

**NATIONAL FOUNDATION FOR COMMUNAL HARMONY**  
(An autonomous organisation with the Ministry of Home Affairs)

**Recruitment for the post of Assistant Secretary and Accounts Officer in National Foundation for Communal Harmony (NFCH).**

The National Foundation for Communal Harmony invites applications from eligible candidates for filling up of 02 posts of Assistant Secretary and 01 post of Accounts Officer in NFCH. The above posts are required to be filled up on deputation/contract basis. Details of eligibility criteria, job requirements, experience, etc. are detailed below:-

**Assistant Secretary** : 02 posts  
**Scale of Pay:** : Level-8 of pay matrix (7<sup>th</sup> CPC)  
(Rs.47,600-1,51,100).

**Eligibility:**

**(A) Deputation:** Officers from Central Services/Central Autonomous bodies with further following conditions:

- (a) Holding analogous post in the cadre on regular basis; or
- (b) With two years regular service in Level-7 (₹44,900-1,42,400) of the seventh Pay Commission pay matrix (pre revised PB-2: ₹9,300-34,800 with the Grade Pay of ₹4600) 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 10 years experience in dealing with administration/finance/ project implementation/project monitoring/non government organization/ community development/ social 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 10 years experience in dealing with administration/finance/project implementation/project monitoring/non government organization/ community development/ social work in Central Government/State Government/PSEs/Registered NGOs of which at least five years experience should be at the level of Section Officer in central Government or equivalent.

The person appointed on contract basis will be paid consolidated salary of Rs.47,600/- per month plus House Rent Allowance @ 24%.

**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.

**Accounts Officer** : 01 post  
**Scale of Pay:** : Level-7 of pay matrix (7<sup>th</sup> CPC)  
(Rs.44,900-1,42,400).

**Eligibility:**

**(A) Deputation:**

- (a) Officers under Central Government:-
- (i) Holding analogous post on regular basis in the parent cadre/ department; or
  - (ii) With five years in the grade rendered after appointment thereto on regular basis in Level-6 (₹35,400-1,12,400) of seventh Pay Commission Pay Matrix (Pre-revised Pay Band-2: ₹9,300-34,800 with the Grade Pay of ₹4200) or equivalent in the parent cadre /department; and
- (b) Possessing any one of the following qualifications:-
- (i) A pass in the SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government;
  - (ii) Successful completion of training in the Cash and Accounts Work in the ISTM or equivalent training course and a minimum of 3 years experience in Cash, Accounts and Budget 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.

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

**Note:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an Officer prior to 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

**(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:**

- i) Degree of recognized University/ Institute
- ii) 5 years experience in Cash, Account and Budget Work in a Government Office/ PSU/Autonomous body/ Statutory Body in Level- 6 (Rs.35,400-1,12,400) of seventh Pay Commission Pay Matrix (Pre-revised Pay Band-2: Rs. 9,300-34,800 with grade pay of Rs. 4,200) or equivalent.

The person appointed on contract basis will be paid consolidated salary of Rs.44,900/- per month plus House Rent Allowance @ 24%.

**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.

Interested persons, fulfilling the eligibility conditions, may submit their applications in the prescribed format alongwith 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 alongwith attested copies of ACRs/APARs for the last five years, Integrity certificate and Vigilance clearance.

Completed applications in all respect 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**

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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 Qualifications: \_\_\_\_\_
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 (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)

12. Nature of present employment, i.e.  
Ad-hoc, temporary, quasi-permanent or  
Permanent \_\_\_\_\_
13. Please state whether applying on  
(i) Deputation, (ii) Contract basis: \_\_\_\_\_
14. Any other information: \_\_\_\_\_

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

Signature of the Applicant

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