

National Minority Development & Finance Corporation
SCOPE Minar, Core1, 1st Floor, Laxmi Nagar, Delhi 110092

Website: www.nmdfc.org.

Vacancy Notice

ADVERTISEMENT NO. 02/19

Filling of vacancies on Direct Recruitment basis

IMPORTANT NOTE: Only online applications will be accepted. Applications received through any other mode shall be summarily rejected.

Opening Date of applications: 30.07.2019

Closing Date of applications: 21.08.2019 05.00 pm

National Minorities Development & Finance Corporation (NMDFC) is a Central Public Sector Undertaking incorporated under section 25 of the Companies Act (Now section 8 of Companies Act 2013). It is a national level apex body for the benefit of Minorities as defined under National Commission of Minorities Act 1992 and working under the administrative control of Ministry of Minority Affairs.

The Corporation invites online application for filling up the following vacancies on direct recruitment basis:

Post Code	Post	No. of Vacancies	Pay Scale & level (IDA)	Required Educational Qualification	Reservation, if any,	Age Limit
01/2019	Asstt. Manager (General Stream)	1	Rs. 30,000 to 1,20,000/- (E-0)	Master Degree in any discipline or BE/B. Tech in any discipline from a recognized university/ institution with first class degree at Graduation Level.	OBC - 1 (Backlog) UR/SC/ST are not eligible for this post	28 Yrs
02/2019	Asstt. Manager (Accounts & Finance)	2	Rs.30,000 to 1,20,000/- (E-0)	CA or ICWA or MBA (Fin) or M.Com from a recognized university/institution. In case of M.Com/MBA Finance, First class degree at Graduation Level.	UR – 1 OBC-1 SC/ST are not eligible for age relaxation for this post	28 Yrs

03/2019	Office Assistant	6	Rs.25,000 to 95,000/- (NE-3)	First Class Degree at Graduation Level.	ST-1 OBC-1 PWD (HH)-1 UR-3 SC candidates are not eligible for age relaxation for this post	25 Yrs.
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Note 1: PWD candidates may also apply for the above three posts and all the three posts are suitable for PWDs candidates belonging to OH-OA, OL and HH categories.

Abbreviations used are denoted as under:

UR-Unreserved (General), SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes, PH-Physically Handicapped, OH-Orthopedically Handicapped - OA- One Arm, OL- One Leg, HH Hearing Handicapped.

1. **Download of Call Letter/Admit Card:** Candidates will have to visit the NMDFC website i.e. www.nmdfc.org regularly for downloading call letters/Admit Card for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download.

The Candidate is required to use (i) Registration Number/Roll Number and (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration. Candidate shall appear at the examination center with (i) Call Letter and (ii) Photo Identity Proof as specified in the forgoing clause and on the call letter alongwith photocopy of the Photo Identity Proof as brought in original.

2. **Candidates Reporting Late:** Candidates reporting late i.e. after the reporting time specified on the call letter for Examination, Candidates will not be allowed to appear for the Examination. The reporting time mentioned on the call letter is prior to the Start time of the test. The candidates may be required to be at the venue for about 4 hours including the examination time and time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.
3. **Identity Verification:** The candidate's identity will be verified with respect to his/her details mentioned in the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt, the candidate may not be allowed to appear for the Examination.

In the examination hall as well as at the time of interview, the candidate will bring call letter along with original & photocopy of the candidate's currently valid photo

identity (bearing exactly the same name as appearing on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification.

Ration Card and Learner's Driving License are **not** valid id proof.

Note: Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

4. **Centre Clauses :**

- a) The examination will be conducted online at **Delhi/NCR** in venues given in the respective call letters.
- b) No request for change of centre/venue/date/session for Examination shall be entertained.
- c) The NMDFC, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- d) The NMDFC also reserves the right to allot the candidate to any Centre.
- e) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and NMDFC will not be responsible for any injury or losses etc. of any nature.

5. **Examination fee & Mode of Payment**

- a) Examination fees shall be ₹ 100/- (One Hundred only) in respect of Un-reserved and OBC candidates.
- b) Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, Physically Handicapped (PWDs) & Ex-serviceman category are exempted from paying Application fee.
- c) Ex-servicemen, who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for fee concession.
- d) Mode of payment shall be online.
- e) Fee once paid will not be refunded under any circumstances.

6. **Mode of Selection**

- a) In respect of Assistant Manager (General Stream) and Assistant Manager (F&A), the selection shall be made on the basis of competitive performance through Written Test and Interview.
- b) In respect of Office Assistant, the selection shall be made on the basis of competitive performance in the written test.

7. **Examination Scheme:**

- a) NMDFC will conduct written test for all the three posts as per the examination **Syllabus** given in **Annexure-I** and **Scheme of Examination** as per **Annexure-II**. However, NMDFC reserves the right to change/amend the examination syllabus, if so required, any time before the examination which will be intimated in due course.
- b) The written test will be bilingual (Hindi & English) except for the Language papers which would be in the language concerned only.
- c) There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in respect of the examinations conducted by NMDFC.
- d) The NMDFC reserves the right to cancel/withdraw any question/questions from the Test.
- e) The NMDFC has fixed the minimum qualifying marks for different categories (UR/SC/ST/OBC/PH/EXSM) as under:
- f) UR & OBC/EWS (Including PH and Ex-SM) : 45% in aggregate and 40% in each part of each paper.
- g) SC/ST (Including PH and Ex-SM) : 40% in aggregate and 35% in each part of each paper.
- h) In order to achieve qualitative selection and to recruit the best talent available, cut off marks for selection in different categories could be upgraded depending upon the marks obtained by the candidates and number of vacancies.
- i) After the declaration of result, NMDFC shall make provisional selection of the candidates on the basis of information provided in the application and documents/certificates provided by the candidate at the time of submission of document. NMDFC would verify and satisfy itself about the authenticity of documents/certificates and eligibility as per the Recruitment Rules before finally appointing the candidate(s). Therefore, the provisional selection of a candidate does not confer upon him/her any right of appointment unless the Appointing Authority is satisfied, after such inquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the post.
- j) If there are two or more candidates in the same category having equal marks in the examination, the candidate older in age will get preference. In case of further tie, candidate having higher marks in Paper I of the test shall be preferred.
- k) Candidates may apply for more than one post but the Board may hold the examinations of two or more different post codes on the same day and candidate may opt to take the examination of any one post only.

8. **Eligibility Criteria**

- a) The candidate must be a citizen of India.
- b) The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on the closing date of submission of application.

9. **Reservation Benefits**

- a) Reservation benefits will be available to the SC/ST/OBC/Physically Handicapped & other special category candidates in accordance with the instructions / orders / circulars issued from time to time by the Govt. of India.
- b) Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, **must be in possession of relevant certificates (SC/ ST/ OBC/ Non Creamy layer/ PH/ Educational/ Experience etc.) issued by the competent/notified authority (in prescribed format) on or before the cut off date (closing date of advertisement)** otherwise their claim for any category will not be entertained.
- c) Only OBC (Central list) candidates will be given the benefit of reservation/age relaxation under OBC category. **OBC (States list) candidates will be treated as unreserved candidate and they must apply under UR category.** The OBC candidates must be in possession of non-Creamy layer certificate, along with his/her caste certificate.
- d) A Candidate belonging to SC/ST/OBC who is selected on the same standard as applied to general category (UR) candidates and who appears in the general merit list than such candidate is adjusted against unreserved point of the reservation roster.
- e) In case a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, permitted number of chances in written examination, extended zone of consideration larger than what is provided for the reserved category, the SC/ST/OBC candidates are to be counted against the respective reserved category vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

10. **Age relaxation to various categories of applicants:**

- a) For reserved categories

S.No.	CATEGORIES	EXTENT OF AGE RELAXATION
1.	SC/ST	05 years
2.	OBC	03 years
3.	PWDs	10 years
4.	PWDs + SC/ST	15 years
5.	PWDs + OBC	13 Years

- b) Meritorious Sports Persons Upto 05 years (10 years for SC/ST and 08 years for OBC candidates).
- c) Ex-Servicemen for Non-Executive posts: Period of Military service plus 3 years.
- d) Disabled Defence services personnel (Non Executives posts): 45 years (50 years of SC/ST, 48 years for OBC).
- e) Widows/ divorced women/women judicially separated and who are not re-married (for Non Executives posts): Upto the age of 35 years (upto 40 yrs for SC/ST & 38 for OBC)
- f) In case of physically handicapped/person with disability, relaxation in age-limit shall be applicable irrespective of the fact whether post is reserved or not, provided the post is identified suitable for persons with disabilities.
- g) If a person with disability is entitled to age concession by virtue of being a Government employee, concession to him/her will be admissible either as a 'person

with disability' or as a 'Government employee' whichever may be more beneficial to him/her.

h) This will be regulated as per DOPT Guidelines.

11. Other General Instructions for Candidates

- a) The vacancies advertised are provisional and liable to vary. In case the vacancy position is reduced to any number or even Nil, the NMDFC is not liable to compensate the applicant for any consequential damage/ loss. The NMDFC reserves the right to cancel or modify the advertisement or part of it at any stage.
- b) The NMDFC reserves the right to cancel or modify the advertisement or part of it at any stage.
- c) The applications are required to be submitted **online** only. **No other mode of application** shall be accepted.
- d) The candidates must read the **instructions, as available on the website, carefully before applying.**
- e) Candidate selected will have to serve NMDFC for Minimum five years for which he/she will be required to furnish the bond of Rs. 2,00,000/- in case of Assistant Managers and Rs. 1,00,000/- in case of Office Assistant.
- f) The NMDFC reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment without assigning any reason thereof.
- g) The NMDFC reserves the right to cancel a part or entire process of examination or a part of it due to administrative reason(s). In case of unfair means, cheating or other irregularities/malpractice noticed by the NMDFC, the NMDFC reserves the right to cancel or set up a new examination centre and divert the candidates to appear at that examination centre if required.
- h) The NMDFC reserves the right to change or make amendment in the examination syllabus, given in Annexure-I, any time before the examination, if so required.
- i) The candidature of the candidate in the written Examination is entirely provisional and subject to the outcome of any direction/ decision/ order/ pronouncement of any Court of Law and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
- j) The educational qualification, age, experience and other eligibility conditions against the post shall be determined as on the closing date of online submission of application.
- k) Use of any electronic device (Calculator, Laptop, Palmtop, Mobile phone/Pager/electronic watches etc.) is / are not allowed. In case any candidate is caught/found to be in the possession of any gadget/instrument, he/ she would be debarred from the examination and legal proceedings shall also be initiated against the candidates. Candidates are advised not to bring any of the above gadgets in the Exam. Centre, as no arrangements for keeping or for security of these items would be available at the centres.
- l) In case there is any discrepancy among the English, Hindi, version of advertisement/ information, the English version will be treated as final.
- m) If any candidate uses offensive/abusive/foul language / obscene picture he/she will be liable for necessary penal action under relevant provision of the IT Act.

12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

- (i) Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress

any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (ii) using unfair means or impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - a. to be disqualified from the examination for which he/ she is a candidate
 - b. to be debarred either permanently or for a specified period from any examination conducted by NMDFC
 - c. for termination of service, if he/ she has already joined the Bank.

13. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

The PWDs candidates eligible to use scribe of per Guidelines for PWDs issued by the Government of India from time to time can use their own scribe at their cost during the online examination, subject to following conditions:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

- Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii) Guidelines for Candidates with locomotors disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

14. OTHER CLAUSES

- a. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- b. Decision of the NMDFC in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the NMDFC in this behalf.
- c. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- d. The NMDFC would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong

answers. If in the analytical procedure adopted by the NMDFC) in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the NMDFC reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

- e. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Organization recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

15. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

- i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*
- iii) Scores obtained by candidates on any test are equated to the base form by considering the
- iv) Distribution of scores of all the forms.
- v) Testwise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

- i. on scores in each part/paper/interview of test/examination
- ii. on Total Score

16. BIOMETRIC DATA – Capturing and Verification

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Examination/interview.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehendi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

17. **How To Apply**

Detailed Guidelines/Procedures For

- A. Application Registration
- B. Payment of Fees
- C. Document Scan and Upload

Candidates can apply online only from 30.07.2019 to 21.08.2019 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) scan their :
 - photograph (4.5cm × 3.5cm)
 - signature (with black ink)
 - left thumb impression (on white paper with black or blue ink)
 - a hand written declaration (on a white paper with black ink) (text given below)
ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

Application fees/ intimation charges (non refundable) payment of fee online:
30.07.2019 to 21.08.2019

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

1. Candidates to go to the NMDFC website www.nmdfc.org click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "**SAVE AND NEXT**" tab. Prior to submission of the online application candidates are advised to use the "**SAVE AND NEXT**" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **FINAL SUBMIT BUTTON**.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before **FINAL SUBMIT**.
10. Modify details, if required, and click on '**FINAL SUBMIT**' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

3. After submitting your payment information in the online application form, please wait for the intimation from the server. do not press back or refresh button in order to avoid double charge
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates **PAYMENT FAILURE**. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature, left thumb impression, and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For hand written declaration size of file should be 20kb – 50 kb
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.
 - If the file size and format are not as prescribed, an error message will be displayed.

- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
 - File Size: 20 KB – 50 KB

Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link “Upload left thumb impression/hand written declaration”
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’ button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate’s application may be rejected.

- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

SYLLABUS

Paper I for all the above posts: Objective Type Multiple Choice Questions as per the qualification prescribed for the post on:

(Total Marks: 100: 25 Marks for each part – No Negative Marking)

(a) **General Awareness**

Questions will be designed in such a way so as to test the ability of the candidate's General Awareness of the environment around him/her and its applicability to society, knowledge of current events and such matter of every day observation as may be expected of an educated person. This will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations, /Institutions etc.

(ii) **General Intelligence & Reasoning Ability**

The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Arithmetical & Numerical Ability**

The test of Arithmetical and Numerical Abilities will cover number systems including questions on Simplification, Decimals, Data Interpretation, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Hindi Language & Comprehension and English Language & Comprehension**

In addition to the testing of candidate's understanding and comprehension of the English and Hindi Languages, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage etc. would also be covered.

Paper II: Post specific subject related questions:

<p>For Assistant Manager (General Stream) Post code 01/2019</p>	<p>(i) Essay writing /letter writing. (ii) Computer knowledge/Information Technology, MS Office (iii) Welfare Schemes of the Government for Minorities. (Information available at www.nmdfc.org and http://minorityaffairs.gov.in/)</p> <p><u>Qualifying marks:</u></p> <p>a) 40% in each part and 45% in aggregate for General &OBC Candidates. b) 35% in each part and 40% in aggregate for SC/ST candidates.</p> <p>Interview : 25 marks</p>
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<p>For Assistant Manager (Accounts & Finance) Post code 02/019</p>	<p>(i) Essay writing /letter writing. (ii) Accountancy/Taxation Company Law (iii) Computer Knowledge / Information Technology, MS Office</p> <p><u>Qualifying marks:</u></p> <p>a) 40% in each part and 45% in aggregate for General &OBC Candidates. b) 35% in each part and 40% in aggregate for SC/ST candidates.</p> <p>Interview : 25 marks</p>
<p>For Office Assistant Post code 03/2019</p>	<p>Paper-II Short Essay/Letter In English Or Hindi – 50 Marks</p> <p><u>Qualifying marks:</u></p> <p>a) 40% in each part and 45% in aggregate for General &OBC Candidates. b) 35% in each part and 40% in aggregate for SC/ST candidates.</p>

Scheme of Examination**Paper I and Paper II (Part A & B) for the Post of Asstt. Manager (GS)****Post Code 01/2019**

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
PAPER I (Objective Type) - Online					
1	General Awareness	30	25	Hindi and English	120 Minutes
2	General Intelligence	30	25		
3	Arithmetical and Numerical Ability	30	25		
4	Hindi Language & Comprehension (15 Questions) and English Language & Comprehension (15 Questions)	30	25		
	Total	120	100		
Paper II (Part A) (Objective Type) - Online					
5	Computer Knowledge/Information Technology, MS Office	30	25	Hindi and English	
6	Welfare Schemes Of The Government On Minorities	30	25		
Paper II (Part B) (Descriptive Type) (Online & Offline)*					
7	Essay Writing (About 300 words)	Any one out of 3 options	25	Hindi and English	30 Minutes

*Questions will be displayed online on computer in Hindi and English. Answers will have to be written **either in Hindi or English**, using a pen on the answer sheets provided by NMDFC. Answer sheets with answers written in both languages will not be evaluated.

Scheme of Examination

Paper I and Paper II (Part A & B) for the Post of Asstt. Manager (Accounts & Finance)
Post Code 02/2019

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
PAPER I (Objective Type) - Online					
1	General Awareness	30	25	Hindi and English	120 Minutes
2	General Intelligence	30	25		
3	Arithmetical and Numerical Ability	30	25		
4	Hindi Language & Comprehension (15 Questions) and English Language & Comprehension (15 Questions)	30	25		
Total		120	100		
Paper II (Part A) (Objective Type) - Online					
5	Computer Knowledge/Information Technology, MS Office	30	25	Hindi and English	
6	Accountancy/Taxation, Company Law	30	25		
Paper II (Part B) (Descriptive Type) (Online & Offline)*					
7	Essay Writing (About 300 words)	Any one out of 3 options	25	Hindi and English	30 Minutes

*Questions will be displayed online on computer in Hindi and English. Answers will have to be written **either in Hindi or English**, using a pen on the answer sheets provided by NMDFC. Answer sheets with answers written in both languages will not be evaluated.

Scheme of Examination

PAPER I (Objective Type) for Office Assistant Post code 03/2019

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	General Awareness	30	25	Hindi and English	120 Minutes
2	General Intelligence	30	25		
3	Arithmetical and Numerical Ability	30	25		
4	Hindi Language & Comprehension (15 Questions) and English Language & Comprehension (15 Questions)	30	25		
	Total	120	100		

Paper II (Descriptive Type) (Online & Offline)*				
Essay Writing (About 300 words)	Any one out of 3 options	50	Hindi and English	30 Minutes

Paper III (Objective paper) for PWD candidates of HH category

	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	English Language (Other than comprehension) and Hindi language (Other than comprehension)	English language – 20 Hindi Language – 20	50	Hindi and English	30 Minutes

Note : Interview has been prescribed for post code 01/2019 and 02/2019

*Questions will be displayed online on computer in Hindi and English. Answers will have to be written **either in Hindi or English**, using a pen on the answer sheets provided by NMDFC. Answer sheets with answers written in both languages will not be evaluated.