

National Scheduled Castes Finance and Development Corporation

Sub: Notice inviting applications from eligible candidates for the post of 'Junior Consultant - Finance' in NSFDC – reg.

The National Scheduled Castes Finance & Development Corporation (NSFDC) a Government of India Undertaking under Ministry of Social Justice & Empowerment (MoSJE) is providing concessional financial assistance in the form of loan under its credit-based schemes for socio-economic development of persons belonging to Scheduled Castes. Further, NSFDC also provides financial assistance in the form of grant under its non-credit based schemes, i.e. Skill Development Training Programme to enhance competency level of its target group and make them employable both in self-employment and wage-employment.

2. The Corporation is looking for a 'Junior Consultant - Finance' on fixed remuneration basis from Open Market, purely on contract basis initially for a period of 06 months (which may be further extended) having comprehensive understanding of finance and accounts.

The position will be at the Corporations' Head Office located at New Delhi. Desirous applicants meeting the educational qualifications and experience may submit their application within 15 days from the date of notification to Chief Manager (HR), NSFDC, 14th Floor, SCOPE Minar Core – 1 & 2, Laxmi Nagar, Delhi – 110092 alongwith the supporting documents (self-attested) or may send application at email- hr.nsfdc@gmail.com

Selection Procedure: Candidate meeting the Education Qualifications and experience as given below shall be shortlisted based upon the criteria formulated and personal interaction with the duly constituted Selection Committee. No TA/DA will be provided to any candidate for attending personal interaction.

The detail and Educational Qualification and experience is given below:

<u>Details of Post & Education Qualifications:</u>	
Name of Post	Junior Consultant (Finance)
No. of Post	01 (One)
Maximum Age (Upper Limit)	45 years [As on Last Date of Application]
Educational Qualification	Graduate or Post Graduate in Commerce or Post Graduate Diploma in Accounts / Finance.
Experience	<p>Minimum 03 years' experience in the relevant field.</p> <p>Should have comprehensive knowledge of :</p> <ul style="list-style-type: none"> ➤ preparation of Books of Accounts; ➤ Preparation of Bank Reconciliation; ➤ Preparation of Payments files; ➤ MIS Reports preparation; ➤ Reconciliation of payable / receivables ➤ Generations of Quarterly Demands. ➤ Journal Accounting; ➤ Preparation of GST & TDS details & filing returns ➤ Having knowledge of computer (Excel/ Tally). <p>Should be self-driven with exceptional analytical and problem solving skills.</p>
Contract Period	Initially for a period of six months. The contract to be further extended depending on performance.
Consolidated Salary	Rs.42,000/- p.m. for the first six months. Thereafter, Rs.45,000/- p.m. for extended period.
<u>Terms & Conditions:</u>	
Admissible Leaves	1.5 Casual Leave for each completed month.
Working Hours	The days of work will be the same as those applicable to regular employees i.e. 9.30 AM – 6.00 PM, but may be required to attend office on Saturday/ Sunday/ holidays, in case of exigencies of work.
Termination of Engagement	<p>The engagement of Junior Consultant can be terminated at any time without assigning any reason:</p> <p>(i) If She/he is unable to accomplish the assigned work within the stipulated time and fails to accomplish work as per the satisfaction.</p> <p>(ii) If She/he consultant fails in timely achievement of the milestones as decided by the NSFDC.</p> <p>(iii) If She/he is found lacking in honesty and integrity.</p>
