

National Minorities Development & Finance Corporation

1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092

Advt. No NMDFC/H&A/Rec/YP/2024

Dated: 16.10.2025

Engagement of Young Professionals (YPs) in NMDFC

The National Minorities Development & Finance Corporation (NMDFC) was incorporated on 30th September, 1994 as a Company Not for Profit, under Section 25 of the Companies Act, 1956, now under section 8 of the Companies Act, 2013. Main objects of the Corporation are to promote economic and Development activities for the benefit of “backward sections” amongst the minorities, preference being given to the occupational groups and women; to promote self-employment and other ventures for benefits of minorities; to grant loans and advances at such rates of interest as may be determined from time to time in accordance with the guidelines or schemes prescribed by the Central Government or by the Reserve Bank of India and to extend loans and advances to the eligible members belonging to the minorities for pursuing general/ professional/ technical education or training at graduate and higher levels, Apart from this, NMDFC also undertake CSR activities in the field of Health, Education, Nutrition, Etc. as per the requirement of the companies Act.

2. NMDFC seeks to provide a unique opportunity for Young Professionals (YPs) to work and get exposure in its functional areas. It seeks to engage persons with a passion for development and the potential to become future leaders in their respective fields. The professionals should be highly qualified, motivated individuals having experiences which is relevant to development and who can provide high quality professional inputs in the field of **Designing**. The proposed Young Professionals should be able to demonstrate proven academic credentials and professionalism.

3. NMDFC is looking for engaging a pool of talented Young Professionalism (YPs) as per the following details:

1	Name of position	Young Professional
2	Number of positions	One in the field of Designing

3	Age Limit	Maximum age 32 years as on the date of advertisement
4	Period of contract	Initially, for a period of One (1) year
5	Remuneration	Rs. 70,000-All inclusive (TDS as applicable will be deducted)
6	Educational Qualification	Designing
6(A)	Essential	Master Degree in Designing, Fine Arts or equivalent from Government Recognized/ prestigious professional institutes across the country with minimum 55 percent mark or equivalent grade.
6(B)	Essential Experience	Minimum one year Post Qualification Experience i. In the area of Designing of Cover Page, Magazine, Advertisement & Fine Art ii. Experience in the area of professional design experience in Industry / research organization / Design studios. iii. Conceptualized and design Annual Media Plan covering all areas of IEC (outdoor, indoor, newspaper, hoardings, booklets, brochure, leaflets etc.). Social media, digital media, webpage etc.
6(C)	Desirable Qualification	i. Ph.D in the relevant subject ii. Record of Publication in peer reviewed journals. Good soft skills including strong communication skills (written and oral)

4. Terms and Conditions of engagement:

(a) Selection Procedure:

- They shall be shortlisted based on educational qualification and experience.
- The shortlisted candidates will be interviewed by the Selection Committee. Decision of the Competent Authority will be final.
- Depending on the number of applications received, NMDFC reserves the right to adopt appropriate short-listing criteria for selection of YPs.

(b) NMDFC reserves the right to cancel the process at any stage.

(c) Period of contract shall be One year extendable by another year.

(d) **Termination:** NMDFC can terminate the contract at any time with one month's notice to the Young Professional. The Young Professional can also seek for termination of the contract upon giving one month's notice to NMDFC.

(e) **Settlement of Disputes:** NMDFC and the Young Professional shall use their best efforts to amicably settle any dispute, controversy of claim arising out of the contract or the breach, termination or invalidity thereof.

(f) **Arbitration:** Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the CMD, NMDFC who will arbitrate for the settlement of the controversy.

(g) The appointment of Young Professional is of a temporary nature and the YPs cannot in any manner lay claim for regularization of service in NMDFC.

(h) **Submission of Application:** Eligible candidates may send duly filled application (in the enclosed proforma) along with passport size photographs(color) and all be relevant enclosures (Self-attested) to nmdfc.hrm.admn@gmail.com latest by 6:00 PM on before 27.10.2025.

DGM (H&A)

NMDFC

APPLICATION PROFORMA FOR YOUNG PROFESSIONAL, NMDFC
(All eligibility conditions to be satisfied on the closing date of application)

A. Personal Details:

1.	Application Name (As Per Matriculation Certificate)		Affix latest passport size photograph duly self attested across
2.	Father / Mother / Husband's Name		
3.	Date of Birth (DD/MM/YYYY)		
4.	Age as on cutoff date of the advertisement (As per Matriculation Certificate)YearsMonthsdays	
5.	Gender		
6.	Address for Correspondence		
7.	Permanent Address		
8.	Contact No./ Mobile No.		
9.	E-Mail		

B. Academic Qualification (in reverse order, starting from the latest):

S. No.	Qualification	Name of Board/ Institute/ University	Subjects	Year of Passing	Division / Grade / Percentage	Distinction (if any)

* Attach Self attested documents in support of claim

C. Professional Qualification (in reverse order, starting from the latest):

S. No.	Qualification	Name of Board/ Institute/ University	Subjects	Year of Passing	Division / Grade / Percentage	Distinction (if any)

* Attach Self attested documents in support of claim

D. Details of Publications (UGC Approved Journals):

Sr. No.	Publication Details

--	--

E. Other relevant Achievements (including research experience, published paper etc.): Attach Sheets

F. Experience Details :

Sl. No.	Name of Organization	Designation	Period		Total Period	Place of Posting	Responsibilities in brief	Emoluments per month
			From (date)	To (date)				

* Attach Self attested documents in support of claim

Total work experience (in years): _____

Work Experience in relevant field (in years): _____

G. Current Work Profile:

Organization : _____

Position : _____

Date of Appointment : __ / __ / __

H. A short note on your suitability for the post (in around 250 words, either typed in double space or neatly handwritten): Attach Sheet

I. Undertaking:

- i. I _____, hereby undertake that the above information is correct and nothing material has been concealed.
- ii. I have gone through the vacancy circular / advertisement and agree to the terms and conditions given there.
- iii. I undertake to submit the original documentary proof in respect of my educational qualifications, experience, date of birth, address etc. as and when asked.
- iv. I undertake that I fulfil the eligibility criteria as per the advertisement / guidelines. In case of non- eligibility, my candidature is liable to be rejected without informing me.
- v. I undertake that no criminal case is pending against me and I have never been convicted by any court of law.

Name & Signature of the applicant

Date:

Place: