

No.9/11/2015-NFCH

**NATIONAL FOUNDATION FOR COMMUNAL HARMONY**

**URGENT/ VACANCY CIRCULAR**

30.11.2015

**Subject:** Filling up of three posts of Assistant Secretary equivalent to the post of Section Officer in Central Government Ministries in the National Foundation for Communal Harmony (NFCH)

Applications are invited from eligible persons for appointment to the post of Assistant Secretary equivalent at the level of Section Officer in the Central Government Ministries/ Depts. in the National Foundation for Communal Harmony (an autonomous organization with the Ministry of Home Affairs) in Pay Band 2 Rs.9,300-34,800 plus Grade Pay of Rs.4,800 on the basis of (a) deputation and (b) re-employment basis after retirement. Applications of candidates willing to apply for this post on contract may also be considered by the Foundation. However, his/ her salary would be fixed as per the decision of the Competent Authority. The appointment shall be made on the following terms and conditions under the aforesaid modes of recruitment. The selection of the candidate shall be made by the Selection Committee constituted for the purpose. The existing RRs for the post of Assistant Secretary, NFCH may be amendment and any modification made therein shall also apply to the said post:

**Qualification:** Knowledge of religious affairs, communal, caste, ethnic conflicts and terrorist violence, knowledge of computers, office management/ office procedure, general administration and preparation of briefs etc.

**Experience:** Should have worked as Section Officer or equivalent for a minimum period of 5 years in the Central Govt., autonomous bodies, NGOs of repute etc.

**Age Limits:** (i) Deputation- Serving Officers up to 56 years of age\*  
(ii) Re-employment- Up to 62 years\*  
(iii) Contract- Up to 65 years\*

\*At the time of closing date of receipt of applications.

**2. Terms of Appointment:**

(i) **Deputation:** Eligibility Qualification and Experience for this post for recruitment on deputation to the post of Assistant Secretary, NFCH would be as mentioned under para 1 above.

The serving officers should hold the post in the cadre in PB 2 of Rs.9,300-34,800 with GP of Rs.4,800 or equivalent in the pre-revised scale for not less than five years.

*He/she should have adequate knowledge and experience of all matters pertaining to Administration and establishment, personnel matters, government rules and procedure, RTI, adequate knowledge and experience of dealing with issues relating to societal violence, peace, communal and social harmony, conflict resolution, knowledge about procedural aspect about dealing with the implementation of govt. schemes, etc., organizing high level meetings, seminars, symposiums, preparation of reports and publications etc.*

(Contd. on p.2)

(Contd. from p.1)

The person should not be more than 56 years of age on the closing date of receiving applications. Initially the person selected may be appointed for one year only and the tenure of appointment may be extended up to 5 years or up to the age of 60 years, whichever is earlier, depending upon requirement and satisfactory performance and as per the decision of the Competent Authority. The pay on being appointed on deputation of such incumbent will be regulated in accordance with the provisions / guidelines of Department of Personnel & Training to the extent applicable in NFCH and as per the decision of Competent Authority.

- (ii) **Re-employment:** Eligibility Qualification and Experience for this post for recruitment on re-employment basis to the post of Assistant Secretary, NFCH would be as mentioned under para 1 above.

The retired/retiring persons should have held the post in the Government at least in PB 2 of Rs.9,300-34,800 with GP of Rs.4,800 at the time of retirement. He/ she should have adequate knowledge/ experience of all matters as mentioned under para 1 above (highlighted in italics).

The person should not be more than 62 years of age on the closing date of receiving applications. Initially the person selected may be appointed for one year only and the tenure of appointment may be further extended up to 65 years depending upon requirement and satisfactory performance and as per the decision of the Competent Authority. The pay on being appointed on re-employment basis of such incumbent will be regulated in accordance with DoPT O.M. No.3/1/85-Estt(Pay II) dated 31.07.1986 as amended from time to time as per the decision of Competent Authority.

- (iii) **Contract:** Eligibility Qualification and Experience for this post for recruitment on contract to the post of Assistant Secretary, NFCH would be as mentioned under para 1 above.

The candidate applying for this post on contract should have adequate knowledge/ experience of all matters as mentioned under of para 1 above (highlighted in italics).

Maximum age limit to apply for this post is 65 years. Initially the person selected may be appointed for one year only and the tenure of appointment may be extended further depending upon requirement and satisfactory performance and as per the decision of the Competent Authority. Fixation of pay in respect of candidate appointed on this post on contract would be done as per the decision of the Competent Authority.

(Contd. on p.3)

(Contd. from p.2)

**NOTE:** With reference to Terms of Appointment to the post of Assistant Secretary, NFCH as mentioned under para 2 sub-clauses (i) to (iii) above, there will be no obligation on the part of NFCH to further extend the term of the candidate/ official after having appointed on the said post, neither the candidate/ official will have the right to claim for such extension of his/ her tenure. Any dispute arising on matter relating to fixation of pay would be settled by the Foundation with the approval of Secretary, NFCH / Competent Authority in the interest of the Foundation as well as in public interest *inter-alia* taking due care of the interest of the official appointed on this post. In case of official appointed on such post whose performance is not found satisfactory or there is any likely issue with regard to conduct of the said official, the Competent Authority of the Foundation may discontinue/ terminate the term of appointment of such official which will be binding on the official to comply with such decision.

3. Interested candidates / persons may send their applications in the prescribed Application Format. The concerned Ministry/Department may forward the applications of eligible candidates / employees willing to apply on deputation along with vigilance clearance and copies of ACRs for the last five years to the National Foundation for Communal Harmony. Retired persons can apply directly. However, they are requested to get their ACRs for the last five years forwarded to the Foundation by the concerned Ministry/Department. Persons working in private organizations may apply through proper channel. **Applications complete in all respects must reach the Foundation latest by 31<sup>st</sup> December 2015. Applications received after the deadline or found incomplete or otherwise would not be entertained.**



(Shib Charan Ghoshal)  
Joint Secretary-cum-Finance Officer

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NATIONAL FOUNDATION FOR COMMUNAL HARMONY (NFCH)

Application for the Post of Assistant Secretary in NFCH

Paste one  
passport size  
recent  
photograph duly  
self-attested

1. Name of the Applicant (in capital letters): \_\_\_\_\_
2. Father's/Husband's name: \_\_\_\_\_
3. Date of birth: \_\_\_\_\_
4. Sex: Male / Female
5. Address with telephone  
Number & e-mail : \_\_\_\_\_
6. Name & address of the Firm/ Ministry /  
Department / Office / Autonomous Org.  
/ Govt. Undertaking / University etc.  
where Serving: \_\_\_\_\_
7. Educational Qualifications: \_\_\_\_\_
8. Professional / Additional Qualifications, if any : \_\_\_\_\_
9. Whether belongs to SC/ST/OBC : \_\_\_\_\_
10. Details of past experience relevant with the requirements of post of Assistant Secretary, NFCH in terms of Vacancy Circular. Please provide details in the following format:

Office / organization in which employed/ worked	Post held	Period of service with dates (please attach relevant proof)	Scale of pay / Pay Band with Grade Pay & existing/last basic pay & grade pay/ Emoluments drawn	Nature of duties / work performed	No. of years/ months/ days

Total experience in number of years / months / days.....

**11. Details about knowledge relating to computer and relevant softwares/ computer packages etc. required to function as Assistant Secretary**

**12. Nature of present employment, i.e.  
Ad-hoc, temporary, quasi-permanent or  
Permanent.** \_\_\_\_\_

**13. Any other information :** \_\_\_\_\_

**I certify that the facts given in this Application Form are true and correct.**

**Signature of the Applicant**

**Place :** \_\_\_\_\_

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

**(Please attach/ enclose relevant proofs in support of qualification and experience etc. as well as additional sheet(s) wherever required in respect of any of the items of the Application Format to provide complete information)**