

Advertisement

JKDFC invites applications for manning the following positions in the Corporation. Candidates meeting the prescribed criteria may send their application in prescribed format available on the Corporation's website **www.jkdfc.org** with a recent passport size photograph along with supporting documents (self attested) for their date of birth, qualification, marks, caste, domicile & experience etc.. The application should reach the office of the **J&K Development Finance Corporation Ltd, Ground Floor, Jawaharlal Nehru Udyog Bhawan, Railhead complex, Jammu UT of J&K-180012** through Indian Registered/Speed Post latest by or before **29-08-2025**.

- 1. Name of the Post :** **Management Executive (Accounts & Finance)**
(exclusive for Domicile of UT of Ladakh)
No. of Posts : 01 (Reserved for ST)
Pay Scale : 40,000 – 1,40,000 (DPE notified 2017 IDA pay structure)
Qualification : Qualified Chartered Accountancy/Cost & Management Accountancy or a Regular full time two year MBA or Post Graduate Degree /Diploma with 50% marks or equivalent CGPA from recognized institution/University with specialization in Finance.
Experience : Five years post qualification executive experience.
 - 2. Name of the Post :** **Executive Assistant (Accounts & Finance)**
(exclusive for Domicile of UT of Ladakh)
No. of Posts : 01 (Reserved for ST)
Pay Scale : 30,000 – 1,20,000 (DPE notified 2017 IDA pay structure)
Qualification : Qualified Chartered Accountancy/Cost & Management Accountancy or a Regular full time two year MBA or Post Graduate Degree /Diploma with 50% marks or equivalent CGPA from recognized institution/University with specialization in Finance.
 - 3. Name of the Post :** **Executive Assistant (Accounts & Finance)**
No. of Posts : 03 (Un Reserved)
Pay Scale : 30,000 – 1,20,000 (DPE notified 2017 IDA pay structure)
Qualification : Qualified Chartered Accountancy/Cost & Management Accountancy or a Regular full time two year MBA or Post Graduate Degree /Diploma with 50% marks or equivalent CGPA from recognized institution/University with specialization in Finance.
 - 4. Name of the Post :** **Executive Assistant (Human Resource)**
No. of Posts : 01 (Un Reserved)
Pay Scale : 30,000 – 1,20,000 (DPE notified 2017 IDA pay structure)
Qualification : MBA or Post Graduation Degree/Diploma from recognized institution/university with specialization in Personnel Management & Industrial Relations/Human Resource Management or equivalent with 50% marks or equivalent CGPA.
- Maximum Age Limit :** Candidate should not be more than 32 years of age as on 30.06.2025. (Age relaxation of 05 years for SC/ST and 03 years for OBC candidates.

General Conditions

- Prescribed application form can be downloaded from the website **www.jkdfc.org**.

- Applications received through Indian Registered/ Speed Post will be entertained. Applications through email or any other mode or not in the prescribed format shall NOT be entertained. **Incomplete application & without enclosures shall be out-rightly rejected.**
- The candidates shall be shortlisted for written test /interview as the case may be.
- In service candidates in Govt./CPSEs/PSUs/FI's shall apply through proper channel
- Candidate applying for both posts will have to apply separately.
- No TA/DA Shall be admissible in case the candidates are shortlisted & called for interview/examination at any destination. However, SC/ST candidates will be allowed for TA as per rules.
- All the posts are transferable and the selected candidate can be placed in any office of the Corporation at the discretion of the management.
- The selected candidate will be on probation as per the Rules of the Corporation. During the probation period, the services of an employee can be terminated by giving one month notice.
- The Corporation reserves the right to reject any application without assigning reason thereof.
- For further clarification please contact:(0194) -2490050/ 3500201 and/or (0191) -2479179

Sd/-
General Manager

No. JKDFC-CS/3/2025/193
Dated: 30-07-2025

J&K DEVELOPMENT FINANCE CORPORATION LTD.

(A Government of India Enterprise)

ContactNo's:0194-2490050and0191-2479179,Website:www.jkdfc.org

APPLICATION FORM

Paste your
recent Passport
size
photograph

Post applied for Serial No. of Post

A. PERSONAL DATA:

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

2. Parentage:

i. Father's name.....

ii. Mother's name.....

3. Date of Birth:.....(Day).....(Month).....(Year), Age as on 30-06-2025.....

4. Gender: Male/Female/ Others.....

5. Nationality.....(Married/Unmarried).....

6. Religion.....Category (SC/ST/OBC).....

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

8. Permanent Address:.....

.....

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

9. Address for Correspondence.....

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

10. Email ID..... Mobile No.....

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

B. EDUCATIONAL QUALIFICATIONS:

Exam. Passed	Board / University	Year of Passing	Marks Obtained	Maximum Marks	%age Marks	Div. / Grade	Subjects
10 th							
12 th							
Graduation							
Post Graduation							
Knowledge of Computers							
Additional Qualification (s)							

C. RELEVNT EXPERIENCE, IF ANY

Designation	Name & nature of the Organization (Govt/Semi Govt/Private)	Nature of Appointment (Permanent /Contractual)	Period of Service	
			From	To
I.				
II.				
III.				

- D.** 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 ☐

E. Any Other relevant Information:.....

I hereby declare that all statements made in the application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found incorrect or suppressed, my candidature is liable to be rejected at any stage. I undertake that in case of my selection, I will be governed and follow all Rules and regulations of the Corporation.

Signature of the Applicant

Place

Date

Note: Self Attested Copies of relevant certificates regarding age, educational qualifications, Mark sheets, caste Domicile & experience etc should be attached with the Application Form