

NO.NBCFDC/HR/Consultant/2024

Dt. :10th December, 2024

**Subj.: Recruitment of Consultant(Secretarial) in NBCFDC reg.**

National Backward Classes Finance & Development Corporation (NBCFDC) is a Govt. of India undertaking under the aegis of Ministry of Social Justice & Empowerment, Govt. of India, working for the up-liftment of economic status of the poor amongst the Backward Classes by providing concessional financial assistance to the target group through the Channel Partners, Regional Rural Banks (RRBs) and Public Sector Banks (PSBs). The Corporation additionally undertakes Skill Development and other promotional activities for its target groups as defined by Government from time to time.

The Corporation is looking for a Consultant (Secretarial) retired from CPSEs/Govt., purely on contact basis having comprehensive understanding of managing office of MD/CMD in CPSEs and office of JS level & above in Govt. This position requires an experienced, dedicated, hardworking and efficient person in relevant field. He will play a key role in supporting the Chief Executive in day to day activities.

The positions will be at the Corporations' Head Office located at New Delhi. Desirous applicants may submit their applications within 10 days from the date of publication of this advertisement to the General Manager (HR & Admn.), NBCFDC, 5th Floor, NCUI Building, 3-Siri Institutional Area, August Kranti Marg, New Delhi-110016.

The details and Educational Qualification of the above are at Annexure-I.

## Annexure- I

### Details of Post & Educational Qualification-

1.	Name of Post	Consultant (Secretarial)
2.	No. of Post	One (01)
3.	Consolidate salary	- For retired CPSE officer - Rs.80,000/- p.m. consolidated.  - For retired Govt. officer- As per DoPT guidelines
4.	Upper age limit	63 years (as on 30.11.2024)
5.	Educational Qualification	(i) Graduate in any discipline (ii) Diploma in Secretarial Practice from recognized Institute will be desirable.
6.	Experience	-For retired CPSE officers: Atleast 20 years of service experience out of which 03 years experience in the grade of E-3 and above.  -For retired Govt. officers : Atleast 20 years of service experience out of which 03 years experience in the grade of PPS and above.  -Strong written and verbal communication skills  -Well-versed in secretarial services viz. engagements, liaisoning with Govt./PSUs, liaisoning with different Ministries, State Govts. & other Stake Holders, Protocol, taking dictation and transcription etc.  - Self-driven with exceptional analytical and problem solving abilities.