



## National Credit Guarantee Trustee Company (NCGTC)

### I. Company Profile

**National Credit Guarantee Trustee Company Ltd (NCGTC)** has been conceptualized with an objective to act as trustee and operate the various credit guarantee funds set up/ to be set up by Govt. of India, other national or international bodies etc.

It has been incorporated under the Indian Companies Act, 1956 on March 28, 2014 and it has been set up by Govt. of India, with its registered office at Jeevandeep Building, Sansad Marg, New Delhi 110001. The corporate office of NCGTC is functioning from MSME Development Centre, C-11, G-Block, Bandra Kurla Complex, Bandra [East], Mumbai-400051.

Certificate of Incorporation: No.U65191DL2014GOI267069 dated March 28, 2014, issued by the registrar of companies [RoC], New Delhi

The details of Trusts under the management of NCGTC for which the proposed engagement is envisaged as under:

| Sr. no | Name of the Trust                                   | Date of Trust Creation | Purpose  |
|--------|---|------------------------|--|
| 1      | Credit Guarantee Fund for Skill Development (CGFSD) | 28/03/2014             | To provide guarantee for the skill development loans and advances.   |
| 2      | Credit Guarantee Fund for Educational Loans (CGFEL) | 30/09/2014             | To guarantee the loans and advances, as per 'IBA Model Educational Loan Scheme for pursuing higher education in India and abroad'.                                     |
| 3      | Credit Guarantee Fund for Factoring (CGFF)          | 27/02/2015             | To guarantee factored debts and to encourage Factoring of receivables of MSMEs in India  |
| 4      | Credit Guarantee Fund for Micro Units (CGFMU)       | 30/03/2016             | To guarantee loans upto a specified limit sanctioned by banks, NBFC/MFI & other financial subsidiaries engaged in providing credit facilities to eligible micro units. |

|   |  |            |   |
|---|--|------------|---|
| 5 | Credit Guarantee Fund for Stand Up India (CGFSI) | 04/04/2016 | To leverage the institutional credit structure to reach out the undeserved sector of the population by facilitating bank loans between Rs.10 lakh to Rs.100 lakh for greenfield enterprises in the manufacturing , services or the trading sector setup by SC,ST & Women borrowers. |
|---|--|------------|---|

## II. Company Secretary -1 Position

1. **Minimum Educational Qualification:** The Candidate should be a qualified member of the Institute of Company Secretaries of India.
2. **a] Experience:** Post qualification experience of not less than 1 year preferably with specific experience in all matters pertaining to Company Law, Secretarial functions, Legal, Finance, Accounts, Income Tax, Sales Tax & Insurance etc.
 

**b] Age:** - Age not exceeding 30 years as on 31<sup>st</sup> December, 2016.
3. **Skills:** - Excellent Communication and interpersonal skills, analytical ability, initiative, drive and commitment to quality systems are essential.
4. **Reservation:** - Policy on reservation as per the Government guidelines will be followed.
5. **Relaxation:** - Relaxation in eligibility criteria could be considered in deserving cases.
6. **Appointment/Period:**

**a]** The engagement shall be on contract basis and no right, whatsoever will accrue for absorption in the regular services of the company.

**b]** The said contract would initially be for a period of 3 years (subject to yearly review) from the date of joining and renewable for a further period of 2 years. The contract will come to an end automatically on completion of the contract period, unless renewed. There shall be no obligation on the part of the Company either to renew the contract at the end of 3 years or to issue a formal order of termination of contract.

**c]** The employee will be whole time contractual employee of the Company and will not engage or associate with any other business or gainful commercial employment, part time or full time, directly or indirectly.
7. **Posting:** The initial place of posting will be at Mumbai. However, The services are transferable anytime and anywhere in India to the existing / upcoming establishments / offices of the Company or those that may be established in

future including to its Associates / Joint Ventures / Affiliates, etc. as the Company may decide from time to time without payment of any additional remuneration / allowance other than admissible traveling allowance, as above.

8. **Salary:** - Negotiable and in line with industry standards.

**III. Relaxation in upper age limit:** (In case of candidates belonging to the following categories).

| Sr. No | Category  | No. of years of relaxation |
|--------|---|----------------------------|
| i)     | Scheduled Caste / Scheduled Tribe candidates  | 5 years                    |
| ii)    | Other Backward Classes candidates   | 3 years                    |
| iii)   | Persons with Disabilities (VI / HI / OH)  | 10 years                   |
| iv)    | All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989  | 5 years                    |
| v)     | In the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (SSCOs) who have rendered atleast 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date due to be completed within the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, by 5 years, subject to ceiling as per Government invalidment, by 5 years, subject to ceiling as per Government guidelines. | 5 years                    |

**Note:**

1. An Ex-Serviceman who has once joined a government job on the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases.
2. In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC / ST / OBC candidates only.

3. Candidates claiming relaxation under IV (i to iii) should enclose necessary certificate as documentary proof.
4. The candidates eligible for age relaxation under IV (iv) above must produce the Domicile Certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he / she had ordinarily resided or any other authority designated in this regard by Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1<sup>st</sup> Jan, 1980 and the 31<sup>st</sup> day of December, 1989.

**IV.** Reservation is available to Persons with Disabilities under Sec. 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Only such persons would be eligible for reservation in services / posts who suffer from not less than 40% of the relevant disability. A disability certificate issued by a Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopedics, ENT or Ophthalmology, as the case may be, **shall be produced**. Accordingly, candidates with the following disabilities are eligible to apply for the posts reserved / identified for them.

- a. **Visually Impaired (VI) - Blindness** refers to a condition where a Person suffers from any of the following conditions: (i) Total absence of sight (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.
- b. **Low vision** means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- c. **Deaf & Hearing Impaired (HI)** The deaf are those persons in whom the sense of hearing is nonfunctional for ordinary purpose of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of 60 decibels or more in the better ear in the conversational range of frequencies.
- d. **Orthopedically Challenged (OC)** Only those Orthopedically Challenged candidates who have locomotors disability or cerebral palsy with locomotors impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:
  - i. BL - Both legs affected but not arms
  - ii. OA - One arm affected (R or L)
  - iii. Impaired reach;

iv. Weakness of grip;

v. Ataxia

vi. OL - One leg affected (R and or L)

vii. MW - Muscular weakness and limited physical endurance

In case of non-availability of reserved candidates, of particular disability, NCGTC reserves the right to inter-change these categories as per Government Directives.

**THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE IS AS UNDER:**

1. **For SC / ST / OBC Candidates:**

District Magistrate / Additional Dist. Magistrate / Collector / Deputy Commissioner / Additional Dy. Commissioner / Dy. Collector / First Class Stipendiary Magistrate / Sub-Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner / Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate / Revenue Officer not below the rank of Tahsildar / Sub-Divisional Officer of the area where the candidate and / or his / her family normally resides.

2. **For Persons with Disabilities:**

Authorized Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopedics, ENT or Ophthalmology, as the case may be.

**How to Apply**

Eligible candidates shall apply in the prescribed format (**Appendix**) by downloading the same from our website viz. [www.ncgtc.in](http://www.ncgtc.in)

The application, duly filled-in prescribed format including affixing latest passport size photograph together with copy of resume should reach the following address latest by 1800 hrs. on **February 7, 2017** by post / courier in a cover superscribed "**Application for the post of Company Secretary**" to the address given below and a copy of the same should also be sent by email to [ncgtc@tnmhr.com](mailto:ncgtc@tnmhr.com)

The CEO,  
**National Credit Guarantee Trustee Company Limited**  
C/o: **T&M Services Consulting Pvt. Ltd.**  
T&M House, Kohinoor Complex,  
"A" Wing, Next to Maharaja Hotel,  
W.E Highway, Dahisar (E),  
Mumbai 400068

Note:-

1. The Company will in no case be responsible for non-receipt of applications or any delay in receipt thereof on any account whatsoever.
2. Applications which are incomplete, or received after the prescribed date will not be considered.
3. The decision of the Company in all matters would be final and binding, and no correspondence in this regard would be entertained.
4. Depending on the response received, NCGTC reserve the right to enhance the minimum eligibility criteria.