



National Foundation
for Communal Harmony

No. 9/3/2019-NFCH

National Foundation for Communal Harmony (NFCH)

(An autonomous organization with the Ministry of Home Affairs, Government of India)

9th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003

Ph: 011-24643052, 24646139,24633968

WALK-IN-INTERVIEW FOR ENGAGEMENT OF INTERNS ON CONTRACT BASIS

National Foundation for Communal Harmony (NFCH) invites candidates for **Walk in interview** for engagement of **04 (Four) INTERNS** on contract basis initially for a period of Six months.

Details for engagement of 04 interns in the Foundation are as under:

Name of the Post	Interns
No. of Posts	04
Period of engagements:	Initially for a period of 6 months. Can be extended further subject to conditions.
Remuneration	Consolidated Rs 20,000-25,000/-
Age	Not more than 27 years as on 01.06.2019.

1. Post: Intern (Project and Communication) - 02 Posts

Duties & responsibilities: The incumbent will assist in the following:

- Co-ordination of inter-institutional programme;
- Liaison with media and organizations relating to activities.
- Coordinate logistical issues related to events.
- Information and liaison with other agencies
- Preparation progress/annual reports for activities as required by the organization;
- Drafting of institutional proposal and activities;
- Routine office matter, dealing with files and communication within and outside the establishment.
- Maintenance of office stock, procurement and management of office articles, maintenance of register, etc.
- Other assigned tasks and maintenance of data/statistics/documentation;

Educational Qualifications:

- Bachelor in Social Sciences/ English Literature/ Anthropology/ Development Studies/ Mass Communication or any other relevant discipline on regular basis from recognized University.

Desirable Experience

- 0-1 year in project handling, event management in any NGOs/organization etc.
- The applicants should have experience in Monitoring and Documentation/ Mass communication etc.
- Exceptional oral and written communication skills.

- Proficient computer skills and ability to operate general office equipment.

2. Post: Intern (Accounts) - One post

Duties & responsibilities:

- Data Entry of donations/records
- Co-ordination with bank and other institutions
- Maintenance of donations records
- Management of Accounts-income & expenditure
- All other works as assigned from time to time

Educational Qualifications:

- Bachelor's Degree in commerce or finance
- Knowledge of MS-Office, Tally & other finance related software's

Desirable experience:

- 0-1 year of relevant experience in accounts work.
- Good communication skills, sound knowledge of English& Hindi.
- Proficient computer skills and ability to operate accounts related books/ software

3. Post: Intern (CSR&IT) – One post

Duties & responsibilities:

- Liaison with public, institution, PSUs, etc. for mobilization of fund
- Monitoring of CSR activities under Project Assist
- Maintenance of social media pages and maintenance of Website
- All other works of the Foundation as assigned from time to time

Qualifications:

- Bachelor degree in Social Science/ IT
- Knowledge of Ms-Office, Tally & other finance related software
- Sound knowledge of English & Hindi.

Desirable experience:

- 0-1 year of relevant experience preferably in IT sector or with NGOs.
- Good oral and written communication skills.
- Proficient computer skills and ability to operate social media handlers,

Additional desirable requirements:

Proven skills and competencies to work with MS-Word, MS-Excel, MS-Power Point. Good communication and networking skill both in Hindi & English. Good presentation skills. Good command on drafting /writing in English language.

Date of Interview: Eligible candidates may attend **Walk-in-interview** on **Wednesday, 10th July 2019 at 10:00AM** at NFCH headquarters on above address along with properly filled Application Form as placed at Annexure-I and all original certificates/testimonials, one set of self-attested copies of certificates of educational qualifications and professional experience.

No TA/DA will be paid to candidates to attend the interview. Only desired qualification/experience holders may attend the interview.

This issues with the approval of Secretary, NFCH



(Sourabh Dubey)
Assistant Secretary, NFCH
28.06.2019
Ph: 011-24646139

Engagement of Interns in NFCH
Application form

Paste one
passport size
recent
photograph,
duly self-
attested

1. Post Applied for: _____
2. Name of the Applicant (in Block Letters): _____
3. Father's/Husband's name: _____
4. Date of birth: _____
5. Sex: Male / Female
6. Address with Mobile Number & 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 best of my knowledge. If anything found incorrect or suspicious, my candidate may be rejected.

Signature of the Applicant

Place: _____

Date: _____