

NEDFi, Guwahati
APPOINTMENT

North Eastern Development Finance Corporation Ltd. (NEDFi) established for the development of North Eastern Region by providing credit facilities and support services to industries & infrastructure invites application for the post of **Consultant (Security)** on a purely contractual basis.

Qualification	Age	Experience
Graduate from a recognized University	Maximum age as on 01.04.2022 should be 60 years	5 years as commissioned officer (in Army, Navy or Air Force), Class I Officer in the paramilitary forces and at the time of release / retirement, should be in the rank of Captain / Major (Equivalent in Indian Army/ Navy / Air Force) or in the rank of Asst. Commandant or equivalent in paramilitary forces. Experience / additional qualification in fire safety is desirable.

For details regarding terms and conditions, please visit our website www.nedfi.com.

Applications in the prescribed format with two recent passport sized photographs duly attested should reach the General Manager, North Eastern Development Finance Corporation Ltd. (NEDFi), “NEDFi House” G.S. Road, Dispur, Guwahati – 781006 latest by **22nd April 2022**.

Total Number of vacancies: 1 (one)

Remuneration : Rs.40,000/- per month. TA/DA as per rules of the Corporation.

Tenure of Service: For a period of one year initially from the date of joining.

General

1. Applications with the name of the post applied for and two recent passport sized photograph duly attested should reach the General Manager, North Eastern Development Finance Corporation Ltd. (NEDFi), “NEDFi House” G.S. Road, Dispur, Guwahati – 781006 latest by **22nd April 2022**.

2. Scope of Service :

- a) To look after the security work at NEDFi Head Office, NEDFi Haat, R & D Centre, Branch Offices or any other place as and when required.
- b) To supervise security personnel placed by Security Agencies including service staff, drivers and house keeping.
- c) To make suggestions and recommendations to the management for ensuring the security and safety (including fire) of various NEDFi establishments. Any other work related to security & safety of NEDFi establishments that may be assigned to you.
- d) To advise and look after overall management of NEDFi building and its establishments including periodic drill of security personnel, disciplinary matters of security personnel and house keeping.
- e) To keep NEDFi and its occupants in readiness for meeting natural disasters by organizing mock drills of security personnel, disciplinary matters of security personnel and house keeping.
- f) Liaisoning and coordinating with police, district, other government authorities and occupants of NEDFi House during VVIP visit to NEDFi/ NEDFi Convention Centre.
- g) The services required are for four - five days a week.
- h) The job may involve travelling outside Guwahati

1) Remuneration: Rs. 40000 per month consolidated with annual increment of Rs.1000/- every three years.

2) TA & DA will be provided as per NEDFi rules applicable to Deputy General Manager.

3) Reporting to Executive Director

4) Tenure of Service: For a period of one year initially from the date of joining. However any party may terminate the service with prior notice of one month.