

No. 9/2/2017-NFCH
National Foundation for Communal Harmony
(An autonomous organisation with the Ministry of Home Affairs)

New Delhi, the 13th December 2017

Subject: Vacancy Circular-engagement of Two Consultants in the National Foundation for Communal Harmony (NFCH) - inviting applications-reg.

The National Foundation for Communal Harmony (NFCH) is an autonomous organization with the Ministry of Home Affairs located in 9th Floor C Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003. The Foundation invites applications for engagement of two experienced persons as Consultants on contract basis, one as Consultant (Administration) and the other as Consultant (Finance and Accounts).

2. The incumbents should have adequate knowledge of rules and instructions of the Government of India on the subject related thereof. They should have at least 5 years working experience in the specific field of administration and finance and their age should not exceed 62 years on the closing date of the application. Retired Government servants (retired from the post of Under Secretary / Deputy Secretary/Director or equivalent from Central Government Ministries/Departments) and retired employees of the Autonomous bodies are also eligible with above mentioned eligibility criterion. Persons from open market should be at least Post Graduate with at least 5 years working experience in the respective fields. The Consultant would be paid a consolidated remuneration of Rs.40,000/- per month without any allowance. The Consultant (Administration) should have adequate knowledge of rules and instructions of the Government of India on the subject of Administration and all Establishments related matters, and the Consultant (Finance and Accounts) should have adequate knowledge of rules and instructions of the Government of India on the subject of Accounts, Finance, Computerized Accounting, etc.

3. The appointment of the above two Consultants as per the details given above would initially be made for a period of Six (06) months, and may be further extended, subject to functional requirements and also subject to appraisal of performance of the Consultants.

4. Applicants can apply for one category only i.e. either for Consultant (Administration) or for Consultant (Finance and Accounts) and it must be clearly mentioned in the application form. Application in the prescribed format (copy enclosed) should reach the **Secretary, National Foundation for Communal Harmony, 9th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003, latest by 5th January 2018**. Retired government servant may get their ACRs for the last five years, forwarded to the Foundation along-with their application.



(Sourabh Dubey)
Assistant Secretary, NFCH
Ph: 24646139
Dated 13.12.2017

Encl: As above

Application form for engagement of Consultant in NFCH

BIO-DATA

Paste one
passport size
recent
photograph, duly
self-attested

1. Name of the Post : _____
2. Name of the Applicant (in Block Letters) : _____
3. Father's/Husband's name : _____
4. Date of birth : _____
5. Sex : Male / Female _____
6. Address, Phone Number & e-mail : _____

7. Ministry / Department / Office / Autonomous Org. / Govt. Undertaking / University etc.
where Serving (or from where retired, with date of Superannuation) : _____

8. Educational Qualification: _____ (please attach separate sheet)
9. Professional / Additional Qualifications, if any : _____ (please attach separate sheet)
10. Whether belongs to SC/ST/OBC : _____
11. Experience (Details of last ten years) with full details in the following format :

Office / organization in which employed	Post held	Period of service with dates	Scale of pay / Pay Band with Grade Pay & last basic pay & grade pay.	Nature of duties

12. Nature of present employment, i.e. Ad-hoc/temporary/quasi-permanent/retired/Permanent.:

13. Any other information (please attach separate sheet): _____

Declaration

I certify that the facts given in the above application form are true and best of my knowledge.

(Signature of the Applicant)

Place : _____

Date : _____