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F.No.NFRA-5/4/2018-NFRA-MCA
Government of India
Ministry of Corporate Affairs

'A' Wing, 5th Floor, Shastri Bhavan
New Delhi
Dated the 26th July, 2019

VACANCY CIRCULAR

Sub: Filling up of 1 (one) post of Secretary, National Financial Reporting Authority (NFRA).

Applications are invited to fill up, on deputation basis, the following post in the **National Financial Reporting Authority (NFRA)** constituted under Section 132 of the Companies Act, 2013.

S. No.	Name of post	No. of posts	Pay Band & Grade Pay
1	Secretary, National Financial Reporting Authority	1	Level-14 in Pay Matrix of 7 th CPC

2. The selected candidates will be required to serve in the NFRA, located in Delhi.
3. The details of the post, along with eligibility criteria, educational qualification/ experience etc. required for the post is given in the enclosed **Annexure -I**.
4. The Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government, shall ordinarily not exceed three years. It may be extendable for another two years and the maximum period of deputation shall not exceed five years and will be governed by the terms and conditions prescribed by the Department of Personnel and Training, Government of India in this regard, as amended from time to time.
5. Maximum age limit for appointment on deputation is 56 years.
6. It is requested that applications of eligible and willing officers, whose services can be spared immediately on selection, may kindly be forwarded through proper channel in the prescribed proforma at **Annexure-II** duly accompanied by the following documents to **Shri Nilratan Das, Deputy Secretary, Ministry of Corporate Affairs, Room No.532, 5th Floor 'A' Wing, Shastri Bhavan, New Delhi-110001** within **45 days** from the date of publication in the Employment News.

(i) Verification of the particulars of the applicant officer from his service records, including vigilance clearance certificates, in the prescribed proforma, appearing at the end of **Annexure-II**;

(ii) Attested copies of up-to-date Annual Performance Appraisal Reports for the last five years;

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Shri (A)

S/A JSCA (A) M V/L

Du/IN

Shri Vairkar
26/7/19

सचिव परमाणु उर्जा विभाग
Secretary D.A.E.

05 AUG 2019

संख्या No.....

JB(A&A) 21857
6/8/2019

- (iii) Integrity Certificate duly signed by an officer not below the rank of Deputy Secretary;
- (iv) Certificate to the effect that no major/minor penalties have been imposed on the official during the last ten years, duly signed by an officer not below the rank of Deputy Secretary.

7. Applications received after the last date or incomplete in any respect or those not countersigned or not accompanied by the documents/information as mentioned in para 6 above, will not be considered. This vacancy circular is also available at the website of this Ministry, i.e. www.mca.gov.in as well as on the website of the Department of Personnel & Training (DoPT) i.e. <http://persmin.nic.in>

Rakesh Kumar

(Rakesh Kumar)

Under Secretary to the Govt. of India
Tel. No.23387939

To,

1. Secretaries to the Government of India, All Ministries/Departments of the Government of India.
2. All Chief Secretaries to the State Governments/Union Territories.
3. All Officers of Ministry of Corporate Affairs at Shastri Bhavan, New Delhi.
4. E-governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular on the website of the Ministry.
5. Technical Director, NIC, DoPT with the request to upload the vacancy circular on DoPT's website.

DETAILS OF POST OF SECRETARY NFRA TO BE FILLED ON DEPUTATION BASIS

1.	Name of Post	Secretary, NFRA
2.	No. of post	1
3.	Level	Level-14 in the Pay Matrix of 7 th CPC (Rs.144200-218200)
4.	Eligibility	<p>Group A Officers from All India or Central Civil Services:</p> <p>(i) in the grade rendered after appointment thereto on regular basis in Level 14 (Rs. 144200-218200) in the pay matrix; or</p> <p>(ii) with two years of regular service in the grade rendered after appointment thereto on a regular basis in Level 13A (Rs. 131100-216600) in the pay matrix; or</p> <p>(iii) with three years of regular service in the grade rendered after appointment thereto on a regular basis in Level-13 (Rs. 123100-215900) in the pay matrix.</p> <p style="text-align: center;">AND</p> <p>Possessing a minimum of twenty years' experience in dealing with issues relating to finance, economics, investigation, accountancy, audit, administration.</p> <p>Note: Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government, shall ordinarily not exceed three years. It may be extendable for another two years and the maximum period of deputation shall not exceed five year.</p> <p>The maximum age-limit for appointment by deputation or contract shall be not exceeding fifty six years as on the closing date of receipt of applications).</p>

ANNEXURE-II

FORMAT OF APPLICATION

Attested copy of
passport size
photograph to be
pasted

1.	Name in Full (IN BLOCK LETTERS)					
2.	Post Applied For				Secretary , NFRA	
3.	Date of Birth					
4.	Present Employer (mention the name of Central Government or State Government or Union Territories or Statutory Organization)					
5.	Present Office with Address					
6.	Present Post held					
7.	Present Pay (Level as per 7 th CPC, Pay Band and Grade Pay as per 6 th CPC)*					
8.	Nature of present employment i.e. Permanent / Ad-hoc/Temporary)					
9.	In case the present employment is held on deputation, please state: The date of appointment. Name of the parent office/organization.					
10.	Date of superannuation					
11.	Service to which you belong					
12.	Office Address i) Telephone No. ii) Fax No.					
13.	Correspondence Address i) Telephone No. – (Res, Mobile) ii) Fax No. iii) Email Id (Mandatory)					
14.	Permanent Address					
15.	Educational Qualifications (Matric onwards):					
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Grade/Percentage of Marks (Mention Distinction, if any)

16.	Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by your signature in the format given below):					
	Name of Office/Instt./ Organisation	Post Held (Designation)	Period of service		Nature of Appointment (Reg./Ad-hoc/ Deputation)	Scale of Pay/ Pay Band and Grade Pay
			From	To		Nature of Duties
17.	Details of experience in chronological order, if any, in the fields of finance, economics, investigation, accountancy, audit, establishment, personnel and administration.					
18.	Details of training undergone:					
19.	Details of proficiency in computer:					
20.	Any other information, applicant wants to furnish:					
21.	Please state briefly how you find yourself best suitable for the post applied for:					

*If the pay is not as per structure of 6th or 7th CPC please also indicate the actual pay and its equivalent pay in 6th or 7th CPC pay structure.

It is certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place :-

Date :-

Name: _____ (Signature)

(Certificate to be furnished by the Employer/Head of office/Forwarding authority)

Certified that the particulars furnished by ----- are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified:-

- (i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Sh. /Smt. -----.
- (ii) That his/her integrity is certified.
- (iii) That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) That no major/minor penalty has been imposed on him/her during the last ten years. --or -- list of major/minor penalties imposed on him/her last ten years is enclosed.
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement

Signature-----

Name and Designation-----

Tel. No.-----

Office Seal

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.