



F No. 9/3/2019-NFCH
National Foundation for Communal Harmony (NFCH)
(An autonomous organization with Ministry of Home Affairs, Government of India)
9th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003
Ph: 011-24643052, 24646139, 24633968
Email : nfch@mha.gov.in, Website www.nfch.nic.in,

ENGAGEMENT OF INTERNS ON CONTRACT BASIS

National Foundation for Communal Harmony (NFCH) invites applications from eligible candidates for engagement of two (02) Interns as Accounts Assistants purely on temporary basis for a period of Six months initially.

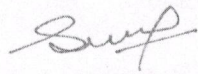
2. The terms and conditions for engagement of 02 Interns are as under:

Name of the Post	Interns (Accounts Assistants)
No. of Posts	02
Period of engagements:	6 months initially purely on temporary basis. Can be extended as per requirement.
Educational Qualifications	Bachelor's Degree in Commerce / Finance or any other relevant discipline from a recognized University.
Experience and other desired qualifications	<ul style="list-style-type: none">• 2-3 years of relevant experience in financial management / Accounting data management.• Excellent oral and written communication skills.• Proficiency in computers especially working in Tally and other accounting software.• TDS, Income Tax, GST, Data Entry, Cash Book management, reconciliation, Fund Management, etc.
Additional desired requirements	<ul style="list-style-type: none">• Proven skills and competency to work with MS-Word, MS-Excel, MS-Power Point.• Should have excellent communication, facilitation and presentation skills.• Command on drafting/writing in English/Hindi.
Duties and Responsibilities	<ul style="list-style-type: none">• Data Entry of donations/records• Clearing of Demand Drafts in Bank and other related work• Printing and timely issuance of donation receipts• Other Accounts work in the Foundation• Other works as assigned from time to time
Remunerations	Consolidated remuneration of Rs 22,000/- per month without any allowances.

3. Eligible candidates may submit their applications as per Annexure-1 of this notification along with scanned copies of testimonials through email at nfch@mha.gov.in, latest by 5 PM on 27th December 2020. The Foundation shall not be responsible for incomplete or late receipt of application.

4. The shortlisted/eligible candidates will be called for Interview at NFCH Headquarter at 9th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003. The intimation regarding date, time and venue for the Interview shall be communicated to the candidates through email well in advance. No TA/DA will be paid to candidates for attending the Interview.

This issues with approval of Secretary, NFCH


(Sourabh Dubey)
Assistant Secretary
18.12.2020

Engagement of Interns in NFCHApplication form

Paste one
passport size
recent
photograph,
duly self-
attested

1. Post Applied for: ___Intern (Accounts Assistants)
2. Name of the Applicant (in Block Letters): _____
3. Father's/Husband's name: _____
4. Date of birth: _____
5. Sex: Male / Female
6. Address : _____

- Mobile : _____
- E-mail : _____

7. Educational Qualification:

Exam.	Year of Passing	Board / University	Subjects	Percentage/Division

8. Professional / Additional Qualifications, if any: _____
9. Whether belongs to SC/ST/OBC: _____

10. Experience with full details in the following format:

Office / organization in which employed	Post held	Period of service with dates	Remuneration /Salary	Nature of duties

11. Name of present employment, (if any) _____

12. Any other information: _____

I certify that the facts given in the application form are true and to the best of my knowledge. If anything found incorrect or suspicious at any stage, my application is liable to be rejected.

(Signature of the Applicant)

Place: _____

Date: _____