in relevant field.

D.Q.: Knowledge of Tally accounting software.

Age Limit: 32 Years

5. Jr. Executive : 01 Post (Reserved for Ex-Servicemen)

Pay Scale: Rs.25,500 – 90,000 (IDA Pattern)

Eligibility Criteria:

E.Q.: i) Degree in Arts/Science/Commerce.

ii)A certificate course in computer application not less than six months duration from a reputed institution.

iii)Knowledge of standard software packages (MS-Office, Word, FOXPRO etc.).

iv) Data entry speed of not less than 6000 key depressions per hour.

Age Limit: 30 Years

Note:

i) Age limit and post qualification experience for the post is as on **30.11.2026**

ii) Age relaxation to SC/ST/OBC/Ex-Serviceman/Persons with Disabilities (PwDs) (Divyangjan) and other categories will be given as per Central 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 (Revised IDA Pattern) for the post.

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, LTC 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 in 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 eligible candidates shall be called for written examination/skill test/interview.

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 30-11-2026
(attach attested copy of birth certificate)

e) Category (SC/ST/OBC/EWS/PwDs/XSM/Gen.)
(attach attested copy of certificate)

f) Disability Category 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) Contact Nos.:

j) E-mail:

k) 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 copy of certificates).

l) 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).

m) The applicant must enclose a demand draft of **Rs.500/- (Non Refundable) in favour of National Divyangjan Finance and Development Corporation**. However, the candidate belonging to SCs/STs/PwDs/Ex-Servicemen and departmental candidate are exempted from application fee.

Place :_____
Date :_____ (Signature of Candidate)

Application with full details and strictly according to format with a recent passport size photograph should be sent **to NDFDC on or before 31st December, 2026 through post only** with super scribing on the top of the envelope in capital letter **"APPLICATION FOR THE POST OF _____ to:**

National Divyangjan Finance and Development Corporation
(Dept. of Empowerment of PwDs (Divyangjan), Ministry of SJ&E, Government of India)
Unit No.11&12, Ground Floor, DLF Prime Tower, F-79-80, Okhla Phase-I, New Delhi – 110020.

Applications complete in all respect should reach on or before 31st December, 2026.

Please check following enclosures are attached before sending the application by post:

Annexure I - one recent passport size photo to be pasted on the application
Annexure II - attached attested copy for proof of age
Annexure III - attached attested copy of certificate of SC/ST/OBC/EWS/PwDs (wherever applicable)
Annexure IV - attached attested copy of Disability certificate (if applicable)
Annexure V - attached attested copies of all academic/ professional qualifications (in reverse chronological order)
Annexure VI - attached attested copies of experience certificate (s)

Application not in conformity with the above format and received after the closing date will be rejected outright.