

Vacancy Notice
ADVERTISEMENT NO. 01/26

Filling of vacancies on Direct Recruitment basis

This advertisement is also available on official website of NMDFC i.e. www.nmdfc.org under Recruitment section.

Opening Date of applications: 25.08.2026

Closing Date of applications: 23.09.2026

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 Section-8 of Companies Act, 2013). It is a National Level Apex Body for the benefit of Minorities as defined under the National Commission for Minorities Act 1992. NMDFC is a public sector undertaking working under the administrative control of Ministry of Minority Affairs, Govt. of India. The prime mandate of NMDFC is to provide concessional finance to the Minorities for self-employment/ income generation activities. As per the National Commission for Minorities Act, 1992, the notified Minorities are Muslims, Christians, Sikhs, Buddhists, Parsis and Jains. Under NMDFC programme, preference is given to Artisans & Women.

2. The NMDFC invites online application for filling up the following vacancies on direct recruitment basis:

Post Code	Posts to be filled up	No. of Vacancies & reservation position	Pay Scale (IDA)	Required Educational Qualification & Experience	Age Limit as on 23.09.2026
01/2026	Company Secretary cum Chief Manager (Corporate Services) [IDA - E-3: ₹60,000-1,80,000]	1 (UR)	Rs. 60,000-1,80,000	Company Secretary cum Chief Manager (Corporate Services) Essential Qualification: 1. Degree in Arts/Science/Commerce from a recognized University with minimum 50% marks in aggregate along with membership of Institute of Company Secretaries of India (ICSI). 2. Minimum 6 years' experience in the relevant field, of which 3 years in the next below scale of pay i.e. E-2(₹50,000-1,60,000) and remaining 3 years in the E-1(₹40,000-1,40,000) scale. Desirable (Additional): CA/ICWA/LLB	37 Yrs

The scale of pay shown above is based on Industrial Dearness Allowance (IDA). Perks and allowances up to 35% of Basic Pay, HRA and other admissible facilities such as LTC, medical assistance for self and eligible family members, leave encashment, EPF, gratuity, etc., shall be admissible as per the applicable DPE/Government of India guidelines and rules of NMDFC, as amended from time to time

Note: Eligibility and Equivalence of Experience for Candidates from Different Sectors/Organizations:

a) For candidates from Central Govt./PSUs (with CDA Pay Scale)/Autonomous Organizations:

Candidates presently employed in the Central Government/PSU/Autonomous Organizations **under the CDA pattern**, possessing the prescribed educational qualifications, requisite post-qualification experience and fulfilling all other eligibility conditions, shall also be eligible to apply. For the purpose of assessing the equivalence of experience, service rendered in Pay Level 8 (₹47,600–1,51,100) of the 7th CPC Pay Matrix may be considered equivalent to E-2 level (₹50,000–1,60,000) and service rendered in Pay Level 7 (₹44,900–1,42,400) may be considered equivalent to E-1 level (₹40,000–1,40,000), subject to the relevance and level of duties/responsibilities performed and other applicable conditions.

b) For Candidates from PSBs/ Public Sector Insurance Companies/Other Statutory Bodies:

For Candidates from PSBs/ Public Sector Insurance Companies/Other Statutory Bodies etc. **not following IDA/CDA Pay Scale** should have a total experience of 6 years of which at least 3 years in the equivalent pay scale in E-2 at IDA pay scale of (₹50,000-1,60,000) and remaining 3 years in E-1 (₹40,000-1,40,000) equivalent pay scale(s).

For the purpose of assessing the equivalence of experience, service rendered in the unrevised Pay Level (₹48,170–69,810) Scale II may be considered equivalent to E-2 level (₹50,000–1,60,000) and service rendered in the unrevised Pay Level (₹36,000-63,840) Scale-I may be considered equivalent to E-1 level (₹40,000–1,40,000) for the Public Sector banks and similar organizations, subject

to the relevance and level of duties/responsibilities performed and other applicable conditions. The decision of the management of NMDFC regarding the equivalence of the pay scales comparable to the IDA pattern shall be final and binding.

(c) Candidates from Private Sector/Organization:

Candidates from private sector or other organizations should have a total experience of 6 years out of which 3 years of experience at an indicative Cost to Company (CTC) of **₹12.00-15.00 lakh per annum** and another 3 years of experience at an indicative Cost to Company (CTC) of **₹17.00-20.00 lakh per annum** on the last date for submission of the application.

Note: NMDFC reserves the right, in exceptional circumstances and in the interest of the Corporation, to relax, modify, revise or otherwise determine the prescribed eligibility criteria, including the experience and CTC requirements, as may be considered appropriate by the Competent Authority of NMDFC. Any such decision shall be final and binding, and NMDFC shall not be required to assign any reason for the same.

3. NATURE OF RELEVANT EXPERIENCE REQUIRED:

Corporate Services: Thorough knowledge of the provisions of the company law, other statutory requirements and their implementation, ensuring compliance with the Articles of Association and Memorandum of Association, conducting board meetings/annual general meetings, handling of statutory and government audit, drafting legal documents, inter-departmental coordination and liaison with Government Departments and financial institutions. Such other functions and responsibilities as may be assigned from time to time in accordance with the applicable provisions of the Companies Act and other relevant laws and regulations.

4. GENERAL INFORMATION:

(a) Candidates employed in Government, Quasi-Govt. and PSUs must produce 'No Objection Certificate and Vigilance/Disciplinary clearance Certificate' from their employer at the time of document verification/ interview/ subsequent selection process failing which he/she will not be allowed to appear for the personal interview.

(b) **Since the advertised vacancy is an Unreserved (UR) vacancy, candidates belonging to SC/ST/OBC/EWS categories shall not be entitled to any age relaxation on account of their reserved category status.** However, age relaxation to **Persons with Benchmark Disabilities (PwBD), Ex-servicemen** shall be applicable and governed by the following relevant Government of India/DoPT instructions: Age relaxation of 10 years in upper age limit shall be allowed to Persons with Benchmark Disabilities. In accordance with the Rights of Persons with Disabilities Act, 2016 and the applicable Government of India/DoPT instructions, eligible PwBD candidates may also compete against the advertised vacancies. Keeping in view the functional requirements and nature of duties attached to the post, the post has been identified as suitable for candidates belonging to the Orthopedically Handicapped (OH)/Locomotor Disability category. PwBD candidates having a minimum of 40% benchmark disability shall be eligible to avail the applicable relaxations/concessions, as per the extant rules." *Further, please note that candidate applying under OH/Locomotor Disability sub category should be without any associated neurological/limb dysfunction. Relaxation in age will also be applicable to Ex-Servicemen as per Government Rules/DPE Guidelines.*

(c) Eligible Departmental employees who possess the prescribed qualifications and experience can also apply against this post and compete at par with the outsiders from the open market provided that they have not been considered and rejected for a similar position in the Corporation in the course of one year preceding the time of current recruitment. However, internal candidates will only be considered for a grade next higher to the post against which they are working and have been confirmed. In such cases, age shall not be a bar provided the employee has at least 3 years to superannuate and is medically fit.

(d) Candidates seeking reservation/ relaxation benefits must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits and these certificates should be dated earlier than the due date (i.e. closing date) of the application.

(e) Only Indian Nationals are eligible to apply. Selected candidates are liable to be posted/transferred to anywhere in India depending upon the requirement.

(f) **Before applying, the candidates are requested to read the instructions of the Advertisement carefully and ensure that they must fulfil the qualifications required for the post and other conditions as mentioned in the Vacancy Notification, available on the NMDFCs website.**

(g) All communications relating to the recruitment process shall be made through the email address/mobile number furnished by the candidate in the online application and/or through the NMDFC website. Candidates are advised to regularly check their registered email address and the NMDFC website for updates.

(h) The NMDFC reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment without assigning any reason thereof.

(i) In the event of any discrepancy or inconsistency between the English and Hindi versions of the advertisement/information, the English version shall prevail and be treated as final.

5. IMPORTANT DATES:

Opening date of Online Registration gateway/Remittance of Application Fee	25.08.2026
Closing date of Online Registration/Remittance of Application Fee	23.09.2026

Candidates can apply online only from 25.08.2026 to 23.09.2026 on the link available at NMDFC website i.e. www.nmdfc.org and no other mode of application will be accepted.

6. MODE OF SELECTION:

(a) The selection will be based on shortlisting and interview. In case the number of candidates who apply and fulfil the eligibility criteria are more, a preliminary screening of the applications will be carried out by the Screening Committee of NMDFC and the eligible candidates will be called for the Interview. The minimum qualifying marks in the Personal Interview shall be 50%. The merit list will be made of the candidates, who will secure the minimum cut off percentage marks of 50% in the interview.

7. INTERVIEW VENUE:

- (a) The Interview will be held at the Head Office of NMDFC, Scope Minar (Core 1), Laxmi Nagar, New Delhi, 110096
- (b) No request for change of venue/date/session for Interview shall be entertained.
- (c) Candidate will appear for the Interview Venue at his/her own risks and expenses and NMDFC will not be responsible for any injury or losses etc. of any nature.

8. APPLICATION FEE DETAILS (NON-REFUNDABLE)

Candidates belonging to the **Scheduled Caste (SC), Scheduled Tribe (ST), Ex-Serviceman, Persons with Benchmark Disabilities (PwBD)** categories and **internal candidates** subject to the conditions stipulated under clause 4 (c) are **exempted from payment of the application fee**, in accordance with the extant Government of India/DoPT instructions, wherever applicable. **Candidates belonging to the Unreserved (UR), Other Backward Classes (OBC), and Economically Weaker Sections (EWS)** categories shall be required to pay the prescribed application fee of **₹ 600/-** (exclusive of GST) for the post of Company Secretary cum Chief Manager (Corporate Services)

9. OTHER CLAUSES

- (a). Decision of NMDFC in all matters relating to recruitment will be final and binding on the candidate(s). No correspondence or personal enquiries shall be entertained by the NMDFC in this behalf.
- (b) **NMDFC reserves the right to increase, decrease, modify, withdraw or cancel any vacancy/recruitment process, either in whole or in part, at any stage, without assigning any reason therefor. No claim for compensation or otherwise shall be entertained on account of such cancellation, modification or withdrawal.**
- (c). **If there is any concealment/suppression of any facts/information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any NMDFC 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 effect**
- (d) Mere fulfilment of the minimum eligibility criteria shall not confer any right on a candidate to be shortlisted or called for interview. NMDFC reserves the right to shortlist candidates in such number as may be considered appropriate, based on the qualifications, experience and suitability of the candidates vis-à-vis the requirements of the post."

Note:

The candidates are advised to visit the NMDFCs website on regular basis for latest updates relating to the Recruitment process

10. DOWNLOAD OF INTERVIEW CALL LETTER

Shortlisted candidates for the interview for the post of **Company Secretary cum Chief Manager (Corporate Services)** will have to visit the **NMDFC 's** website for downloading call letters for Interview. 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, (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 and appear at the Registered Office of NMDFC for Interview with (i) Call Letter (ii) Photo Identity Proof and photocopy of the same as brought in original.

11. IDENTITY VERIFICATION

Candidates have to produce in original the photo identity proof such as Aadhar Card/ PAN Card/ Passport/ Permanent Driving License/ Voter's Card and submit photocopy of the photo identity proof along with Interview Call letter while attending the

Interview, without which they will not be allowed to take up the Interview. 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 Personal Interview. 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. **Note:** Ration Card and Learner's Driving License are not valid id proof.

12. The cut-off date for determining age, educational qualifications and experience shall be the closing date for submission of applications. i.e. **23.09.2026**. The last date of receipt of application is **30 days** from the date of publication of the advertisement in the Employment News, i.e. **23.09.2026**

13. HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

- A. ADDITIONAL DOCUMENTS TO BE UPLOADED**
- B. APPLICATION REGISTRATION**
- C. PAYMENT OF FEES**
- D. DOCUMENT SCAN AND UPLOAD**

Candidates can apply online only from 25.08.2026 to 23.09.2026 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 Point D.
 - documents to be uploaded (details as mentioned at point 'A' below)
- (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.
- (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. NMDFC may send intimation to download call letters for the Interview. 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.

A. Additional Documents to be Uploaded:

(i) Proof of Date of Birth:

Matriculation/Secondary School Certificate or other valid documentary proof indicating the date of birth.

(ii) Educational Qualification:

Degree certificate along with relevant mark sheets/consolidated mark sheet evidencing the prescribed educational qualification and minimum 50% marks in aggregate.

(iii) ICSI Membership:

Valid Membership Certificate or other valid membership proof issued by the Institute of Company Secretaries of India (ICSI).

(iv) Experience:

Experience Certificate(s) issued by the concerned employer(s), clearly indicating the designation/post held, period of employment, and nature of duties/responsibilities performed, in support of the prescribed post-qualification experience.

(v) Proof of Present Employment – Candidates presently employed in the Private Sector:

A valid certificate/document issued by the present employer indicating the designation/post held, date of joining and present employment status.

(vi) Latest Salary/Pay Proof – Candidates presently employed in the Private Sector:

Latest salary slip or salary certificate issued by the present employer.

(vii) CTC/Compensation Details – Candidates presently employed in the Private Sector:

Documentary evidence of the current Cost to Company (CTC)/total compensation, preferably a CTC/compensation certificate or other appropriate document issued by the present employer.

The above documents shall be uploaded in **PDF format** only, and the maximum permissible file size shall be **500 KB**.

APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE) PAYMENT OF FEE ONLINE: 25.08.2026 TO 23.09.2026.

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

B. Application Registration

1. Candidates to go to the NMDFC's website www.nmdfc.org and 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.
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 COMPLETE REGISTRATION 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 "D".
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 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' 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.

C. PAYMENT OF FEES

ONLINE MODE

- a. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- b. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- c. 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
- d. On successful completion of the transaction, an e-Receipt will be generated.
- e. 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.
- f. 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.**
- g. 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.
- h. To ensure the security of your data, please close the browser window once your transaction is completed.
- i. **There is facility to print application form containing fee details after payment of fees.**

D. 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, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- 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.

Photograph Capture :-

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do’s and Don’ts of Photo Capture:

Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don’ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

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

- The applicant has to sign on white paper with Black Ink pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
 - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - 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
- The applicant has to write the declaration in English clearly on a white paper with black ink.
 - 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
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- 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
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ 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.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression, hand written declaration and additional documents.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/ additional documents"
- Browse and select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- 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.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression, hand written declaration and additional documents as specified.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration/ additional documents in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) 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 Interview.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of photo, admission for Interview will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible.
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

