

# National Backward Classes Finance & Development Corporation

5th Floor, N.C.U.I Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016

No: NBCFDC/HR/Rectt./2025

Dated: 10.12.2025

## VACANCY NOTICE

National Backward Classes Finance and Development Corporation (NBCFDC) is a Government of India undertaking under the aegis of Ministry of Social Justice and Empowerment, Govt. of India. The Corporation is 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 qualified candidates with work experience commensurate with the advertised post. Considering the core function of the Corporation, preference will be given to candidate with Finance and related field background.

**The placement will be at Corporation's Head Office, which is located at New Delhi.**

**2. The details of Post and Educational Qualification are given below:**

Sl. No.	Post/ Scale of Pay/ No. of vacancy	Upper Age as on Closing date	Essential Qualification	Experience
01	Deputy General Manager (Finance)- [E- 5]  Rs.80,000-2,20,000 (IDA)  No. of Post - two (02) UR (Un-reserved)	Below 50 years as on closing date.	CA/ ICWA/ Post-graduate degree in Commerce from a recognized and reputed University/ Institution  Desirable: MBA (Finance)	Minimum 15 years' experience out of which 12 years Post qualification experience at managerial level in the field of Project financing / Accounting etc. in Banks/ Financial Institution/ Govt. Deptt./ PSUs or Private Sector Organization of repute

### **3. MODE OF SELECTION**

(i) The shortlisted candidates in respect of the above posts will have to appear for a personal interview at the Corporate Office of NBCFDC, New Delhi. NBCFDC reserves the right to screen and call only such candidates who 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 an interview.

(ii) 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.

### **4. PAY SCALE FOR THE POST**

The Deputy General Manager (Finance) [E-5] post is in the pay-scale of Rs.80,000-2,20,000 (IDA). The other benefits such as Leave, LTC, Medical benefits, Provident Fund, Gratuity, Pension, HBA, Performance Related Pay etc. shall be payable as per relevant DPE guidelines and rules of the Corporation. The Cost to Company (CTC) at the minimum pay scale is presently around Rs.28.00 lakhs.

### **5. GENERAL INSTRUCTIONS**

1. Only Indian Nationals are eligible to apply.
2. Candidate should read the complete advertisement carefully & ensure that he /she fulfills the eligibility criteria for the post advertised in all respect.
3. The candidate's date of birth as recorded in the school leaving/matriculation/higher secondary certificate will be taken as proof of age.
4. Copies of pass certificates and mark sheets of the essential educational qualifications required for eligibility, along with those of other qualifications, must be enclosed with the application.
5. Age relaxation shall be applicable to the SC/ST/OBC/Ex-Servicemen/PwD & Departmental Candidate etc. as per Govt. of India / NBCFDC Guidelines. Necessary certificate must be enclosed with the Application Form.
6. All experience must be attained post essential Qualification, any experience attained towards completion of course such as internship etc. shall not be counted.
7. The above positions will be filled on regular basis.
8. Candidates shall produce all necessary documents viz., Experience Certificate, pay slips, Relieving orders, Form 16 or any other proof confirming experience obtained through the past employment (including from the present employer).
9. Candidates employed in Government/Semi-Government Organizations, Public Sector Undertakings, must apply through Proper Channel. However, they may submit an advance copy of the application and produce a "No Objection Certificate (NOC)" from his/her employer at the time of interview, failing which their candidature will not be considered. The applicant working in Private Sector organization can send the application alongwith all requisite self-certified documents directly on the above address.
10. Candidates presently working in Private Sector/Banks or other companies/institutions where equivalency through IDA/CDA is not available shall apply with proof of current CTC drawn during the past one year, as per the pay details indicated against the post advertised. Such incumbent from Private Sector having CTC of Rs.22.00 lakh are eligible. It shall be the responsibility of the candidate to calculate CTC and submit documentary evidence along with the application. NBCFDC at any stage will assess or calculate CTC.

11. Candidates are advised to give specific, correct, full information. All original certificates/documents in support of information furnished in the application form, are to be produced at the time of verification of documents, failing which the candidate will be disqualified and not permitted to participate in the selection process. Candidature is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
12. Incomplete application will be summarily rejected. Any request to add additional information in application form after submission of the application shall not be entertained in any condition.
13. Candidates are requested to provide their active e-mail ID/ Mobile phone number(s) in the application form for easy contact.
14. 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.
15. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/ outcome of interview.
16. The candidate is responsible for the correctness of the information provided in the application form.
17. If, at a later stage, it is found that any information given in the application is incorrect/ false, the candidature/ appointment is liable to be cancelled/ terminated.
18. The candidates selected for the post shall convey their acceptance by the stipulated date and report for duty as mentioned in the offer of appointment.
19. Selected candidates must produce medical fitness certificate from the recognized institutions/sources as per the offer of appointment, prior to joining.
20. Selected candidates will be on probation for a period of one year.
21. Selected candidates will be required to serve in any part of India as per discretion/requirement of the Corporation.
22. The cut-off date for determining the age/post qualification experience shall be the closing date of submission of application.
23. Any corrigendum/addendum in respect of above advertisement shall be made available on the Corporation's official website [www.nbcfdc.gov.in](http://www.nbcfdc.gov.in) under "**Recruitment Notice**". No separate intimation/ advertisement etc. will be issued in case of any change / update. Hence, candidates are advised to visit NBCFDC website regularly for updates.
24. Any canvassing, directly or indirectly, by the candidate will disqualify his/her candidature. Decision of selection Committee shall be final and binding.
25. NBCFDC would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the NBCFDC.

#### **HOW TO APPLY:**

- Interested candidates fulfilling the eligibility criteria may apply in the prescribed format. Candidates may apply in the prescribed format enclosed at Annexure-I along with self-attested photocopies of all documents, recent passport size photograph etc.
- The candidates fulfilling the above terms and conditions should submit their application along with non-refundable application fee of Rs.600/- for General/OBC, Rs.200/- for SC/ST/ Ex-servicemen in favour of NBCFDC in shape of Bank Draft of Scheduled Bank, payable at New Delhi. PWD candidates are exempted from payment of application fee. There is no age limit for internal/ Departmental candidates. Exemption of fee is also available for internal candidates(s) irrespective of their category. The application in the prescribed format with all supporting self-certified documents alongwith vigilance clearance, super-scribing clearly on the envelope the name of the post applied for should reach the below mentioned address in hard copy latest by on or before Closing date i.e. 30 days from the date of posting the advertisement on NBCFDC website.

**"The Chief General Manager (HR & Admin.), NBCFDC, 5th Floor NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016."**

**Applications received after the last date would not be entertained.**

- After scrutiny of applications based on qualification, work experience as detailed above, short listed candidates shall be called for Interview. The outstation candidates called for interview for the posts shall be entitled to reimbursement of single return 3rd AC rail / AC bus fare by the shortest route to the place of interview from the railway station nearest to the normal place of residence of the candidate or from where he/She actually performs the journey whichever is nearer and back to the same station.
- Decision of NBCFDC in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by NBCFDC in this regard. NBCFDC reserves the right to cancel this recruitment at any time/stage without assigning any reasons whatsoever.

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**NATIONAL BACKWARD CLASSES FINANCE & DEVELOPMENT CORPORATION**

(A GOVERNMENT OF INDIA UNDERTAKING, Ministry of Social Justice & Empowerment)

5<sup>th</sup> Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016.

Tel-011-45854400

**APPLICATION FORM**

Affix Photo

**INSTRUCTIONS**

- a) Application form should be filled by the candidate giving all facts properly.
- b) Ensure all certificate copies of Qualifications, Experience (if any), Caste, Income and Aadhar are enclosed.

**POST APPLIED FOR - DY. GENERAL MANAGER [FINANCE] (E-5)**

1.	Name in full(in block capitals) Shri/Smt./Kumari	
2.	Date of Birth	
3.	Marital Status:-	
4.	Aadhar No.	
5.	Fathers/Husband Name	
6.	Category (UR/OBC/SC/ST/PWD)	
7.	Place & State of birth	
8.	Postal Address in full (in-block Capitals to which communications should be sent)  <b>e-mail Id:</b>  <b>Mobile No.:</b>	
9.	Permanent Address	
10.	Present Address:	

11. Language you read, write and speak?

Read only	Speak Only	Read and Speak	Read, Write & Speak	Examination Passed

12. Educational qualification attended (from 10<sup>th</sup> onwards) attach copies of relevant documents..

Name of Institution	Examination Passed	Class or Div. with %age of marks	Subjects taken	Year

13. Professional experience in reverse chronological order (Attach copies).

S.No.	Name of Employer	Designation & Pay scale/ Emoluments	Period / Year of Experience (From – To)	Nature of Duties	Reasons for leaving
1					
2					
3					
4					

14. Certificates of Merits / Excellence received in academics and or during working experience.

15. Particulars of all family members (Father, Mother, Sister/Brother etc.)

	Name	Relationship with Candidates	Gender	Age	Date of Birth	Marital Status	Employer Profession/Business	Place of Living
1	2	3	4	5	6	7	8	9

16. Name & addresses of two references  
(Other than relatives)

- 1.
- 2.

17. List of documents attached including on working experience, certificates of merit/excellence, if any.

- 1.
- 2.
- 3.

**DECLARATION TO BE SIGNED BY THE CANDIDATE:**

I hereby declare that details given in this application are true to the best of my knowledge and belief.

Date: \_\_\_\_\_

Signature of applicant

**FORWARDING BY THE EMPLOYER.**

Certified that Shri/Smt./Km. \_\_\_\_\_ working in this Bank/CPSEs/Organization fulfilling the requisite qualifications/experience/pay scales/consolidated salary as prescribed in the said recruitment notification of NBCFDC dated \_\_\_\_\_. His/her application is hereby forwarded.

Signature  
Designation  
(with seal of office)

