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**Advertisement for  
Hiring of Project Consultant (1 Position) – Full-Time on  
a Contractual Basis**

**(Advertisement No: NCFE/Recruitment/2025-26/01)**

6th Floor, NISM Bhavan, Plot No. 82, Sector-17, Vashi,

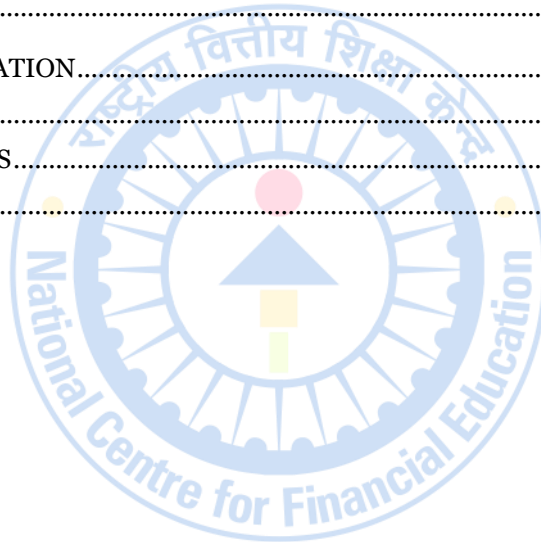
Navi Mumbai - 400 703 Maharashtra

Phone: 022 68265104/ 119

Email id: [recruitment@ncfe.org.in](mailto:recruitment@ncfe.org.in)

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## 1. ACRONYMS

Acronym	Full Form
NCFE	National Centre for Financial Education
RBI	Reserve Bank of India
SEBI	Securities and Exchange Board of India
IRDAI	Insurance Regulatory and Development Authority of India
PFRDA	Pension Fund Regulatory and Development Authority
CTC	Cost-to-Company
CV	Curriculum Vitae
SSC	Secondary School Certificate
HSC	Higher Secondary Certificate
PAN	Permanent Account Number



## 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 (NCFE) intends to engage a full time **Project Consultant** (1 post) on a contract basis. The initial engagement will be for a period of two (2) years, which may be extended further based on the performance of the consultant. The final decision regarding continuation of services shall rest solely with NCFE and will be binding on all parties.

## 3. MODE OF APPLICATION

Candidates must email their detailed Curriculum Vitae (CV), duly filled application form (as per the format provided in [Annexure-I](#) to [recruitment@ncfe.org.in](mailto:recruitment@ncfe.org.in) on or before July 31, 2025. Applications should be submitted via email only. The subject line of the email must clearly mention: "NCFE – Application for the post of Project Consultant (on a contract basis)". Shortlisted candidates will subsequently be called for an interview, which will be conducted at the following address:

National Centre for Financial Education,  
6<sup>th</sup> 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	July 17, 2025
2	Last date for submission of Application	July 31, 2025

**Note:** NCFE reserves the right to make any change in the aforementioned dates. Any changes made will be published on NCFE website (<https://ncfe.org.in>)

## 5. 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 Project Consultant (on a contract basis)" in the subject of the email. Alternatively, you can reach us by phone at 022-68265-104.

## 6. CORRIGENDUM/ ADDENDUM

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

## 7. ELIGIBILITY CRITERIA

### 7.1 Nationality

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

### 7.2 Age

The age limit for candidates must meet the following criteria as on July 31, 2025:

#	Name of the Post	Age Limit
1	Project Consultant	The age of the candidate should not exceed 30 years as on July 31, 2025.

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

### 7.3 Educational qualifications and work experience

The candidates must meet the following criteria pertaining to the education qualification and work experience as on July 31, 2025:

#	Name of the Post	No. of Posts	Age Limit
1	Project Consultant	01	<b><u>Essential Qualification –</u></b> Bachelor Degree in Science (Mathematics / Computer Science / IT) or Computer Application or Engineering in any discipline, from a recognized Indian University / Institute or Foreign University / Institute.  <b><u>Experience –</u></b> a. At least 1 year of experience in managing projects.

- |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  | <ul style="list-style-type: none"> <li>b. Good Command on writing skills in English (Essential).</li> <li>c. Able to work independently, demonstrating self-starter qualities, and capable of researching performance related issues and formulating tangible solutions.</li> <li>d. Able to use project management skills in planning, tracking, and reporting on project progress</li> <li>e. Hands on experience in any industry standard Project Management Tools.</li> </ul> |
|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Note:**

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.

## **8. TERMS AND CONDITIONS**

### **8.1 Nature and period of appointment**

The appointment will be on a full-time consultancy service on a contract basis for an initial period of two (2) years and further may be extended based on the performance of the candidate. However, the final decision of NCFE in this regard will be binding for all. The working days and hours shall be as per NCFE 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.

### **8.2 Remuneration**

Remuneration will be offered on a Cost-to-Company (CTC) basis in between ₹4 lakh to ₹5 lakh per annum, with an annual increment to be decided by NCFE based on the performance parameters at the discretion of NCFE.

### **8.3 Location**

The selected candidates shall be working from NCFE office mentioned above in [Section-3](#).

## 9. JOB PROFILE AND DESIGNATION

#	Name of the Post	Service Deliverables
1	Project Consultant	<p>The job profile for the position of Project Consultant at 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 competent authority of NCFE:</p> <ol style="list-style-type: none"><li>Prepare Tender Documents and carry out the procurement process.</li><li>Prepare project related agreements and other documents.</li><li>Prepare minutes of various meetings and other ad-hoc documents.</li><li>Research and contribute to the development of Functional Requirements of project.</li><li>Coordinate and contribute to the design and development of project.</li><li>Carry out the Acceptance Testing of deliverables.</li><li>Conduct focused project review meetings and other issue-specific meetings with internal teams and the service providers.</li><li>Actively engage in forward planning to ensure timely completion of project activities.</li></ol>

## 10. SCHEME OF SELECTION

Candidates meeting the eligibility criteria specified in [Section-7](#) will be evaluated, and shortlisted candidates will be invited for an interview to be conducted by NCFE at the location mentioned in Section-3. The final selection will be based on the candidate's performance in the interview and subsequent verification of the information provided in the application against original documents.

**Note:** If it is found at any stage, including after joining, that the candidate has provided false information in the application, his/her employment will be terminated with immediate effect.

## 11. GENERAL INSTRUCTIONS

- i. Shortlisted candidates will be called for an interview, and the interview date will be communicated to the eligible candidates via the email ID provided in their application form.
- 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 reason 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 Project Consultant

Affix  
Passport  
Photo here  
Affix  
Passport  
Photo here

Position Name: Project Consultant

Name 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) \_\_\_\_/\_\_\_\_/\_\_\_\_

Blood Group \_\_\_\_\_

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


Total Experience: \_\_\_\_\_ Years \_\_\_\_\_ Months\_\_\_\_\_

Last Drawn Salary in INR in words as well \_\_\_\_\_

I hereby declare that the above information is correct and if at any time it is found that the information furnished above is incorrect/false, my candidature will stand cancelled. If any shortcoming/s is/are detected even after my selection, my services are liable to be terminated at any time.

Date: \_\_\_\_\_

**Signature of the Applicant**



**INSTRUCTIONS FOR APPLICANTS**  
**REQUIRED DOCUMENTS FOR THE INTERVIEW IN THE FOLLOWING SEQUENCE**  
**IF ATTACHED TICK THE BOX**

- |                                                                                 |                          |
|---------------------------------------------------------------------------------|--------------------------|
| 1. Personal Particular Form along with photograph                               | <input type="checkbox"/> |
| 2. Updated Resume                                                               | <input type="checkbox"/> |
| 3. Past work experience Certificate if applicable                               | <input type="checkbox"/> |
| 4. Post Graduate certificate & Marks Sheet as applicable                        | <input type="checkbox"/> |
| 5. Graduation certificate & Marks Sheet                                         | <input type="checkbox"/> |
| 6. SSC Certificate / HSC certificate I Diploma Certificate & Marks Sheet        | <input type="checkbox"/> |
| 7. Caste Certificate/Caste Validity Certificate/Non Creamy layer (if any)       | <input type="checkbox"/> |
| 8. Salary Slip / Salary Certificate of current Job                              | <input type="checkbox"/> |
| 9. No Objection Certificate from employer if working in Government Organization | <input type="checkbox"/> |
| 10. Age Proof                                                                   | <input type="checkbox"/> |
| 11. Pan Card                                                                    | <input type="checkbox"/> |
| 12. Aadhaar Card                                                                | <input type="checkbox"/> |
| 13. Any other educational certificates                                          | <input type="checkbox"/> |

**Date:**

**Signature of the Applicant**

\*End of Document\*