

National Foundation for Communal Harmony
(An autonomous organisation with the Ministry of Home Affairs)
9th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003

New Delhi, the 28th November 2018

Subject: Vacancy Circular- Engagement of Consultant (Private Secretary) in the National Foundation for Communal Harmony (NFCH) on Contract Basis- 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. Applications are invited from eligible persons for engagement of Consultant (Private Secretary) in the National Foundation for Communal Harmony at a consolidated remuneration of Rs 60,000/- per month basis of contract.

2. In accordance with the existing Recruitment Rules (RRs) of the post, the appointment shall be made on 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:

Qualification : (i) Graduate

(ii) Sound knowledge of English and Hindi.

(iii) Proficiency in Computer

(iv) Shorthand speed of 120 w.p.m. and typing speed of 40 w.p.m.

Age Limits : (i) Contract - up to 65 years

Period of Engagement: (i) Initially for one year and can be extended further on the basis of need & satisfactory performance.

Remuneration: (i) **Rs 60,000/- per month** (consolidated)

Terms of Appointment:

- (i) **Contract :** The person should have a Graduate Degree in any discipline. The person should have at least 10 year's experience of working in a Government Department/ PSUs/Autonomous bodies etc. dealing with matters of secretarial work etc. The person engaged on contract basis will be eligible for a consolidated remuneration of Rs.60,000/- per month. No other allowances is admissible. The age of the applicant should not be more than 65 years on the closing date of application. Initially the person selected will be engaged initially for a period of one year, which may further be extended as per requirement of the Foundation and satisfactory performance.

3. It is requested that the aforementioned vacancy may kindly be brought to the notice of all concerned. Interested persons may send their applications in the prescribed format (Annexure-I). Retired persons can apply directly. However, they are requested to get their ACRs for the last three years forwarded to the Foundation by the concerned Ministry/Department. Persons working in private organizations may apply through proper channel. The complete applications 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 21st December 2018.** Applications received after 21st December 2018 or found incomplete or otherwise would not be entertained.



(Sourabh Dubey)
Assistant Secretary, NFCH
28.11.2018

Application format for Engagement of one Consultant (Private Secretary) in NFCH

BIO-DATA

Paste one
passport size
recent
photograph, duly
self-attested

1. Name of the Applicant (in Block Letters) : _____
2. Father's/Husband's name : _____
3. Date of birth : _____
4. Sex : Male / Female
5. Address with telephone
Number & e-mail : _____
6. Ministry / Department / Office / Autonomous Org.
/ Govt. Undertaking / University etc. where Serving (or from where retired,
with date of Superannuation) : _____
7. Educational Qualifications: _____
8. Professional / Additional Qualifications, if any : _____
9. Whether belongs to SC/ST/OBC : _____
10. Experience (Details of last ten years) with full details in the following format :

Office / organization in which employed (Deputation / Regular / Ad-hoc etc.)	Post held	Period of service with dates	Scale of pay / Pay Band with Grade Pay & existing/last basic pay & grade pay.	Nature of duties (in detail)

11. Nature of present employment, i.e.
Ad-hoc, temporary, quasi-permanent or
Contractual _____
12. Any other information : _____

I certify that the facts given in the application form are true and correct.

Signature of the Applicant

Place : _____

Date : _____