

भारत सरकार / Government of India
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण / National Financial Reporting Authority

8th Floor, Hindustan Times House,
Kasturba Gandhi Marg, New Delhi
Ph: 01123355013

12012(26)/1/2019

Dated 8.8.19

No. NF-

To,

1. All Ministries/Department of Government of India,
2. All State Governments
3. Union Territory Governments
4. Public Sector Undertakings, Autonomous and Statutory Bodies

Sub: Filling up of Post of Personal or General Assistant Grade III in NFRA at New Delhi on deputation basis.

Sir,

National Financial Reporting Authority (NFRA), New Delhi, is a statutory body set up under Section 132 of Companies Act, 2013. NFRA has been established to protect the public interest and the interests of investors, creditors and others associated with the companies or bodies corporate by establishing high quality standards of accounting and auditing and exercising effective oversight of accounting functions performed by the companies and bodies corporate and auditing functions performed by auditors.

2. The Authority proposes to fill up the posts of Personal or General Assistant as per details stated in the **Annexure - I** in its headquarters at New Delhi on deputation / Short Term Contract basis, initially for a period of three years in accordance with the Recruitment Rules Notified vide Extraordinary Gazette No. 369 dated 16.5.19 of Ministry of Corporate Affairs.

3. It is requested to forward applications in the prescribed proforma (**Annexure -II**) along with attested copies of ACRs/APARs for the last five years and Vigilance clearance of eligible candidates whose services could be placed at the disposal of the Authority immediately in the event of their selection. The application should be sent in an envelope superscribing the post applied for, may be sent to the Under Secretary (NFRA), 8th Floor Hindustan Times Building, K.G. Marg, New Delhi – 110001 so as to reach on or before 26.9.19.

Vivek Narayan
(Vivek Narayan)
Secretary (NFRA)

Encl. As above.

Copy to

1. Secretary, Ministry of Corporate Affairs : for kind information please.
2. Under Secretary DOPT (Shri George Deepak Toppo – Under Secretary) with request to kindly arrange to put up this vacancy Circular on DOPT website for wide publicity.
3. US (NFRA) Ministry of Corporate Affairs with request to put up this vacancy Circular on website of Ministry of Corporate Affairs.
4. Sr. Technical Director NIC with request to put up this vacancy Circular on website of NFRA
5. National Carrier Service Website

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Annexure – IDetails of Posts to be filled up in NFRA as per Vacancy Circular No. NF-11011/6/2019-O/o Secy-NFRA dated 7.6.19

S.N.	Name of Posts	No. of vacancies	Pay Scale	Eligibility Criteria	Qualification / Experience
1.	Personal or General Assistant. Grade III	4	Rs.20650-1150(3)-24100-1225(1)-25325-1325(3)-29300-1475(6)-38150-1525(2)-41200-1740(2)-44680-1875(1).	<p>Deputation (including short-term contract):</p> <p>An officer of Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous and statutory bodies:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department;</p> <p>or</p> <p>(ii) with a minimum of six years of regular service, in the grade rendered after appointment thereto on regular basis in Level 6 (Rs. 35400-112400) in the pay matrix or equivalent.</p> <p>Age Limit:</p> <p>The maximum age-limit for appointment by deputation or contract shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>	<p>Essential:</p> <p>Graduate degree from a recognized university or equivalent.</p> <p>Desirable:</p> <p>(i) working experience in dealing with Regulatory Authority or Statutory Bodies or Other Government Institutions;</p> <p>(ii) working knowledge of computer;</p> <p>(iii) skill in stenography and typing.</p>

Note 1: Pay Scales stated for the posts above, is the pay scale approved specifically for this post in the Recruitment Rules.

Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. It may be extendable for another two years and the maximum period of deputation shall not exceed five years.

Note 3: An employee appointed on deputation to an ex-cadre post may elect to draw either the pay in the scale of pay of the ex-cadre post or his pay in the parent cadre with deputation allowance. The terms and conditions of Deputation will be in accordance with DOPT OM No. 6/8/2009 – Estt. (Pay II) dated 17.9.10, OM No. 2/6/2016 – Estt. (Pay II) dated 17.2.16 and OM No. 2/11/2017 – Estt. (Pay II) dated 24.11.17 and as amended from time to time.

Note 4: Allowances and Perks :

(i) Dearness Allowance : Dearness Allowance (DA) rates in respect of the aid posts will be as declared by Reserve Bank of India / Indian Banks Association from time to time. DA rate for May, June, July, 2019 is 64.5% of Pay. Presently the revision of DA is quarterly, as under –

February, March, April
May, June, July
August, September, October
November, December, January.

(ii) House Rent Allowance (HRA): Entitlement for HRA at Delhi in respect of Pay Scale stated above will be as follows:

Post	Entitlement of HRA at Delhi in respect of Post stated above
Personal or General Assistant - Grade III	Rs. 23,500/-

(iii) Other Perks and Allowances: Other Perks and Allowances would be as decided from time to time.

Note 5: The officers and employees of the Authority who are on deputation shall be eligible for pension and retirement benefits, if any, as are available to them in their parent Ministry or Department or organization.

Application form for Application in NFRA

Post applied for:

Sl.No.	Particulars	Details to be filled by the Applicant
1.	Name of Applicant	
2.	Present Designation	
3.	Name of Organization employed with,	
4.	Type of the Organisation Employed with : i. Central Government ii. State Government iii. Union Territory Government iv. Public Sector Undertaking v. Autonomous Body vi. Statutory Body	
5.	Contact Details	Office Address Email Mobile No. Land Line No.
6.	Date of Birth	
7.	Age Limit permissible for the post as on the closing date of receipt of application for the post applied for	Age of the applicant
8.	Date of Retirement under applicable service rules where employed.	
9.	Post Held on regular (i.e. substantive) basis, scale of pay and date from which held	

10. Educational Qualification*				
Essential Educational Qualification Required for the post	Educational Qualification possessed by the applicant			
Desirable Educational Qualification stated for the post	Educational Qualification possessed by the applicant			
11. Experience				
	Requirement for the post applied for	Actual service details of applicant in this regard		
Grade in which minimum length of service required on regular basis				
Minimum length of service in the Grade				
Essential Experience Required for the post	Experience possessed by the applicant			
Analogous Post required to be held on Regular basis in parent cadre / Department for the post applied for		Analogous Post held on Regular basis in parent cadre / Department		
Desirable Experience stated for the post	Experience possessed by the applicant			
12. Details of Experience in Chronological Order starting from present till first:				
Sl. No.	Period	No. of Years	Post held, organization and place of posting	Experience

13.	Any other information applicant would like to submit in support of your suitability for the post applied for	
14.	Attested copy of last 5 Years APAR attached **	
15.	Copy of Vigilance Clearance attached **	

** To be filled by Competent Authority forwarding the application

It is certified that the details given above are true

Signature of the applicant
Date

It is certified that the details given above are verified with service records of the applicant and found to be correct.

**Signature and Seal of the Competent
Authority
of the organization forwarding the application**

Date

**Address, Tel. No., and Email id of the
Competent Authority forwarding the application**

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