

Date : 27.06.2024

Subj.: Recruitment of Consultant(s) at NBCFDC req.

Sir,

National Backward Classes Finance & Development Corporation (NBCFDC) is a Govt. of India undertaking under the aegis of Ministry of Social Justice & Empowerment, Govt. of India, working for the up-liftment of economic status of the poor amongst the Backward Classes by providing concessional financial assistance to the target group through the Channel Partners, Regional Rural Banks (RRBs) and Public Sector Banks (PSBs). The Corporation additionally undertakes skill development and other promotional activities for its target groups as defined by Government from time to time.

The Corporation is looking for Project & Financial Consultants purely on contact basis, who will play a key role in supporting our organization's project & Finance operations and strategy. These positions require a strong blend of project/Finance based financial expertise, IT skills & business acumen.

The incumbents should have comprehensive understanding of Project financing, financial analysis, budgeting, financial reporting etc. In addition, for Finance Consultant, accounting and working on prevalent software will also be preferred qualification.

As the Corporation's target groups are OBCs, hence, the understanding of socio-economic conditions of Backward Classes and exposure to community and social development related areas would also be taken into consideration, especially for Project Consultant.

The positions will be at the Corporations' Head Office located at New Delhi. Desirous applicants may submit their applications within 30 days from the date of publication of the advertisement to HoD(Admn.), NBCFDC, 5th Floor, NCUI Building, 3-Siri Institutional Area, August Kranti Marg, New Delhi 110016.

The details and Educational Qualification is given below:

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A Details of Post & Educational Qualification-

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| <u>Name of the Post:</u> | Consultant (Project) |
| No. of Post: | One (01) |
| Consolidate Salary : | Rs. 70,000/- p.m |
| Upper age limit: | 40 years (as on 31.05.2024) |
| Educational Qualification: | Bachelor's degree in Economics, Engineering, Finance, Business Administration, or a related field. A master's degree or professional certification(e.g. CA, CS) is a plus. |
| Experience: | Proven experience in Financial analysis, Budgeting and Financial reporting, with at least 05 years of relevant experience. |
| Skill Requirements: | <ul style="list-style-type: none">• Strong IT skills, including proficiency in financial software and advanced MS Excel skills.• Self-driven with exceptional analytical and problem-solving abilities.• Excellent comprehension skills to understand complex financial data and government policies.• Strong written and verbal communication skills.• Ability to work collaboratively in a team and build positive working relationships.• Knowledge of the Social Sector and Government financial regulations is a plus.• Willingness to travel to study implementation of schemes at ground level. |

B Details of Post & Educational Qualification-

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|---------------------------------|--|
| <u>Name of the Post:</u> | Jr. Consultant (Project) |
| No. of Post: | One (01) |
| Consolidate Salary : | Rs. 45,000/- p.m |
| Upper age limit: | 30 years (as on 31.05. 2024) |
| Qualification: | Bachelor's degree in Economics, Engineering, Finance, Business Administration, or a related field. A master's degree or professional certification(e.g. CA, CS) is a plus. |
| Experience: | Proven experience in financial analysis, Budgeting and financial reporting, with at least 02 years of relevant experience. |
| Skill Requirements: | <ul style="list-style-type: none">• Strong IT skills, including proficiency in financial software and advanced MS Excel skills.• Self-driven with exceptional analytical and problem-solving abilities.• Excellent comprehension skills to understand complex financial data and government policies.• Strong written and verbal communication skills.• Ability to work collaboratively in a team and build positive working relationships.• Knowledge of the Social Sector and Government financial regulations is a plus.• Willingness to travel to study implementation of schemes at ground level. |

C Details of Post & Educational Qualification-

Name of the Post: **Consultant (Finance)**

No. of Post: One (01)

Consolidate Salary : Rs. 70,000/- p.m

Upper age limit: 40 years (as on 31.05.2024)

Educational Qualification: CA/ICWA/ MBA (Finance) etc.

Experience: Minimum 05 years experience at managerial level in the field of Financial Management/ Project Financing/ Accounting etc. in Banks/Financial Institution/Govt. Deptt./ PSU's or Private Sector organization of repute.

D Details of Post & Educational Qualification-

Name of the Post: **Jr. Consultant (Finance)**

No. of Post: One (01)

Consolidate Salary : Rs.45000/- p.m

Upper age limit: 30 years (as on 31.05. 2024)

Qualification: Graduate in Commerce or Post graduate Diploma or Equivalent in Accounts / Finance

Desirable Experience: Minimum 02 years experience of working in Social Sector/ Accounts/ Banking/ Financial Institution/ Govt. Deptts./ PSU's or Private Sector organization of repute.

- To assist preparation of Books of Accounts;
- Preparation of Bank Reconciliation;
- Preparation of Payments files;
- MIS Reports preparation;
- Reconciliation of payable / receivables
- Generations of Quarterly Deamnds.
- Journal Accounting;
- Compulsory knowledge of Computer working and prevalent software.