

# NATIONAL FOUNDATION FOR COMMUNAL HARMONY

(An autonomous organization with the Ministry of Home Affairs)

## **Recruitment of one post of Joint Secretary cum Finance Officer in NFCH**

The National Foundation for Communal Harmony (NFCH) invites applications from eligible candidates for filling up one post (01) of Joint Secretary cum Finance Officer in Level 12 (Rs78,800-2,09,200) as per 7<sup>th</sup> CPC. In accordance with the Recruitment Rules of the post, it is required to be filled up on deputation /contract basis. Details of the eligibility condition, job requirements, duties and responsibilities of the post etc are detailed below:

1. **Name of the Post** : Joint Secretary cum Finance Officer
2. **Pay Scale** : The post carries pay in the Pay Level 12 on Deputation. A person appointed on contract basis will be paid consolidated salary of Rs 78,800 p.m. plus House Rent Allowance @ 24% (if eligible).
3. **Duties and responsibilities** - The Joint Secretary cum Finance Officer will assist Secretary, NFCH in smooth functioning of the Foundation. He will manage the financial matter of the Foundation with the assistance of Accounts Officer/any other officer assigned the work relating to finance.
4. **Eligibility** – The following is the basic eligibility condition for being considered to the post of Joint Secretary cum Finance Officer:

(A) **Deputation:** Officers from All India Services/Central Group 'A' Service/Central Autonomous Bodies with further following conditions:

- (a) Holding analogous post in the cadre on regular basis; or
- (b) With five years regular service in Level 11(Rs 67700-208700) of the seventh Pay Commission pay matrix (pre revised scale of PB-3: Rs 15600-39100 with the Grade Pay of Rs 7600) in the cadre

**Age limit:** The maximum age limit for appointment by deputation shall be 'not exceeding 56 years' on the last date of receipt of applications.

**Experience:** At least 5 years experience of handling administrative and finance related work.

**Period of Deputation:** 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.

(B) **Contract:**

**Age limit:** The maximum age limit for appointment by contract shall be 'not exceeding 60 years' on the last date of receipt of applications.

**Qualification and Experience:**

Person with Graduate degree in any discipline with at least 5 years experience of handling administrative and finance related work. He should have at least 15 years experience of working in Central Government/State Government/PSEs/registered NGOs at senior level out of which preferably at least 2 years experience in handling intercommunity conflicts relating to communal /caste, ethnic and terrorist violence at field/policy making level with ability to liaise with Central/State Government Deptt. District level functionaries, etc.

**Note:** 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.

5. Interested persons, fulfilling the eligibility conditions, may submit their applications in the prescribed format along with recent passport size photograph, to be pasted in the space given on the application form. Application of candidates who are in service may be forwarded by the present employer along with attested copies of ACRs/ APARs for the last five years, Integrity certificate and Vigilance clearance.

6. Completed applications should reach to the following address within 40 days from the date of advertisement. Applications received after the closing date shall not be entertained:

**Secretary**  
**National Foundation for Communal Harmony,**  
**9<sup>th</sup> Floor, C Wing, Lok Nayak Bhavan,**  
**Khan Market, New Delhi-110003.**



(Sourabh Dubey)  
Assistant Secretary, NFCH  
01.06.2019  
Ph: 011-24646139

**Application form**

**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 with telephone  
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: \_\_\_\_\_
9. Professional / Additional Qualifications, if any : \_\_\_\_\_
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 or  
Permanent. \_\_\_\_\_
  
13. Any other information : \_\_\_\_\_

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

**Signature of the Applicant**

Place : \_\_\_\_\_  
Date : \_\_\_\_\_