



North Eastern Development Finance Corporation Limited (NEDFi)

NEDFi House, Dispur, Guwahati-781006, Assam

Phone: 0361-2222200, website: www.nedfi.com

Advertisement No. NEDFi/HR/Recruit/01/2022-23 dated 05-August-2022

Recruitment for the post of JUNIOR EXECUTIVE OFFICERS (JEO)

I. INVITATION FOR APPLICATION

- 1) Applications are invited from Indian citizens for the post of **Junior Executive Officers (JEO)** in North Eastern Development Finance Corporation Limited (NEDFi). Candidates can apply only through ON-LINE on NEDFi's website www.nedfi.com between **05-08-2022** and **05-09-2022** (both dates inclusive). *Application in any other mode will not be accepted.*
- 2) North Eastern Development Finance Corporation Ltd. (NEDFi) is a notified Public Financial Institution under Section 4A of the Companies Act 2013 and was registered as an NBFC with RBI in 2002. NEDFi provides financial assistance to micro, small, medium, and large enterprises for setting up industrial, infrastructure, and Agri-allied projects in the North Eastern Region of India and microfinancing through MFI/NGOs. Besides financing, the Corporation also offers Consultancy & Advisory services to State Governments and other agencies. The Corporation also provides support to start-ups through its subsidiary unit NEDFi Venture Capital Limited (NVCL).
- 3) NEDFi is looking for committed, promising, and result-oriented eligible candidates for the posts mentioned in Para-II(1).
- 4) *Before applying, candidates should read all the instructions carefully and ensure that they fulfill all the eligibility criteria for the post. NEDFi would admit candidates based on the information furnished in the ON-LINE application along with the applicable requisite fee and shall verify their eligibility at the stage of Interview/Joining. If at any stage, it is found that any information furnished in the ON-LINE application is false/incorrect or if according to NEDFi, the candidate does not satisfy the eligibility criteria for the post, his/her candidature will be canceled, and he/she will not be allowed to appear for the interview/joining.*
- 5) **Help Facility:** In case of any problem/difficulties in filling up the form, payment of application fee/intimation charges, or downloading of Call Letter, you may call toll-free no. **+91 7353945553** or write to hr@nedfi.com.



II. NUMBER OF VACANCIES AND RESERVATION

1) The number of posts category-wise is given below

Description of Post	UR	ST	SC	OBC	EWS#	Total	PWBD
Junior Executive Officer (JEO)	19	03	06	12	04	44	04 (2)*

* () indicates 2(two) backlog vacancies

Abbreviations stand for: SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, UR i.e. Unreserved/General, PWBD – Persons with Benchmark Disabilities, EWS- Economically Weaker Section

*Note: The number of vacancies mentioned above is provisional and can be modified/canceled at any time at the sole discretion of NEDFi. NEDFi also reserves the right to shortlist candidates and consider these shortlisted candidates for future requirements for **1(one) year**. Offer Letters may be issued in phases as per NEDFi's requirement.*

2) Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India. The appointment is provisional and is subject to the Income & Asset certificate being verified through the proper channel. Benefits of reservation under the EWS category can be availed upon production of an “Income and Asset Certificate” issued by a Competent Authority in the format prescribed by the Government of India, for the Financial Year **2021-22** and valid for the Year **2022-23** i.e. issued on or after April 01, 2021, but before the closing date of application

Disclaimer: “EWSs vacancies are tentative and subject to further directives of the Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset Certificate being verified through proper channels”. Benefit of reservation under the EWSs category can be availed upon production of an ‘Income and Asset Certificate’ issued by a Competent Authority on the format prescribed by Government of India”.

- 3) The EWS candidate should note that in case they do not have an ‘Income & Asset Certificate’ as per the extant DoPT guidelines on or before the closure of the online application date, such EWSs candidates should apply under ‘General (GEN)/Unreserved (UR) Category only’.
- 4) NEDFi reserves the right to **increase/decrease** the number of vacancies in any of the disciplines or **not fill up** any of the vacancies or cancel the recruitment process as per its discretion.
- 5) The reservation will be provided for candidates belonging to the SC/ST/OBC/EWS/PWBD category as per extant Government of India instructions.
- 6) Candidates belonging to the OBC category but coming in the “Creamy Layer” are not entitled to OBC reservation. They should indicate the category as “General”. Candidates claiming



relaxation available to the OBC Category should have an OBC certificate containing the non-creamy clause issued on or after **April 01, 2021, but before the closing date of application.**

- 7) Reserved category candidates desirous of applying for posts where the vacancies are not reserved, should apply under the unreserved (UR) category.
- 8) **Reserved category candidates desirous of applying under the unreserved post will be treated at par with the unreserved (UR) candidates.**
- 9) Out of 44 vacancies for Junior Executive Officers, 4 vacancies are reserved for PWBD candidates (including 2 backlog posts) as per the details given in the table below:

Sl.No.	Disability	Benchmark Disability
(i)	Category (a)	Blindness & Low Vision (B & LV)
(ii)	Category (b)	Deaf & Hard of Hearing (D, HH)
(iii)	Category (c)	Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, and muscular dystrophy (OA, OL, OAL) (LD, CP, LC, DW, AAV, MD)

- 10) PwBD candidates may belong to any category (i.e. General/SC/ST/OBC/EWSs). Reservation for PwBD is horizontal and within the overall vacancies for the post subject to the posts having been identified as suitable for such disabilities.
- 11) PwBD candidates should possess the latest certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016). Such certificate shall be subject to verification/re-verification, as may be decided by the Competent Authority of the NEDFi.
- 12) Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available such backlog vacancies would be filled up by interchange among other eligible PwBD candidates subject to the post having been identified for such disabilities.
- 13) The guidelines for filling up forms for PWBD/EWS candidates are given in **Annexure-II.**
- 14) The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of the result.

III. ELIGIBILITY CRITERIA

- 1) Age (as on **01-08-2022**):



Between **21 and 30 years**. Candidates must have been born not earlier than **01/08/1992** and not later than **01/08/2001** (both days including) and are only eligible to apply.

Relaxation in the Upper Age Limit: Upper age limit will be relaxed as under:

Sl. No	Category	Relaxation in Age
(i)	Scheduled Caste / Scheduled Tribe (SC / ST)	By 5 years, i.e. up to 35 years
(ii)	Other Backward Classes (OBC)-Non-Creamy Layer	By 3 years, i.e. up to 33 years
(iii)	Persons with Benchmark Disabilities (PWBD)	By 10 years (GEN/EWS) i.e. 40 13 years (OBC) i.e. 43 & 15 years (SC/ST) i.e. 45

NOTE: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.

Candidates seeking age relaxation are required to submit copies of the necessary certificate(s) at the time of the interview.

2) **Educational Qualifications (as on 01-07-2022):**

Sln0	Post	Min. Educational Qualification	Relaxation
(i)	Junior Executive Officer (JEO)	Graduate in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government with a minimum of 60% marks. Candidates possessing qualifications of Chartered Accountant or Cost Accountant or any other professional degrees may also apply.	5% relaxation of marks for SC, ST, and PWBD candidates.

3) The candidate can apply only for ONE Post/Discipline of his/her choice. In case of multiple applications across or within disciplines, only the last application submitted will be considered valid and the fee against all other applications will be forfeited.

4) The candidate must possess the required educational qualification on or before **01/08/2022**.




- 5) All educational qualifications should have been obtained from Universities/Institutions incorporated by an Act of Central or State Legislature in India or other institutions established by an Act of Parliament or declared to be deemed as a University under Section -3 of UGC Act 1956.
- 6) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into a percentage and indicated in the online application. If called for an interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidates in terms of these norms.
- 7) Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ years(s) by aggregate maximum marks in all the subjects irrespective of Honours/optional/additional optional subject if any. This will be applicable for those Universities also where Class/Grade is decided on basis of Honours marks only.
- 8) The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.
- 9) Some Universities/Institutes do not award Classes or Percentages of Marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc). In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the undefined parameter(s) would be worked out as under:

$$\text{Overall Percentage of Marks} = 9.5 \times \text{CGPA (for 10 points) or} \\ = \text{CGPA obtained/CGPA Max} \times \text{multiplying factor (95)}$$

- 10) Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.
- 11) Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per para (10) above.

IV. SELECTION PROCEDURE

- 1) Selection will be through three stages i.e. Online Examination, Group Discussion, and Personal Interview. Based on the performance in online Written Test, Group discussions, Personal Interviews, organizational requirements, and vacancies, the candidates will be selected.



2) Syllabus for Online Written Test (objective type) is given below:

Sl.No.	Subjects	Weightage (%)	Nos of Question	Max. Marks	Duration
(i)	General English	20%	20	20	1 hr and 30 minutes (90 min)
(ii)	General Knowledge, Economy, and Banking Awareness.	30%	30	30	
(iii)	Quantitative Aptitude & Data Interpretation	25%	25	25	
(iv)	Reasoning Ability	25%	25	25	
	Total	100%	100	100	

The detailed Syllabus for the written test is given in **Annexure-IV**.

- 3) The questions shall be of multiple-choice answer type.
- 4) Total duration of the written test shall be 90 minutes.
- 5) The language for the above tests will be English.
- 6) A candidate must **qualify** the above online Written Examination based on the cut-off marks (to be decided based on ranking) for the Group Discussion and Personal Interview.
- 7) There will be **negative marks** for wrong answers in the Objective tests. **1/4th(0.25) marks** will be deducted for each wrong answer.
- 8) **If the examination is held in more than one session, the scores across various sessions will be equated (normalized) to adjust for slight differences in the difficulty level of different test batteries used across the sessions. More than one session is required if the node capacity is less, or some technical disruption takes place at any center or for any candidate.**
- 9) Roll Nos. and Names of the candidates successful in the online written examination will be available on NEDFi's website i.e., www.nedfi.com



- 10) The candidate who scores minimum **cut-off marks (decided based on ranking)** or above in the written test shall be shortlisted for Group Discussion and Personal Interview.
- 11) Final selection will be based on the overall candidate's performance in the written examination, group discussion, and interview taken together in order of merit.
- 12) In the case of candidates securing the same marks, their ranking will be decided as under:
 - a) Amongst the candidates having equal marks in total (Online examination+ Group Discussion + Interview taken together), the candidate with higher marks in the online examination will be ranked higher.
 - b) In case of having equal marks in online examination, the candidate with higher qualification or in case of similar qualification, the candidate with higher marks in graduation will be ranked higher. In case of a further tie-up, the candidates senior in age will be ranked higher.
- 13) NEDFi reserves the right to raise the minimum eligibility standard/ criteria, cut off marks, and /or restrict the number of candidates in the personal interview if so required.
- 14) NEDFi also reserves the right to alter/modify the above marking schemes and syllabus if required.

V. EXAMINATION CENTERS

- 1) The examination will be conducted online in venues across centers in North East India. The tentative list of Examination centers is given as under

Sl.No	State	Centre
1.	Arunachal	Itanagar
2.	Assam	Guwahati/ Jorhat/ Dibrugarh/ Silchar
3	Manipur	Imphal
4.	Meghalaya	Shillong
5.	Mizoram	Aizawl
6.	Nagaland	Dimapur
7.	Sikkim	Gangtok
8.	Tripura	Agartala
9.	West Bengal	Siliguri

- 2) The examination will be conducted online at the venues given in the respective call letters. Kindly check your examination center as the same may have been changed due to official convenience with prior information to the candidates.



- 3) No request for change of center/venue/date/session for Examination shall be entertained.
- 4) NEDFi however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.
- 5) As far as possible candidates will be allotted to a center of his/her choice. However, NEDFi also reserves the right to allot the candidate to any center other than the one he/she has opted for.
- 6) Candidate will appear for the examination at an Examination Centre at his/ her risk and expenses and NEDFi will not be responsible for any injury or losses etc. of any nature to him/her.
- 7) Choice of center once exercised by the candidate will be final.
- 8) If enough candidates do not opt for a particular center for “online” examination, NEDFi reserves the right to allot any other adjacent center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, NEDFi reserves the right to allot any other adjacent center to the candidates.
- 9) Call Letters/Admit cards for the online Examination should be downloaded by the candidates from the link provided on NEDFi’s website i.e. www.nedfi.com at an appropriate time. Candidates will not be admitted to the examination without the call Letter/Admit card.
- 10) In the examination hall, candidates shall strictly follow the Covid-19 protocol/SOP issued by Center/ State Govt. from time to time.

VI. APPLICATION FEE (NON-REFUNDABLE)

The application fee will be as under:

Category of Applicant	Application Fee (Amount in Rs.)
For PwD/EWS	Nil
For SC & ST	Rs.200/-
For OBC	Rs.300/-
For General	Rs.500/-

Note: Payment shall be made online mode only. Payment in other modes is not acceptable.

VII. SERVICE CONDITIONS/CAREER PROSPECTS

1) Pay Scale:

Sl.No.	Post	Pay Scale	Gross monthly emoluments	Average CTC	Annual
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(i)	Junior Executive Officer (JEO)	15400-900(4)-19000-1200(6)-26200-1300(2)-28800-1480(3)-33240	Rs.48,000/- (approx.) at initial basic pay.	Rs. 6.5 lacs (approx.) at initial basic pay.
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Selected Candidates will draw a starting basic pay and other allowances, viz. Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Family Allowance, and other perquisites, etc., as admissible from time to time. The NEDFi reserves the right to give advance increments to the selected deserving candidates depending on their years of relevant experience or higher qualifications.

- 2) **Probation Period:** Initial appointment of a selected applicant will be on probation for **one year** from the date of joining which may, at the NEDFi's discretion, be extended for a further maximum period of one year. Upon completion of the probation period, the candidate may be absorbed in the service of the Corporation subject to satisfactory performance during the probation period. NEDFi reserves the right to terminate the candidate at any time during the probation period if his/her performance and conduct are found unsatisfactory.
- 3) **Career Prospect:** There are reasonable prospects for promotion to higher grades to Executive Officer (EO-II), Senior Executive Officer (EO-III), Assistant Manager (Grade-A), and so on.
- 4) **Place of Posting:** All candidates selected for appointment by NEDFi are liable to be posted and transferred anywhere in **North East India**.

VIII. HOW TO APPLY

- 1) Eligible applicants are required to apply online through the website www.nedfi.com from **05-August-2022 to 05-September-2022 both days inclusive**.
- 2) Application in other means/modes **will not** be accepted.
- 3) The application form should be filled in in English only.
- 4) **Pre-Requisites for Applying Online:** Before applying online, candidates should—
 - (i) Scan:
 - Photograph (4.5 cm x 3.5 cm)
 - Signature (with black/blue ink)
 - Matriculation certificates
 - Graduate Certificates and mark sheets
 - Post Graduate Certificates and mark sheets.
 - ID Proof (PAN/Adhaar/Voter ID, etc.)
 - Cast/Reserved Category Certificates
 - (ii) Ensuring that all these scanned documents adhere to the required specifications given in **Annexure-1**.



- (iii) Signature in CAPITAL LETTERS will not be accepted.
- (iv) Have a valid personal email ID and mobile number, which should be kept active till the declaration of results. NEDFi may send call letters for the Examination etc. through the registered e-mail ID and mobile number. Under no circumstances, a candidate should share with/mention e-mail ID to/of any other person. In case a candidate does not have a valid personal e-mail ID and mobile no., he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account till the recruitment process is completed.

5) Procedure for Applying Online:

- (i) Candidates to go the NEDFi's website www.nedfi.com, click on the option "APPLY ONLINE" which will open a new screen.
- (ii) To register the application, choose the tab "**Click here for New Registration**" and enter your name, contact details, and Email-Id. A provisional Registration Number and password will be generated by the system and displayed on the screen. The candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration Number and Password will be sent at the given email ID and mobile number.
- (iii) In case the candidate is unable to complete the application form in one go, he /she can save the data already entered by choosing the "SAVE and NEXT" tab. Before 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. Visually impaired candidates should fill out the application form carefully and verify/get the details verified to ensure that the same are correct before final submission.
- (iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible after clicking the FINAL SUBMIT BUTTON.
- (v) The name of the candidate or his/her father/husband etc. should be spelled correctly in the application as it appears in the Certificates/Mark sheets as well as valid ID Proof brought for the examination. Any change/alteration found may disqualify the candidature.
- (vi) Validate your details and save your application by clicking the: 'Save & Next' Button.

Ans. 6.



- (vii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature detailed in **Annexure-1**.
- (viii) Candidates can proceed to fill in other details of the Application Form.
- (ix) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (x) Modify details, if required, and click on ‘FINAL SUBMIT’ only after verifying and ensuring that the Photograph, signature uploaded, and other details filled by you are correct.
- (xi) Click on the ‘Payment’ Tab and proceed with payment
- (xii) Click on the ‘Submit’ button.

6) Payment of Fees –Online Mode:

- (i) Application fees are Non-Refundable and have to be paid Online.
- (ii) Bank Transaction charges for online payment of application fees/intimation charges will have to be borne by the candidate.
- (iii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iv) The payment can be made by using only Master/ Visa /Rupay Debit or Credit cards or Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- (v) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTON TO AVOID A DOUBLE CHARGE.
- (vi) If the online transaction has not been completed, then candidates are advised to log in again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
- (vii) On successful completion of the transaction, an **e-Receipt** will be generated.
- (viii) Candidates are required to take a printout of the e-receipt and online application form. **Please note that if the same cannot be generated online transactions may not have been successful.**

Ans. 6.



- (ix) Amount of fees debited for the unsuccessful transaction will be refunded to the candidate's account in due course.
- (x) 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.
- (xi) To ensure the security of your data, please close the browser window once your transaction is completed.

7) Online Form Submission:

- (i) After completing the procedure of applying online including payment of fees, the candidate should take a printout of the system-generated online application form with fee payment details and ensure that the particulars filled in are accurate and retain it along with the Registration Number and Password for future reference.
- (ii) Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered final and **no modifications will be allowed after submission of the online application form.**
- (iii) Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.
- (iv) NEDFi will not be responsible for any consequences arising out of furnishing incorrect and incomplete details in the application or omission to provide the required details in the application form.
- (v) An online application that is incomplete in any respect such as without a photograph and signature uploaded in the online application form will **NOT be considered valid.**
- (vi) Candidates are advised in their interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on to the NEDFi's website on account of heavy load on internet/website jam.
- (vii) NEDFi does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of NEDFi.

Ans. 6.



- (viii) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted, and such applications would be rejected.
- (ix) Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

IX. ACTION AGAINST APPLICANTS FOUND GUILTY OF MISCONDUCT

- 1) Applicants are warned against furnishing any false/tempered/fabricated particulars suppressing any material information while filling up the online application form.
- 2) At the time of examination, interview, or in a subsequent selection procedure, if a candidate is (or has been found guilty of –
 - (i) using unfair means or
 - (ii) impersonating or procuring impersonation by any person or
 - (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing, or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
 - (iv) resorting to any irregular or improper means in connection with his/ her candidature or
 - (v) obtaining support for his/ her candidature by unfair means, or
 - (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - a) to be disqualified from the examination for which he/ she is a candidate
 - b) to be debarred either permanently or for a specified period from any examination conducted by NEDFi.
 - c) for termination of service if he/ she has already joined the NEDFi
- 3) NEDFi would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, NEDFi reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- 4) Hence the applicants are advised in their interest not to indulge in any unfair practice in the exams.



X. GENERAL INSTRUCTIONS

- 1) Candidates can apply for one post only and will have to appear for an online test from a center allotted by NEDFi.
- 2) Candidates **need not submit /send at any address, application printouts**, or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any information furnished in the online application is false/ incorrect or if according to NEDFi, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment is liable to be canceled/ terminated.
- 3) All educational qualifications should have been obtained from recognized universities/ institutions in India or abroad. **If grades are awarded instead of marks, candidates should indicate their numerical equivalent.**
- 4) Candidates are advised in their interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/failure to log on to the website on account of heavy load on internet or website jam.
- 5) NEDFi shall not entertain requests from the candidates regarding their eligibility to apply.
- 6) **Download of Call Letter/Admit Card:** Candidates will have to visit the NEDFi website for downloading call letters /Admit Card for the online test. Intimation for downloading call letter/Admit Card 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, and (ii) Password for downloading the call letter.
- 7) The candidates will have to appear for the written exam **at their own cost**. However, candidates called for Group Discussion (GD) & Personal Interview (PI) are entitled to 2nd AC to & fro railway fare/ bus fare by the shortest route from the place of their residence/ work to the place of interview, whichever is nearer, on the production of evidence of travel (Rail/Bus ticket/receipt, etc.).
- 8) **Candidate Reporting Late:** After the reporting time specified on the call letter for Examination will NOT be permitted to take the examination. The reporting time mentioned on the call letter is before the Start time of the test. Though the duration of the examination is **90 minutes**, candidates may be required to be at the venue for approximately **one (1) hour** including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.
- 9) Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of interview by the candidates called for interview. A caste certificate submitted by a candidate seeking reservation as SC/ST/OBC in the prescribed Performa from the competent authority



should indicate the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC, and the village/town the candidate is originally a resident of.

- 10) **Candidates seeking age relaxation are required to submit copies of the necessary certificate(s) at the time of the interview.**
- 11) Candidates serving in Government/Quasi Government offices, Public Sector Undertaking including Nationalized Banks and Financial Institutions will be required to submit a '**No Objection Certificate**' from their employer at the time of the interview, failing which their candidature may not be considered and traveling expenses, if any, otherwise admissible, will not be paid.
- 12) Before an appointment in NEDFi, a proper discharge certificate from the current employer will have to be produced.
- 13) **Identity Verification:** In the examination hall as well as at the time of the interview, the call letter along with a photocopy of the candidate's currently valid photo identity such as an Aadhar card with a photograph /PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university/ / Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified concerning his/her details on the call letter, in the Attendance List and the requisite documents submitted. If the identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Note: Candidates have to produce in original the photo identity proof and submit a photocopy of the photo identity proof along with the Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name appearing on the call letter (provided during the process of registration) should exactly match the name 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 name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

- 14) The candidates must ensure that they fulfill all the eligibility criteria and that the particulars furnished by them in the application are correct in all respect.
- 15) Admission to the online examination will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWBD/EWS) etc., for the applicants concerning documents. **Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria and that the particulars furnished in applications are complete/correct in all respect. In case it is detected at any stage an applicant does not fulfill the eligibility criteria and/or he/she furnished incorrect information or suppressed any material information,**



his/her candidature will be canceled and, if already appointed, his/her services may be summarily terminated without giving any notice.

- 16) Candidates are advised in their interest that they should not furnish any false particulars, tampered with, or fabricated, and should not suppress any material information while submitting an online application.
- 17) Any canvassing by or on behalf of the candidates or to bring political or other outside influence about their selection/recruitment shall be considered as disqualification.
- 18) In all correspondence with NEDFi, the Registration number received on submission of application and Roll no. indicated in 'Call Letter' must be quoted.
- 19) In all matters regarding eligibility, the conduct of examinations, interview, assessment, prescribing minimum qualifying standards in online examinations and interviews, about a number of vacancies, and communication of results, NEDFi's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- 20) The possibility of occurrence of some problems in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In such an eventuality, every effort will be made to rectify the problem, which may include shifting the candidate to the other centers or conducting of examination, afresh, if considered necessary. The conduct of a re-exam is at the absolute discretion of NEDFi. Candidates will not have any claim for a re-test. **Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.**
- 21) Mobile phones, pagers, or any other communication devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including a ban from future examinations.
- 22) No candidate is permitted to use or have possession of Calculators, Mobile Phones, Blue tooth devices, or any other instrument/device/gadget in the Examination Hall.
- 23) NEDFi will not furnish the mark sheet to candidates. However, the online examination marks may be available on NEDFi's website in an interactive mode (i.e each candidate can view his/her score only) after the recruitment process is over.
- 24) The post is also open to the employees of NEDFi who satisfy the eligibility criteria.
- 25) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Guwahati and courts/ tribunals/ forums at **Guwahati** only shall have sole and exclusive jurisdiction to try any clause/dispute.



- 26) **Only those applicants who are willing to serve anywhere in North East India, including rural areas, need to apply.**
- 27) Appointment of selected candidates is subject to his/her being declared medically fit by Medical Officer(s) appointed/approved by NEDFi.
- 28) Decision of NEDFi in all matters relating to recruitment will be final and binding on the candidates and no correspondence or personal inquiries will be entertained in this regard by NEDFi.
- 29) No candidate will be appointed in NEDFi's service, who, (a) after such inquiry, as may be considered necessary, is not found suitable for NEDFi's service and (b) after such medical examination, as NEDFi may prescribe, is not found to be in good mental or physical health and free from any mental and/or physical defect likely to interfere with the efficient discharge of duties.
- 30) In case any dispute arises on account of interpretation in versions other than English, the English version will prevail.
- 31) Candidate's admission to the test/interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by NEDFi.
- 32) Any notice/communication meant for the candidates displayed on the NEDFi's website or sent by Registered/Speed Posts or conveyed to the email id mentioned in the application at the time of registration with NEDFi, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.
- 33) In case of any corrigendum issued on the above advertisement and further announcement, it will be published only on NEDFi's website www.nedfi.com.

XI. IMPORTANT DATES:

Particulars	Date
Online Application Registration and Payment of online fees/Intimate charges	05-August-2022 to 05-September-2022
Download Admit Card	01-October-2022 to 26-October-2022
Online Examination	26-October-2022#
Declaration of Result online examination	04-November-2022
Date for Group Discussion and Interview	To be intimated later

NEDFi reserves the right to make a change in the dates of examination.

The date and venue for Group Discussion and Interview would be announced separately on our website www.nedfi.com.



Sd/-

Guwahati

General Manager (HR& Admin)

Date: 05-August-2022

Handwritten signature



ANNEXURE-I**GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

1. Photograph Image:

- (i) Photograph must be a recent passport-style color picture.
- (ii) Dimensions 4.5 cm x 3.5 cm or 200x 230 pixels (preferred).
- (iii) Size of the file should be between 50kb–80 kb
- (iv) The picture should be in color, against a light-colored, preferably white, background.
- (v) Look straight at the camera with a relaxed face
- (vi) 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
- (vii) If you use flash, ensure there's no “red-eye”
- (viii) If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen.
- (ix) Caps, hats, and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- (x) 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 colors, etc., during the process of scanning.

2. Signature:

- (i) File size/Dimensions

Particulars	File Type	Dimensions	File Size	Descriptions/Remarks
Signature	JPG/JPEG	140x60 pixels (preferred)	50KB-80KB	The applicant has to sign on white paper with a Black/Blue Ink pen



- (ii) The signature should be of the applicant and not by any other person.
- (iii) If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- (iv) Signature declaration in CAPITAL LETTERS shall NOT be accepted.

3. Scanning the documents:

- (i) Set the scanner resolution to a minimum of 200 dpi (dots per inch) .
- (ii) Set Color to True Color.
- (iii) File Size for photo and signature as stated above and for other supporting documents shall be 100KB-1MB in pdf/jpeg format.
- (iv) Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above). · The image file should be in 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.
- (v) Candidates using MS Windows/MsOffice can easily obtain photos and signatures in .jpeg format not exceeding 80KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using the 'Save As' option in the File menu and size can be reduced below 80KB (photograph) & 80KB (signature) by using the crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in another photo editor also.
- (vi) If the file size and format are not as prescribed, an error message will be displayed.

4. Procedure for Uploading the 'documents:

- (i) While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, Signature, and other documents.
- (ii) Click on the respective link "Upload Photograph/Signature/other documents".
- (iii) Browse and Select the Location where the Scanned Photograph/Signature/other documents files have been saved.
- (iv) Select the file by clicking on it.
- (v) Click the "Open/Upload".

Ans. 1.



- (vi) If the file size and format are not as prescribed, an error message will be displayed.
- (vii) 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.
- (viii) Your Online Application will not be registered unless you upload your photograph, signature, left thumb impression, and handwritten declaration as specified.
- (ix) **In case the face in the photograph or signature is unclear the candidate's application will be REJECTED.**
- (x) In case the photograph or signature is unclear, the candidate may edit his/her application and re-upload his/her photograph or signature before pressing the "FINAL SUBMIT" button.
- (xi) **Candidates are advised to take a printout of their system-generated online application forms after registering. •**



ANNEXURE-II

Guidelines for SC/ST/OBC/PWBD/EWSs Candidates

1. Persons with Disabilities:

- a) Visually Challenged (VC): Only those visually challenged persons who suffer from any one of the following conditions are eligible to apply.
 - (i) Total absence of sight.
 - (ii) With visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
 - (iii) With the limitation of the field of vision subtending an angle of 20 degrees or worse.
- b) Hearing Impaired (HI): Only those Hearing-Impaired candidates who are Partially Deaf (PD) or Deaf are eligible to apply.
- c) Locomotive Disability (LD): Only those Orthopedically Challenged (OC) applicants who have a locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, and muscular dystrophy (OA, OL, OAL) with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

Junior Executive Officer (JEO)

OA- One arm affected

OL- one leg affected

OAL- one Arm and One Leg affected

PWD candidates may belong to any category (UR/SC/ST/OBC/EWS). Reservation for PWD is horizontal and within overall vacancies for the post.

- d) The Persons with Benchmark Disability (PWBD) candidates should possess the latest Certificate to this effect issued by an authorized Government of India/State Government Department Hospital.

Ans. b.



- e) Candidates falling in the following categories of the disabled may apply: OA - One arm affected (Right or Left) –BL – Both legs affected but not arms, OL – One leg affected (Right or Left), PD – Partially deaf, D – Deaf, B – Blind, LV – Low Vision

Note: Within the overall notified total vacancies, Persons With Disability (PWD) candidates belonging to any of the three categories of disability (who are eligible for the post as explained above) will be considered for selection, subject to their suitability, over and above the vacancies, notified/not notified for PWD in this advertisement, to clear the backlog of PWD vacancies in those centers where the backlog exists.

2. Guidelines for PWBD Using of Scribe & Compensatory Time:

At the time of online/written examination, only those PwBD candidates (who have a disability of 40% or more) who have physical limitations in typing/writing, including that speed would be allowed the facility to use the service of a scribe. In all such cases where a scribe is, the following rules will apply:

- a) The candidate will have to arrange for his/her scribe at his/her own cost.
- b) The scribe arranged by the candidate should not be a candidate for the exam. If violation of this is detected at any stage of the recruitment process, the candidature of both, the candidate and the scribe will be canceled.
- c) Candidates eligible for and who wish to use the service of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained.
- d) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- e) The scribe can be from any academic discipline.
- f) The academic qualification of a Scribe to write the examination on behalf of a physically challenged student should be one grade lower than the qualification required from the candidate enrolled for appearing in the Examination.
- g) Both, the candidates using a Scribe and the Scribe are required to give a suitable undertaking along with the Call Letter at the time of examination. The undertaking must confirm that the scribe fulfills all the stipulated criteria mentioned above. Further, in case it later transpires that he/she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand canceled, irrespective of the result of the online examination. Performa of undertaking/declaration is given in **Annexure-III**
- h) Such candidates who use a scribe shall be eligible for compensatory time of **20(twenty) minutes** for every hour of the examination. However, the candidates with low vision will be allowed compensatory time while writing the examination regardless of whether they opt for amanuenses/scribe or self-writing or with the help of assistive devices like a magnifier.
- i) Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the **online application** form. Any subsequent request may not be favorably entertained.
- j) **Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it**

Ans. 1.



shall not be possible for the test conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

- k) The candidate should opt for using scribe/compensatory time only if they are eligible for availing these services/concessions as per the rules and guidelines of the Government of India under the RPWD Act, 2016 in this regard.
- l) The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013, of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.
- m) **Violation of the above guidelines or suppression of material facts shall entail the cancellation of candidature of PWBD candidate, in addition to any other action that NEDFi may deem fit against the candidate and the Scribe. The candidate can be removed from service without notice if he/she has already joined NEDFi.**
- n) **During the exam, at any stage, if it is found that the scribe is independently answering the questions, the exam session will be terminated, and the candidate's candidature will be canceled. The candidature of such candidates using the service of a scribe will also be canceled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.**

3. Guidelines for Candidates with Locomotor Disability and Cerebral Palsy

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in the magnified font. All such candidates will be eligible for compensatory time of 20 minutes for every hour of the examination. This facility (to view the contents of the test in the magnified font) will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

4. Guideline for Visually Impaired Candidates

Candidates affected by Locomotor disability/Cerebral palsy where dominant (writing) extremity is affected to the extent of slowing performance of function (minimum 40% impairment) will also be eligible for extra time of 20 minutes per hour of examination.

5. Reservation for Economically Weaker Section (EWS)

Persons who are not covered under the scheme of reservations for SCs, STs, and OBCs and whose family has a gross annual income below Rs. 8.00 lakh (Rupees eight lakh) and fulfilling Government of India criteria for EWSs, are to be identified as EWSs for benefit of reservation, Income shall also include income from all sources, i.e. salary, agriculture, business, profession, etc. for the financial year before the year of application.



Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:

- a) 5 acres of agricultural land and above.
- b) Residential flat of 1000 sq. ft. and above
- c) Residential plot of 100 sq. yards and above in notified municipalities.
- d) Residential plot of 200 sq. yard and above in areas other than notified municipalities.

Note: only those persons with benchmark disabilities would be eligible for reservation. “Benchmark disability” means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in measurable terms, as certified by the certifying authority. A person who wants to avail of the benefit of reservations will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.

The guidelines for PWBD/EWS applicants are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

6. The Competent Authority: the issue of certificates to SC/ST/OBC/PWBD/EWSs are as under

a) For SC/ST/OBC:

District Magistrates/Additional District Magistrates/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate (not below the rank of First-Class Stipendiary Magistrate)/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner. Chief Presidency Magistrate/Addl. Chief Presidency/Magistrate/Presidency Magistrate. Revenue Officer not below the rank of Tehsildar. Sub Divisional Officer of the area where the applicant and/or his/her family normally resides or as stipulated by the Govt. of India.

Note: For OBC applicants, only the castes/sub-castes figuring in the Central List will be considered. Accordingly, OBC caste/sub-caste figuring in the concerned state list but not in the central list (Govt. of India) will not be considered under the OBC category.

b) For PWBD: Medical Board at the District Level

c) For EWSs:



District Magistrate/Additional District Magistrate /Collector/Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/Sub-divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. Revenue Officer not below the rank of Tehsildar and Sub Divisional Officer or the area where the candidate and /or his/her family normally resides or as stipulated by the Govt. of India.

7. Certificate:

- a) OBC Certificate shall be in the format as prescribed by GOI and issued by the competent authority.
- b) The caste certificate for OBC candidates should be for the financial year 2021-2022 and issued on or after **01-04-2021** but before the closing date of application.
- c) The EWS certificate should be for the financial year 2021-2022, valid for the Year **2022-23** i.e. issued on or after 01-04-2021, but before the closing date of application
- d) Applicants belonging to the OBC category but coming in the “CREAMY LAYER”, hence not entitled to OBC reservation and age relaxation should indicate their category as UR or (UR(OC) or UR (VC) or UR(HI) (as applicable).
- e) Attested copy/copies of relevant SC/ST/OBC/PWDB (OC/VC/HI/MD)/ EWS certificate should be submitted in the prescribed format at the time of the Interview.

Handwritten signature



ANNEXURE-III

Visually Impaired candidates under Blind/Low Vision may skip the non-verbal questions, and questions based on Graphs and Tables if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test. Please fill up the DECLARATION and submit it along with the call letter.

DECLARATION

1. We, the undersigned, Shri/Smt./Kum. _____ eligible candidate for the written examination for recruitment of Junior Executive Officer in NEDFi, written examination to be held on _____ (date of the exam) and Shri/Smt./Kum. _____ eligible writer (scribe) for the eligible candidate, do hereby declare that:
 - ii. The scribe is identified by the candidate at their own cost and as per their own choice
 - iii. ii. Qualification of the candidate and the scribe are as under Grade (whether graduate, postgraduate, etc.) Candidate Scribe
 - iv. iii. The candidate is visually impaired/affected by cerebral palsy with locomotor impairment and his/her writing speed is affected and he/she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Disability.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the written examination.

Only those Visually Impaired candidates under Blind/Low Vision may skip the non-verbal questions, and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.



3. Given the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Concerned Organization that there was a necessity for use of a scribe as his/her writing speed is affected by the disabilities.
4. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand canceled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated.

Given under our signature:-

Signature of the Scribe

Signature of the Candidate Roll No.:

Postal address:

Postal address:

STD Code Phone No..... STD Code Phone No.....

Mobile No..... Mobile No.....

PHOTO OF THE
SCRIBE

Signature of Invigilator



Annexure-IV

Syllabus for written exam for recruitment of JEO

- 1. General English (20 marks):** Synonyms, Antonyms, One-Word Substitution, Arrangement of Sentences, Word Spelling, Idioms and Phrases, Fill in the Blank, Improvement of Sentences, Common Errors, Comprehension
- 2. General Knowledge (30 marks):** Indian History, Geography, Indian Polity, Indian Economy, Ecology and Environment, Computer and Technology, GK on NER, Current Affairs, Awareness of Banking and Finance.
- 3. Quantitative Aptitude (25 marks):** Number system, Average, Ratio and Proportion, Percentage, Profit and Loss, Simple and Compound Interest, Time work and distance, Mensuration, Permutation and Combination, Equation, HCF and LCM, Allegation and Mixture, Boat and Stream, Pipes and Cistern, Problems on Ages, Problem on Trains.
- 4. Reasoning and Data Interpretations (25 marks):** Series Completion, Analogy, Classification, Coding-Decoding, Blood Relations, Number and Ranking Test, Alphabet Test, Statement Conclusion, Sitting arrangement, Statement and Assumptions, Statement and Arguments, Statement and Course of Actions, Data Interpretation.

Handwritten signature

