



NATIONAL DIVYANGJAN FINANCE AND DEVELOPMENT CORPORATION

(Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice & Empowerment, Government of India)
Unit No. 11 & 12, DLF Prime Tower, Okhla Phase-1, New Delhi -110020

REQUIREMENT OF MANAGEMENT TRAINEES

National Divyangjan Finance and Development Corporation (NDFDC) was set up by the Ministry of Social Justice & Empowerment, Government of India on 24th January 1997. The company is registered under Section 25 of the Companies Act, 1956 as a Company not for profit. The Company is wholly owned by Government of India and managed by Board of Directors nominated by Government of India.

Name of the Company	National Divyangjan Finance and Development Corporation (NDFDC)
Address	Regd. Office: DPT-11 & 12, Ground Floor, DLF Prime Tower, F- 79 & 80, Okhla Phase-1, New Delhi-110 020 Phone : 011-45803730 Website www.nhfdc.nic.in .
Contact Person	Shri R.K. Mishra, CGM & Company Secretary
Contact number	011-45803730 Extn. 213, Mob : 9810314639
E-mail ID	rkmishra-nhfdc@gov.in / nhfdc.csdeptt@gmail.com
Trainee Requirement	For imparting 21 Months' Management Training to Students of the ICSI (as per ICSI guidelines).
Job description	Management Trainee
Number of requirements	2 (Two)
Eligibility Criteria	1) CS Executive passed students/ Final passed. 2) Should have atleast one year of training period remaining as per ICSI guidelines. 3) Should possess hand on experience in MS office Computer proficiency. 4) Not more than 27 years of age (as on 30.11.2025) 5) Good communication and drafting skills will be preferred
Place of training	NDFDC Registered office at DLF Prime Tower, Okhla Phase-1, New Delhi-110 020
Stipend details	- ₹12,000/- per month – for CS Executive Programme Passed candidates - ₹15,000/- per month – for CS Professional/Final Passed candidates (Fixed stipend; no other financial benefits admissible)
Last date for application	30th November, 2025 (1700 hours)
Mode of application	Interested students of ICSI may send their application (in the prescribed format) alongwith certificates/testimonials, Aadhar & PAN Card etc. through e-mail at rkmishra-nhfdc@gov.in / nhfdc.csdeptt@gmail.com

General Instructions

- Only Indian nationals are eligible to apply.
- Incomplete applications or those received after the due date will be summarily rejected.
- All correspondence will be through email only.
- Engagement as a trainee shall not confer any right for employment in NDFDC.
- Candidates must ensure that they fulfil all eligibility conditions before applying.

APPLICATION for PRACTICAL TRAINING for COMPANY SECRETARY STUDENTS

(for Training as per the Company Secretaries Regulations)

Photograph

PERSONAL DETAILS

- Training period applied for (in months) :**
1. Name of the Student ((Full in BLOCK Letters) :
 2. CS Students Registration No. (as allotted by ICSI) :
 3. Date of Birth (DD/MM/YYYY) :
 4. Gender (M/F) :
 5. Mobile No. & E-mail :
 6. Aadhar Number :
 7. PAN :
 8. Address for communication/ Present (with Pin code) :
 9. Permanent Address (if different from sl. 9 above) :
(with PIN code)
 10. Nationality :
 11. Language known :

PARENT / GUARDIAN DETAILS:

1. Father's Name /Guardian & Occupation :
2. Contact no. :

EDUCATIONAL QUALIFICATIONS

a) Particulars of Company Secretary (ICSI) Course Examinations passed:

S. No.	Foundation, Executive & Professional Programmes of ICSI	Group/Module	Month & Year of passing	Marks secured

Please specify All India CS Rank/Medals, if any:-

b) Particulars of other Qualifications: (from 10th / SSC onwards including professional qualifications viz. CA/ CMA/Law/Management ..etc..) attach separate sheet for more details, if any

S. No.	Name & Place of the Institution / College/ University	Course Name	Full/ Part time/ Distance/ Online	Month & Year of passing	Marks & Division Secured

c) Particulars of Full /Part Time/ Distance/Online course, if any, joined / pursuing as on date of application:

S. No.	Name & Place of the Institution / College/ University	Course Name	Full/ Part time/ Distance/ Online

TRAINING DETAILS

1. Details of EDP Training undergone under the new/old Training Structure:
2. Details of Prior Work Experience, if any: (Please attach proofs) Experience in relevant domain viz. Secretarial, Legal, Accountancy etc., with MS-Office Computer proficiency. The experience should be supported by Experience Certificate. The consideration and evaluation of experience certificate is at the sole discretion of NDFDC.

ANY OTHER INFORMATION/ DETAILS

- 1.
- 2.

Upon selection, no. of days required to join:

DECLARATION

I hereby declare that I agree with all the terms & conditions of the advertisement given for this application and all the information stated in this application form and attached resume/bio-data are true and I did not wilfully suppress any material fact. In case any of my information/ declaration and documents attached herewith are found to be false and if I am unable to produce relevant documents in support of the eligibility condition, my candidature may be cancelled at any stage of the process / internship without any notice and I am liable for the course of action, if any, taken by NDFDC including recommendation to ICSI for necessary disciplinary action.

Place:

Date:

Signature: