

Recruitment Advertisement

Applications (on the prescribed format) are invited from the eligible candidates for the post of *Management Executive, Executive Assistant, Front Office Assistant and Office Attendant* on contractual basis for the Corporation.

Candidates meeting the prescribed criteria as below may send the duly filled in scanned copy of the application forms along with self attested documents in support of their DOB, Qualification, Experience, Category & other relevant documents in PDF format only on the e-mail id jkdfcrecruitment@gmail.com on or before 03.11.2023.

A. Name of the Post : Management Executive

- 1) No of Post : One
- 2) Salary/ Remuneration : Rs 40,000/- (consolidated)
- 3) Minimum Qualification: A post graduate degree in financial discipline with appropriate knowledge of computers.

B. Name of the Post : Executive Assistant

- 1) No. of Post : One
- 2) Salary/ Remuneration : Rs 30,000/- (consolidated)
- 3) Minimum Qualification : A post graduate degree in financial discipline with basic knowledge of computers

OR

Candidate holding or eligible to hold Accounting Technician Certificate from ICAI

C. Name of the Post : Front Office Assistant

- 1) No. of Post : One
- 2) Salary/ Remuneration : Rs 27,200/- (consolidated)
- 3) Minimum Qualification: A Graduate with fluency in English, proficient in short hand with a minimum speed of & Experience 60 words/minute. Experience in operating the EPABX is must. Candidates having worked as receptionists in a repute organisation shall be given preference.

D. Name of the Post : Office Attendant

- 1) No. of Post : One
- 2) Salary/ Remuneration : Rs 20,900/- (consolidated)
- 3) Minimum Qualification: Candidates should be atleast a matriculate.

E. Period of Engagement: Two years extendable to a maximum period of 1 year (on the basis of performance & suitability of candidate)

F. Age : Applicant should be below 37 yrs as on 1st October, 2023

G. Relaxation: Relaxation in age etc for SC/ST and other categories will be as applicable as notified by the Govt. of India

Other Terms & Conditions

- Prescribed application forms can be downloaded from the website www.jkdfc.org.
- Candidates are required to submit their application forms in prescribed format along with self attested documents in support of their DOB, Qualification, Experience, Category & other relevant documents in PDF format through email only at jkdfcrecruitment@gmail.com. Applications received through other mode, incomplete and in any other format shall NOT be entertained in any case.
- The candidates shall be shortlisted for written test/ interview, as the case may be, in the order of merit arrived at as per the selection criteria.
- Candidates shall have no right to claim any regularization in the Corporation.
- In case the performance of the candidate is not up to the satisfaction of the management of the Corporation, the service(s) of the candidate will be terminated by giving one month notice
- No TA/DA shall be admissible in case the candidates are shortlisted & called for interview/examination at any destination.
- For further queries contact No's: 0194-2490050, 01943500201 and 0191-2479179

Sd/-
General Manager

J&K DEVELOPMENT FINANCE CORPORATION LTD.

(A Government of India Enterprise)

Contact No's : 0194-2490050 and 0191-2479179, Website: www.jkdfc.org

APPLICATION FORM

Paste your
recent
Passport size
photograph

Name of the post applied for.....

A. PERSONAL DATA:

1. Name in Full.....
(IN BLOCK LETTERS)

2. Parentage:

i. Fathers name.....

ii. Mothers name.....

3. Date of Birth: Day..... Month..... Year..... Age As on 01-10-2023

4. Gender: Male / Female

5. Please tick the Category: General / SC/ ST / OBC / or any other

6. Nationality.....

7. State/UT to which the applicant belongs.....

8. Permanent Address:

.....

..... Pin Code.....

9. Address for Correspondence.....

..... Pin Code.....

10. Email ID..... Mobile

Note: All correspondence including intimation regarding Written Test /Interview etc will be sent by Corporation to the applicants email id / mobile no. of the candidate or will be updated on Corporations website. Therefore candidates are required to keep their email id and mobile numbers active till the completion of process of recruitment.

B. EDUCATIONAL QUALIFICATIONS:

Exam. Passed	Board / University	Year of Passing	Marks Obtained	Maximum Marks	%age Marks	Div. / Grade	Subjects
10 th Class							
12 th Class							
Bachelor's degree							
Master's Degree							
M. Phil.							
Ph. D.							
Knowledge of Computers							
Any other Qualifications							

C. EXPERIENCE (IF ANY)

Designation	Name of the Organisation	Type of Organisation (Govt./ Semi Govt/Pvt.)	Nature of Appointment	Period of Service	
				From	To
I.					
II.					
III.					
IV.					

D. Any other information related to the job. _____

E. State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal court.) Please tick YES or NO

I hereby declare that all statements made in the application are true and correct to the best of my knowledge and belief and I accept all the terms and conditions of the advertisement. If any of the particulars furnished by me are found incorrect or suppressed, my candidature is liable to be rejected at any stage. Further I understand that the position is purely temporary on contract basis.

Signature of the Applicant

Place

Date

Note: Submit clearly scanned copy of application form (duly filled) in pdf format along with other testimonials on the our email address: jkdfcrecruitment@gmail.com