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National Centre for Financial Education
राष्ट्रीय वित्तीय शिक्षा केन्द्र

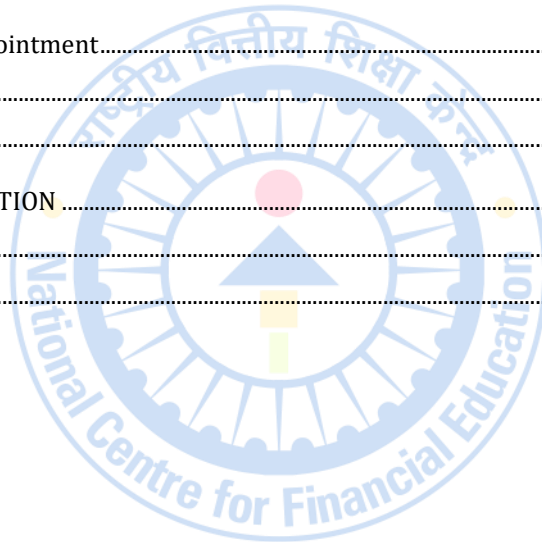
Advertisement
for
Hiring IT Executive (2 Positions)
on
Contractual Basis

(Advertisement No: NCFE/Recruitment/2023-24/05)

6th Floor, NISM Bhavan, Plot No. 82, Sector-17, Vashi,
Navi Mumbai - 400 703 Maharashtra
Phone: 022 68265118/ 104
Email id: recruitment@ncfe.org.in

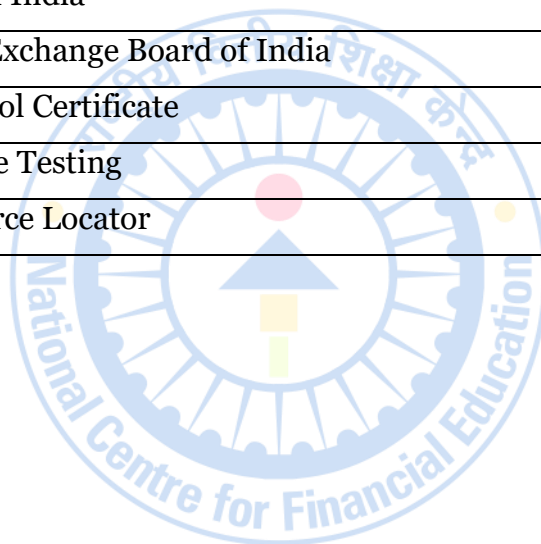
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1. ACRONYMS

Acronym	Description
CGPA	Cumulative Grade Point Average
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CV	Curriculum vitae
Email	Electronic Mail
HSC	Higher Secondary School Certificate
INR	Indian Rupee
IRDAI	Insurance Regulatory and Development Authority of India
IT	Information Technology
NCFE	National Centre for Financial Education
PFRDA	Pension Fund Regulatory and Development Authority
RBI	Reserve Bank of India
SEBI	Securities and Exchange Board of India
SSC	Secondary School Certificate
UAT	User Acceptance Testing
URL	Uniform Resource Locator



2. INTRODUCTION

National Centre for Financial Education (NCFE) is a company (Not for Profit), registered under section 8 of the Companies Act 2013, promoted by Reserve Bank of India (RBI), Securities and Exchange Board of India (SEBI), Insurance Regulatory and Development Authority of India (IRDAI), and Pension Fund Regulatory and Development Authority (PFRDA) to promote Financial Education across India for all sections of the population. Its vision is to undertake initiatives to make the country financially aware and empowered. For more information, please visit "<https://ncfe.org.in>".

National Centre for Financial Education (hereinafter referred to as NCFE) intends to engage two positions of "IT Executive" on a contract basis for a period of 1 year.

3. MODE OF APPLICATION

Candidates should email their detailed Curriculum Vitae along with duly filled application form in the format as provided in Annexure-I on or before June 21, 2024 to "recruitment@ncfe.org.in". Please mention "NCFE – Application for IT Executive (on a contract basis)" in the subject line of the email. Subsequently, a walk-in interview will be held on June 25, 2024, for the position of IT Executive, starting from 11:00 AM at the following address:

National Centre for Financial Education,
6th Floor, NISM Bhavan,
Plot No : 82, Sector – 17, Vashi
Navi Mumbai – 400703

4. IMPORTANT DATES

S. No.	Events	Date & Time
1	Start date to receive the applications	June 12, 2024.
2	Last date for submission of Online Registration of Application	June 21, 2024

Note: NCFE reserves the right to make any change in the aforementioned dates.

5. APPLICATION FEE

Candidates are required to pay the application fee of INR 200/- (Rupees Two Hundred Only) through the QR code given below. Candidates must submit the payment receipt on the day of the walk-in-interview. Failing to provide the receipt will result in not being allowed to appear in the walk-in interview.



6. APPLICATION SUPPORT

In case of any issues with the application form, queries can be addressed by writing to us at "recruitment@ncfe.org.in". Please mention "NCFE –Recruitment of IT Executive (on a contract basis)" in the subject of the email. Alternatively, you can reach us by phone at 022-68265-119.

7. CORRIGENDUM/ ADDENDUM

Any Corrigendum/Addendum issued for this advertisement will be published exclusively on NCFE's website (<https://ncfe.org.in/careers>).

8. ELIGIBILITY CRITERIA

8.1 Nationality

The candidate must be citizen of India and only Indian Nationals can apply.

8.2 Age

The age limit for candidates must meet the following criteria as on May 01, 2024:

#	Area/ Position	Name of the Post	Age Limit
1	Information Technology	Executive- IT	The age of the candidate should not exceed 30 years as on May 1, 2024.

Note: There is no age relaxation for the candidates on category basis.

8.3 Educational qualifications and work experience

The candidates must meet the following criteria pertaining to the education qualification and work experience as on May 1, 2024:

#	Area/ Position	Name of the Post	No. of Posts	Age Limit
1	Information Technology	IT Executive	02	<p><u>Essential Qualification –</u></p> <p>a. Master's Degree or Bachelor Degree in Science (with Mathematics, Physics & Chemistry) or Computer Science or Computer Applications or Information Technology or Engineering from a recognized Indian University / Institute or Foreign University / Institute.</p> <p><u>Experience –</u></p> <p>a. At least 2 years of experience in managing IT projects. Should have managed a complete cycle of at least one IT project.</p> <p>b. Experience in developing a Web Application using any of the commonly available frameworks/scripting languages/DBMS etc.</p> <p>c. Good Command on writing skills in English (Essential).</p> <p>d. Good knowledge of a Content Management System and SCRUM compliant Content Development.</p>

Note:

- i. The candidate must hold a degree of any of Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University Under Section-3 of the University Grants Commission Act, 1956, or possess an equivalent qualification from a foreign university recognized by the Association of Indian Universities.

9. TERMS AND CONDITIONS

9.1 Nature and period of appointment

Appointment will be on full-time contract basis for a period of one year. The working days and hours shall be as per NCFE staff rules. The contract will be terminable with a notice period of one month in writing from either side. The performance of the contract appointee would be reviewed periodically as decided by NCFE. The appointee will not render services to or take up employment with any other person/organization during the term of the engagement.

9.2 Remuneration

Remuneration will be offered on a Cost-to-Company (CTC) basis with INR 5 lakhs per annum inclusive of the statutory deductions applicable as per rules/ law.

9.3 Location

The selected candidates shall be working from NCFE office mentioned above in Section-3.

10. JOB PROFILE AND DESIGNATION

#	Position	Name of the Post	Job Profile
1	Information Technology	IT Executive	<p>The job profile for the position of IT Executive in the National Centre for Financial Education (NCFE) with the specified qualifications and experience may include, but is not limited to, the following responsibilities:</p> <p>The incumbent is required to carry out the following tasks efficiently under the guidance of Chief IT-Consultant, NCFE:</p> <ol style="list-style-type: none">Prepare Tender Documents and carry out the procurement process.Prepare project related agreements and other documents.Prepare minutes of various meetings and other ad-hoc documents.Research and contribute to the development of Functional

			<p>Requirements of e-LMS.</p> <p>e. Coordinate and contribute to the design and development of e-LMS.</p> <p>f. Carry out the Acceptance Testing of deliverables.</p> <p>g. Create Test and Hosting platform for e-LMS with the support from various service providers.</p> <p>h. Conduct focused project review meetings and other issue-specific meetings with internal teams and the service providers.</p> <p>i. Actively engage in forward planning to ensure timely completion of project activities.</p> <p>j. Prepare appropriate Service Level Agreement for e-LMS.</p>
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11. SCHEME OF SELECTION

Candidates meeting the eligibility criteria mentioned in Section-7 may directly report for walk-in-interview to be conducted by NCFE at the location mentioned in Section-3. Selection will be based on the said performance in the walk-in-interview. Only those candidates who meet the eligibility criteria mentioned in Section-8 and submit the application fee payment receipt will be allowed to appear in the walk-in interview. Final selection will be based on verification of information provided by applicant in his/her application based on the original documents.

Note: The offer will be withdrawn (after joining also) if any information provided by candidate in the application and CV is found to be false and fabricated.

12. GENERAL INSTRUCTIONS

- i. The NCFE will not enter into any correspondence/conversation with the candidates about their candidature. Candidates meeting the eligibility criteria mentioned in Section-8 are required to report for the walk-in-interview on the date mentioned in Section-4.
- ii. At the time of joining, the appointee will have to submit a Relieving Certificate from the previous employer (if employed).
- iii. NCFE reserves the right to reject any or all the applications without assigning any reasons thereof and the candidates shall not have the right to raise any objection of any nature

whatsoever to that effect.

- iv. Canvassing in any form will disqualify the candidate.
- v. NCFE shall not be responsible for any candidate not being able to submit his/her application on or before the last date on account of any reason (whatsoever) beyond the control of the NCFE.
- vi. If a candidate is not eligible or has knowingly or willfully furnished incorrect or false particulars or suppressed material information, his/her candidature will be liable to be rejected at any stage of the selection process. If a candidate qualifies in the selection process and subsequently it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be rejected and, if appointed, the contract will be terminated without assigning any reason whatsoever, and without any notice or compensation.
- vii. The decision of the NCFE in all matters would be final and binding and no correspondence in this regard would be entertained.
- viii. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.



ANNEXURE-1 **(Application Format)**

NATIONAL CENTRE FOR FINANCIAL EDUCATION
Application for the position of IT Executive

Affix
Passport
Photo here

Position Name: IT Executive.

Name of the Candidate (in full):

Correspondence Address:

Mobile: _____ Email: _____

Nationality: _____ Place Of Birth: _____

Date of Birth (DD/MM/YYYY): _____ Age: _____

Marital Status: _____ Date(If married in DD/MM/YYYY) ____/____/____

Qualification (latest qualification to be mention first and attach photocopy of certificates)

Qualification	Year	Institute/ University	Percentage	Rank/ Grade

Employment Particulars (Current job to be mentioned first and attach photocopy of certificates)

Organization and City	Designation	Period		Nature of work
		From (Month & Year)	To (Month & Year)	

Total Experience: _____ Years _____ Months _____

Last Drawn Salary in INR in words as well _____

I hereby declare that the information furnished above is true to the best of my knowledge and if any information given above is found false, my services are liable to be terminated at any time without any notice by the Management.

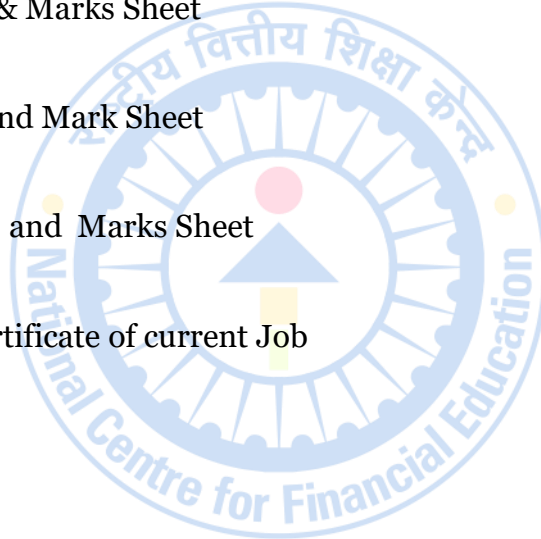
Date: _____



Signature of the Applicant

INSTRUCTIONS FOR APPLICANTS
REQUIRED DOCUMENTS FOR THE WALK-IN-INTERVIEW
(Tick the documents that you will bring with you for Walk-in-Interview)

- | | |
|--|--------------------------|
| 1. Duly filled Application Form along with photograph | <input type="checkbox"/> |
| 2. Updated Curriculum Vitae | <input type="checkbox"/> |
| 3. Application fee Receipt | <input type="checkbox"/> |
| 4. Past work experience certificate (as applicable) | <input type="checkbox"/> |
| 5. Post Graduate certificate & Marks Sheet (if applicable) | <input type="checkbox"/> |
| 6. Graduation certificate & Marks Sheet | <input type="checkbox"/> |
| 7. SSC (10 th) Certificate and Mark Sheet | <input type="checkbox"/> |
| 8. HSC (10+2) certificate and Marks Sheet | <input type="checkbox"/> |
| 9. Salary Slip / Salary Certificate of current Job | <input type="checkbox"/> |
| 10. Aadhaar Card | <input type="checkbox"/> |



Date:

Signature of the Applicant

End of Document