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National Foundation for Communal Harmony (NFCH)
9th Floor, C-Wing, Lok Nayak Bhavan, Khan Market,
New Delhi-110003

(An autonomous organization registered under the Societies
Registration Act. 1860 under the administrative control of the
Ministry of Home Affairs, Government of India)

Advertisement for the Post of Secretary

The post of Secretary, National Foundation for Communal Harmony (NFCH) is required to be filled up by deputation / contract basis. NFCH is an autonomous organization registered under the Societies Registration Act 1860 under the administrative control of Ministry of Home Affairs, Government of India. The above mentioned post is not a part of Central Staffing scheme. The incumbent will be over-all incharge of the organization. He/ She will supervise day to day functioning of the Foundation, implement the decisions of the Governing and Executive Councils, formulate the annual budget and monitor various programmes / activities of the Foundation. For appointment on deputation, candidate should have at least fifteen years experience in dealing with administration / community development/ social work. For appointment on contract, the person should have a Bachelor's degree preferably in Social Science/Public Administration or any other discipline, with at least 15 years experience in dealing with administration/community development/social work in Central Government/State Government/PSEs/Registered NGOs.

2. The post carries pay in the Pay Level 14 (Rs.144200-Rs.218200/-) in the pay matrix on deputation. A person appointed on contract basis will be paid consolidated salary of Rs. 1,44,200/- p.m. + House Rent Allowance @ 24%. The maximum age limit for appointment by contract shall not exceed 60 years on the last date of receipt of applications and the services of the incumbent on contract shall be initially for a period of two years and can be further extended for another year subject to requirement and satisfactory performance. The incumbent will not be entitled to general pool accommodation of the Directorate of Estates. For the serving officers, the age of the applicant should not exceed 56 years on the last date of receipt of applications. 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/department of the Central Government shall ordinarily not exceed 3 years which may be extended maximum up to 5 years.

3. For details and application format, the website of the Foundation at www.nfch.nic.in may be seen. Last date of receipt of applications is 30 days from the date of publication of this Advertisement.

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F.No.11011/07/2018-NI-III
Government of India / Bharat Sarkar
Ministry of Home Affairs / Grih Mantralaya
(IS-I Division : NI-III Section)

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Room No. 21, 2nd floor,
Major Dhyan Chand National Stadium,
Near India Gate, New Delhi-110001.
Dated: 1st June, 2018.

OFFICE MEMORANDUM

Subject : Filling up of the post of Secretary, National Foundation of Communal Harmony (NFCH) in the Ministry of Home Affairs on deputation / Contract basis.

The post of Secretary, National Foundation for Communal Harmony (NFCH) is required to be filled up by deputation / contract basis. NFCH is an autonomous organization registered under the Societies Registration Act, 1860 under the administrative control of the Ministry of Home Affairs, Government of India. The above mentioned post is in the pay scale of the Joint Secretary to the Government of India and is not a part of the Central Staffing Scheme. Various requirements of the post i.e. qualification/experience etc. are given in **Annexure-I**. These are also available at the website of the Foundation i.e. www.nfch.nic.in.

2. Officers, who volunteer for the post, will not be permitted to withdraw their names later. Only such applications, as are accompanied by the requisite personal data as in **Annexure-II**, will be considered.

3. As the requirement is urgent, it is requested that wide publicity may be given to the vacancy circular amongst eligible officers, and applications in duplicate, in the enclosed proforma (Annexure-II) along with complete up-to-date CR dossiers and vigilance & cadre clearance of the officers may be sent to the Under Secretary (Ay), IS-1 Division, Ministry of Home affairs, Room No. 21, 2nd floor, Major Dhyan Chand National Stadium, Near India Gate, New Delhi-110001 within 30 days from the date of publication of this advertisement in the Employment News. Applications received after the last date or without the CR dossiers, vigilance clearance or otherwise found incomplete will not be considered. While forwarding the applications, it may

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also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officer may also be certified. It may also be confirmed that no major/minor penalties have been imposed on him/her during last 10 years.

Rina Guha
(Rina Guha)

Deputy Secretary(NI)
Tel.: 23075287

Encl.: As above.

To

1. All the Ministries/Departments of the Central Government.

Copy to:

- (i) IT Cell, Ministry of Home Affairs, North Block, New Delhi-with the request that this vacancy circular along with Annexures may be uploaded on the MHA's website.
- (ii) Secretary, NFCH with request to upload this O.M. along with Annexures on the NFCH's website and National Career Service (NCS) Portal www.ncs.gov.in
- (iii) Director, Employment, Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001 w.r.t. D.O. letter No. DGET-5/18/2015-NCSP dated 26.03.2018 of the Secretary, Ministry of Labour & Employment.

