

Advt. no. 05/2021

29.12.2021

**Engagement of “Management Executives” in PFRDA on contract basis - 2021**

**Pension Fund Regulatory and Development Authority (PFRDA/ Authority)** is a statutory regulatory body established under the *PFRDA Act (23 of 2013)* passed by the Parliament of India with the mandate to promote, develop and regulate Pension sector in India. PFRDA invites applications from Indian citizens for engagement of following post purely on contract basis:

	Positions
Management Executive	03

The number of positions is liable to change.

**ESSENTIAL QUALIFICATION:**

**(As on 30/11/2021)**

BBA/ BBM/ B.COM from a university recognised by UGC or an Institute established by an Act of Parliament of India.

**DESIRABLE QUALIFICATION:**

**(As on 30/11/2021)**

MBA/ MMS/ MFC from a university recognised by UGC or an Institute established by an Act of Parliament of India.

**DESIRABLE EXPERIENCE:**

**(As on 30/11/2021)**

Post qualification experience of one (01) year, preferably in the BFSI sector.

**AGE LIMIT:**

**(As on 30/11/2021)**

Not more than 35 years.

**Note:** PFRDA reserves the right to relax the age limit in deserving cases.

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B-14/A, CHATRAPATI SHIVAJI BHAWAN, QUTAB INSTITUTIONAL AREA, KATWARIA SARAI, NEW DELHI - 110 016

**MONTHLY CONSOLIDATED REMUNERATION (in Rs.):**

Management Executive will be entitled to receive a monthly consolidated remuneration of **Rs. 40,000/- (inclusive of all taxes and statutory dues)**.

Additional remuneration may be considered for candidates with experience over one (01) year.

No other benefits/ reimbursements except T.A./D.A. (as per rate determined by the Authority) in case of official tour would be admissible other than the consolidated monthly remuneration.

**TENURE OF CONTRACT:**

The selected candidate would be engaged purely on *contract basis* for a period of three (03) years. The year-on-year continuity of contract shall be subject to satisfactory annual review of candidate's performance. The tenure of contract may be further extended after its expiry depending on requirement and mutual consent of both the parties.

The contract may be terminated by either of the parties without assigning any reason, by giving two (2) months' notice or payment of two (2) months' remuneration in lieu thereof to the other party.

**JOB DESCRIPTION:**

Management Executive will be required to conduct outreach programs for increasing the subscriber base under pension schemes regulated and administered by PFRDA, conduct review meetings through video conferences with intermediaries and

stakeholders, onboard new subscribers and engage with State Govts., business associations, labour associations, traders, MSMEs etc.

The above duties and responsibilities are only indicative in nature and the selected candidate would be liable to be assigned any other additional duties and responsibilities as may be determined by the Competent Authority from time to time.

### **GENERAL INSTRUCTIONS:**

1. Applications which are incomplete or not as per the specified format, or received after the prescribed date or received without supporting documents in respect of age, educational qualification, experience, etc., as applicable, will be summarily rejected and will not be considered. The candidates are required to submit a brief profile (not exceeding 3 pages) regarding their qualification and experience along with the duly filled application form.

2. The Competent Authority reserves the right to call for additional documents from the candidate, as may be determined, for validating the eligibility by email/ post which will have to be furnished within prescribed timelines. Failure to submit such additional document within the stipulated timelines will result in disqualification of the candidature of the candidate and the application shall be summarily rejected.

3. Mode of Selection will be Written Test followed by Group Discussion and Personal Interview. The Competent Authority reserves the right to modify the selection procedure at any time, if deemed fit. If necessitated, the Authority reserves the right to shortlist the candidate to be called for Written Test based on his/her educational qualification,

experience and profile, etc. Thus, merely fulfilling the eligibility conditions as laid down in the advertisement as regards qualification and experience, would not automatically entitle any candidate to be called for the interview. The Authority reserves the right to raise the minimum standard in respect of qualification and experience in order to restrict the number of candidates to be called for the interview. Outstation candidates called for interview will be reimbursed II class AC rail fare towards to and fro journey, subject to submission of necessary documentary evidence. In case, where outstation candidates travel by any mode, such candidates shall be reimbursed Sleeper Class Rail Fare for attending the interview.

4. Candidates should satisfy themselves about their eligibility for the post applied for. The Authority shall determine their eligibility only at the final stage, i.e. while calling them for written test, group discussion and interview.

5. The Authority reserves the right to relax any of the eligibility criteria in deserving cases.

6. The Candidate will **NOT** be entitled to permanent (regular) employment in PFRDA at any point of time. Therefore, selected candidate will not make any such representation before any forums.

7. Candidates working in Govt. / Quasi Government Organizations/ Regulatory Bodies/ Public Sector organizations/ Banks/ Financial Institutions and desirous of applying should submit their application along with a valid '**No Objection Certificate (N.O.C)**' issued by their employer so as to reach the address as given at **Point 14** on or before the due date. If selected, the candidate should submit a proper discharge certificate from employer before joining in PFRDA. The terms of contract will be



broadly based on the terms and conditions of this advertisement.

8. The Authority reserves the right to cancel the advertisement fully or partly on any grounds without assigning any reasons whatsoever.

9. Canvassing in any form will disqualify the candidature of the candidate.

10. If the candidate is found to be not eligible or knowingly or willfully furnishes incorrect or false particulars or suppresses material information, his/her candidature will be liable to be cancelled at any stage of the selection. If the candidate qualifies in selection process and subsequently it is found that he/she does not fulfil the eligibility criteria, his/her candidature will be cancelled and if engaged, his/her services would be terminated/forthwith without any notice or compensation.

11. Applications received after due date will not be entertained. The Authority takes no responsibility for any delay in receipt of application or loss thereof in postal transit.

12. The decision of Authority in all matters would be final and binding, and no correspondence in this regard would be entertained. Any matter related to the engagement of 'Management Executive' or the procedure for the engagement shall be governed by the laws of Union of India. Only courts in New Delhi (with exclusion of all other courts) shall have the exclusive jurisdiction to decide or adjudicate on any matter or dispute which may arise in connection with the selection process.

13. All Notices / Corrigendum / Addendum pertaining to this exercise will be made available on the website of PFRDA at

[www.pfrda.org.in](http://www.pfrda.org.in), only and therefore, applicants are advised to regularly visit the website till the exercise is finally over.

#### **HOW TO APPLY:**

14. Applications should be sent by Ordinary post/ Speed post (without AD) in a cover superscribing "**Application for the post of 'Management Executive' on contract basis**" to the following address so as to reach latest by and not after, **28 January 2022 (Friday):**

**The General Manager (Admin & HR)  
Pension Fund Regulatory and  
Development Authority (PFRDA)  
B-14/A, Chhatrapati Shivaji Bhawan,  
Qutab Institutional Area,  
Katwaria Sarai, New Delhi - 110016.**

15. Scanned applications along with supporting documents should additionally be sent through email at [recruitment.hr@pfrda.org.in](mailto:recruitment.hr@pfrda.org.in) latest by **28 January 2022 (Friday).**

16. Candidates who satisfy the eligibility norms may apply giving their bio-data strictly in the format given below:



**APPLICATION FOR THE POST OF MANAGEMENT EXECUTIVE ON CONTRACT BASIS**

1. Name in full (English-CAPITAL LETTERS)	First Name																						
	Middle Name																						
	Surname																						
2. Father's Name																Paste Photograph in the box alongside and sign across it							
3. Gender (Please ✓ wherever applicable)	M		F		T																		
4. Date of Birth	D	D	M	M	Y	Y	Y	Y															
5. Category (Please ✓ wherever applicable)	SC	ST	OBC	EWS	GEN	PWBD																	
6. Age as on 30.11.2021			Years			Months																	
7. Details of Work Experience as on 30.11.2021																							
Employer Name & address				Designation				Job Profile				Period		Duration									
												From	To	Yrs.	Mnts								
8. Academic Qualification as on 30.11.2021																							
Qualification	Examination	Main Subjects	Year of Passing	University/Institute	Overall (%) of Marks	Class/Division																	
Graduation																							
Post Graduation																							
Any Other																							
9. Postal Address (English - in capital letters only)																							
												E Mail:											
												Telephone:											
												Mobile:											
Dist:												STD Code:											
State:												Pin Code:											
10. Any other information considered relevant by the applicant:																							
I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that I do not satisfy the eligibility criteria (as stipulated) according to the Authority, my candidature/engagement is liable to be cancelled/ terminated at any stage without any notice or compensation. I have read and understood the stipulations given in the detailed advertisement and hereby undertake to abide by them.																							
Place:										Signature:													
Date:																							
Note: Applications should be accompanied by self -attested copies of certificates in support of Age, Qualifications & Experience as applicable with a recent passport size photograph glued to the top right hand corner of the application form. Additional information (if any) may be furnished in a separate sheet.																							