



National Scheduled Tribes Finance and Development Corporation
(A Govt. of India Undertaking)

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Advt. No. : 01/2025

VACANCY NOTICE

Dated: 07.02.2025

National Scheduled Tribes Finance and Development Corporation (NSTFDC), a Public Sector Undertaking under the Ministry of Tribal Affairs, Government of India invites application from suitable candidates for filling- up following openings on Direct Recruitment basis. The post-wise and category-wise break-up of vacancies with pay scale are as under:-

Sl. No.	Post/ Scale of Pay/ No. of vacancy (ies)	Upper Age as on Closing date	Essential Qualification	Experience
01	GENERAL MANAGER (PROJECT) E-6 IDA Pay-Scale Rs. 90,000 - 2,40,000/- No. of Post-01 UR – 01	52 Years	PG Degree in Arts / Science /Com/Agri.Sc. / Vet. Sci./ BE from recognized University. <u>Desirable:</u> MBA / LLB	Minimum 15 years' experience in the relevant field of which 10 years in the middle & Senior Managerial level. Candidates working on regular basis in the IDA/CDA scales i.e., in PSU/Government or those drawing minimum annual CTC of Rs 30 lakhs, if working in other sectors i.e. Banks/Private etc., and meeting educational qualification & experience are eligible to apply for the position. The incumbent selected for the post of General Manager (Projects) will be heading the Project Department of the Corporation. A pivotal leadership role, responsible for overseeing the Corporation's comprehensive project activities. This includes conducting feasibility studies for developmental projects, project formulation / preparation, appraisal of project proposals received from pan India Implementing Agencies and sanction & disbursement of loans. The role also involves monitoring and assessment of project impacts on socio-economic development of the target group. Other key responsibilities include the oversight of the operations within the Zonal Offices of NSTFDC, monitoring of Corporate Social Responsibility (CSR) activities, and co-ordination with relevant ministry officials to advance the Government's developmental objectives. Additionally, the Head of Projects serves as a subject matter expert,

				providing all informational support to Parliamentary Committees and other Statutory Bodies in line with their mandates and agendas.
02	CHIEF MANAGER (Finance) E-3 IDA Pay Scale Rs. 60,000 - 1,80,000/- No. of post-01 SC – 01	42 Years	CA / CWA / MBA (Finance)	Minimum 05 years' experience of which 3 years' service at Executive level in the Middle Managerial level. Candidates working on regular basis in the IDA/CDA scales i.e., in PSU/Government or those drawing minimum annual CTC of Rs 20 lakhs, if working in other sectors i.e. Banks/Private etc., and meeting educational qualification & experience are eligible to apply for the position. Candidates with experience in organizations or institutions in the fields of project financing or related services, and possessing core competencies in Finance and Accounts, including formulation/implementation of financial policies, preparation of annual accounts, budgeting, resource mobilization, fund management and investment, financial appraisal of projects/schemes, monitoring, recovery of loans, inter-departmental coordination, and liaison with Government Departments and financial institutions, will be ideal for the role. Additionally, candidates should be well-versed with the following tasks: • Preparation of financial statements in accordance with IndAS • Experience in handling corporate taxation matters, compliance with TDS provisions, and filing GST and TDS returns • Experience in coordinating internal, statutory, and C&AG audits • Hands-on experience with Tally Prime • Proficiency in financial appraisal of proposals and loan accounting
03	Chief MANAGER (Personnel) E-3 IDA Pay Scale Rs.60,000- 1,80,000/-,	40 Years	PG Degree in Pers. Mgt. /Industrial relations / HRD / Social Work from a recognized University.	Minimum 5 years' experience in the relevant field of which 3 years at the Executive level. Candidates working on regular basis in the IDA/CDA scales i.e., in PSU/Government or those drawing minimum annual CTC of Rs 20 lakhs, if working in other sectors i.e. Banks/Private etc., and meeting educational qualification & experience are eligible to apply for the position.

	No. of post-01 OBC – 01		<u>Desirable:</u> MBA/LLB/ PG Diploma in Labour Laws.	The candidate should be well-versed in current HRM practices and possess sufficient experience and skills in areas such as manpower planning, recruitment, performance appraisal, career development, training and development, personnel policy formulation and implementation, wage and benefits management, employee relations, and other general administrative functions. A strong understanding of labor laws and service regulations is essential. Additionally, the role will involve planning, organizing, and conducting innovative, employment-focused training programs, as well as providing career counseling and placement of employees as per organizational requirements. The candidate additionally will co-ordinate and assist in Vigilance function
04	Deputy MANAGER (Project) E-1 IDA Pay Scale Rs.40,000- 1,40,000/-, No. of post-02 UR – 01, ST – 01	32 Years (UR) 37 Years (ST)	PG Degree in Arts/ Science / Com / Agri. Sc. / Vet. Sc. / BE from recognized University. <u>Desirable:</u> MBA / LLB	Minimum 3 years' experience in the Supervisory Level. Candidates working on regular basis in the IDA/CDA scales i.e., in PSU/Government or those drawing minimum annual CTC of Rs 14 lakhs, if working in other sectors i.e. Banks/Private etc., and meeting educational qualification & experience are eligible to apply for the position. Candidates with experience in project financing or related services, particularly those with expertise/working knowledge in preparing project profiles, formulating, scrutinizing, appraising, executing/implementing, evaluating, and monitoring projects—preferably of a developmental nature—along with handling fund disbursement, will be given preference. The role will involve providing assistance and support in identifying, planning, and promoting developmental projects and schemes focused on livelihood and entrepreneurship development. Ideal candidates will also have proficiency in data management, conducting feasibility and research studies to assess the socio-economic status of target groups, report writing, and preparing background papers.

2. ABOUT NSTFDC:

The National Scheduled Tribes Finance and Development Corporation (NSTFDC) is an apex organization under the Ministry of Tribal Affairs (MoTA), Government of India set-up with the objective to promote socio-economic development of Scheduled Tribes (STs). One of its primary strategies is to provide financial assistance through a range of tailored schemes, specifically designed for the tribal beneficiaries. These schemes focus on improving livelihoods, promoting entrepreneurship, and supporting technical & professional education within the tribal communities. To enhance its outreach and ensure that its initiatives reach as many tribal beneficiaries, especially in remote and backward tribal areas, the corporation has strategically expanded its network in recent years which includes partnership with reputed Public Sector Banks (PSBs) and Regional Rural Banks (RRBs), National Cooperative Development Corporation (NCDC), Nabkisan Finance Ltd. (NKFL), Stree Needhi Credit Cooperative Federation Ltd. besides its primary collaboration with the State Govt. Nominated Agencies. With a sustained focus on its core mandates and other innovative initiatives, *NSTFDC* plays a pivotal role in addressing the socio-economic challenges faced by the Scheduled Tribes (STs) in India and significantly enhance the overall quality of life for tribal communities.

NSTFDC has pan India presence with its corporate office head quartered at New Delhi. The Corporations' Zonal Offices are situated at Bhopal, Hyderabad, Bhubaneswar and Guwahati.

3. MODE OF SELECTION

The mode of selection will be decided by NSTFDC. The shortlisted candidates in respect of the above posts will have to appear for a personal interview at the Corporate Office of NSTFDC, New Delhi. For the post of General Manager (Project), Chief Manager (Finance), Chief Manager (Personnel) and Dy. Managers (Project). NSTFDC reserves the right to screen and call only such candidates as 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 interview.

4. GENERALINSTRUCTIONS

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 respects.
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 all necessary pass certificates and mark sheets of essential educational qualifications which make the candidate eligible for the post and other qualifications must be attached along with the application.
5. All the Essential Qualification must be recognized from AICTE/UGC/State Technical Board/University/Any other appropriate body.
6. Age relaxation/ concessions is allowed to SC/ST/OBC/PwBD/ESM and Departmental Candidate etc. as per Govt. of India Guidelines. Necessary certificate must be enclosed with the Application Form.

7. The above positions will be filled on regular basis in the pay scale of the position with a suitable probation period as per rules.
8. All reserved category candidates shall be required to submit attested copies of the Caste/ Tribes Certificate issued by the concerned authority. The OBC candidates belonging to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to necessarily indicate their category as General. A candidate who claims to belong to OBC (NCL) category should submit in support of his/ her claim, a copy of a certificate from the appropriate issuing authority.
9. 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).
10. Candidates employed in Government/Semi-Government Organizations, Public Sector Undertakings, must apply through Proper Channel However, they can submit advance copy of the application or should produce a "No Objection Certificate" from his/her employer at the time of interview in the absence of which their candidature will not be considered.
11. Summary of grading of ACR (Annual Confidential Report/Annual Performance Report) with supporting documents, or any document indicating the performance of the candidates issued by the concerned Department/Institution is to be made available by candidate applying through Govt/CPSE for the last 5 years, prior to his/her candidature is considered for appointment in NSTFDC.
12. 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. It shall be the responsibility of the candidate to calculate CTC and submit documentary evidence along with the application. NSTFDC at no stage assess or calculate CTC.
13. 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 accordingly not to be allowed 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.
14. If a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then he/she is required to produce order/letter in this regard issued by the Competent Authority indicating the Authority (with number and date) under which it has been so treated, otherwise the candidature is liable to be rejected.
15. Incomplete application will be summarily rejected. Any request to add additional information in application form after the application has been submitted shall not be entertained in any condition.
16. Persons with benchmark disabilities can also apply for the above posts in accordance with government of India guidelines in force. Disability of candidates should not be less than 40%.
17. Candidates are requested to provide their active e-mail Id/ Mobile phone number(s)/ Landline phone No. in the application form for easy contact.
18. 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.

19. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/ outcome of interview.
20. The candidate is responsible for the correctness of the information provided in the application form.
21. 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.
22. 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 and under no circumstances any request for extension in joining will be allowed beyond three months.
23. Selected candidates must produce medical fitness certificate from the recognized institutions/sources as per the offer of appointment, prior to joining.
24. Selected candidates will be on probation for a period of one year.
25. Selected candidates will be required to serve in any part of India as per discretion/requirement of the corporation.
26. The cut-off date for determining the age/post qualification experience shall be the closing date of submission of application.
27. Any corrigendum/ addendum/errata in respect of above advertisement shall be made available on the corporation' official website <https://nstfdc.tribal.gov.in> under Career Section. Hence, candidates are advised to visit NSTFDC website regularly for updates.
28. Any canvassing, directly or indirectly, by the candidate will disqualify his/her candidature. Decision of selection Committee shall be final and binding.

HOW TO APPLY:

Interested candidates fulfilling the eligibility criteria may apply in the prescribed format given at our website. Candidates may apply in the prescribed format enclosed at Annexure-I along with self-attested photocopies of their testimonials, recent passport size photograph and application fee of Rs. 1000/- by way of DD in favour of NSTFDC payable at New Delhi within 30 days of publication of the advertisement in the **Employment News, and other leading newspapers PAN India (SC, ST, PwBD, ESM and departmental candidates are exempted from payment of application fees).**

The application form completed in all respects should be submitted to the Deputy Manager (Personnel), National Scheduled Tribes Finance and Development Corporation, NBCC Tower, 5th Floor, 15, Bhikaji Cama Place, New Delhi-110 066. Incomplete application will be summarily rejected and applications received after last date would not be entertained.

Colour Photograph
(Passport Size)

Name of the post applied for _____

- [illegible]

8. Details of Employment, in chronological order:

Organization	Post held	From	To	Pay Scale, B.P. and Total Pay	Nature of duties

9. Additional information in support of the suitability for the post and special achievements, if any.

10. Fee Details : Bank's Name _____ DD No. _____
dated _____ Rs. _____

11. **Enclosures :**

Signature of the applicant

Name:

Place:

Date:

