

भारत सरकार / Government of India
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण / National Financial Reporting Authority

7th Floor, Hindustan Times House,
Kasturba Gandhi Marg, New Delhi

NF-12035/3/2021

Dated 09 . 01. 2023

To,

1. All Ministries / Departments of Government of India,
2. All State Governments / Union Territory Governments
3. Public Sector Undertakings / Autonomous and Statutory Bodies

Sub: Filling up of posts of Personal or General Assistant (Grade I, II & III) in NFRA at New Delhi on Deputation / Short term Contract basis

Madam/ Sir,

National Financial Reporting Authority (NFRA), New Delhi, is a statutory body set up under Section 132 of Companies Act, 2013. NFRA has been established to protect the public interest and the interests of investors, creditors and others associated with the companies or bodies corporate by establishing high quality standards of accounting and auditing and exercising effective oversight of accounting functions performed by the companies and bodies corporate and auditing functions performed by auditors.

2. The Authority proposes to fill up the posts as per details stated in the **Annexure - I** in its headquarters at New Delhi from among the following, initially for a period of three years in accordance with the Recruitment Rules notified vide Extraordinary Gazette No. 369 dated 16.5.19 of Ministry of Corporate Affairs (Copy of the same are available on NFRA website at **Notifications > Direct Recruitment**):

(i) On Deputation from officers of Central Government or State Governments or Union territory Governments

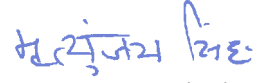
Or

(ii) On Short Term Contract basis from officers of Public Sector Undertakings / Autonomous and Statutory Bodies.

3. It is requested to forward applications in the prescribed proforma (**Annexure –II**) along with attested copies of ACRs/APARs for the last five years, Vigilance clearance and Cadre clearance of eligible candidates whose services could be placed at the disposal of the Authority immediately in the event of their selection. It is also informed that the applications submitted for the posts of Personal or General Assistant (Grade I, II & III) against the **NFRA Vacancy Circular No. NF-12035/3/2021 dated 02.12.2021 will not be considered** and hence candidates who have applied against the said Circular shall submit fresh applications against this Circular.

4. The application should be sent through proper channel in an envelope superscribing **“Application for the post of PA/GA (specify the relevant Grade) in NFRA”** and should be addressed to **“The Secretary, National Financial Reporting Authority (NFRA), 7th Floor Hindustan Times House, K.G. Marg, New Delhi – 110001” so as to reach this office on or before 2 months from the date of publication of advertisement on this Vacancy Notice in Employment News. Advance copy along**

with stipulated documents may be sent on email id manager-admn@nfra.gov.in. (Note- In case of any change in this notice the same will be displayed on NFRA website as such the interested officers are requested to see the NFRA website nfra.gov.in regularly)



(Mritunjay Singh)
Deputy General Manager

Encl. As above.

Copy to:

1. Joint Secretary, Ministry of Corporate Affairs: for kind information.
2. Director (Admin), DoPT with request to kindly arrange to put up this Vacancy Circular on the *Vacancy Notifications of Min./Dept./Org. in GOI* section of DOPT website.
3. Under Secretary (CS-II (P)), DoPT with request to kindly arrange to put up this Vacancy Circular on the *What's New* section of DoPT website for wide publicity.
4. US (Competition), Ministry of Corporate Affairs with request to arrange to put up this Vacancy Circular on the website of Ministry of Corporate Affairs.
5. AM (IT), NFRA with request to put up this Vacancy Circular on website of NFRA and social media handles of NFRA.

ANNEXURE – I

Details of Posts to be filled up in NFRA

S.N.	Name of Posts	No. of likely* vacancies	Basic Pay	Eligibility Criteria	Educational Qualification
1.	Personal or General Assistant (Grade III)	4	Rs. 20650-1150(3)-24100-1225(1)-25325-1325(3)-29300-1475(6)-38150-1525(2)-41200-1740(2)-44680-1875(1).	<p>For Deputation (including short-term contract):</p> <p>An officer of Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous and statutory bodies:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with a minimum of six years of regular service, in the grade rendered after appointment thereto on regular basis in Level 6 (Rs. 35400-112400) in the pay matrix or equivalent.</p> <p>Age Limit for Deputation / Short term Contract</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>	<p>Essential:</p> <p>Graduate degree from a recognized university or equivalent.</p> <p>Desirable:</p> <p>(i) working experience in dealing with Regulatory Authority or Statutory Bodies or Other Government Institutions;</p> <p>(ii) working knowledge of computer;</p> <p>(iii) skill in stenography and typing.</p>
2.	Personal or General Assistant (Grade II)	3	Rs.13150-750(3)- 15400-900(4)- 19000-1200(6)-26200-1300(2)-	<p>For Deputation (including short-term contract):</p> <p>An officer of Central Government or State</p>	<p>Essential:</p> <p>Graduate degree from a recognized university or equivalent.</p>

			28800-1480(3)-33240-1750(1)-34990.	<p>Governments or Union territories or Public Sector Undertakings or autonomous and statutory bodies:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with a minimum of four years of regular service, in the grade rendered after appointment thereto on regular basis in Level 5 (Rs.29200- 92300) in the pay matrix or equivalent.</p> <p>Age Limit for Deputation / Short term Contract</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>	<p>Desirable:</p> <p>(i) working experience in dealing with Regulatory Authority or Statutory Bodies or Other Government Institutions;</p> <p>(ii) working knowledge of computer;</p> <p>(iii) skill in stenography and typing.</p>
3.	<p>Personal or General Assistant.</p> <p>(Grade I)</p>	3	Rs.10940-380(4)- 12460-440(3)- 13780-520(3)- 15340-690(2)- 16720-860(4)- 20160-1180(3)-23700.	<p>For Deputation (including short-term contract):</p> <p>An officer of Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous and statutory bodies:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p>	<p>Essential:</p> <p>Graduate degree from a recognized university or equivalent.</p> <p>Desirable:</p> <p>(i) working experience in dealing with Regulatory Authority or Statutory Bodies or Other Government Institutions;</p> <p>(ii) working knowledge of computer;</p>

				<p>(ii) with a minimum of two years of regular service, in the grade rendered after appointment thereto on regular basis in Level 3 (Rs. 21700-69100) in the pay matrix or equivalent.</p> <p>Age Limit for Deputation / Short term Contract</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>	<p>(iii) skill in stenography and typing.</p>
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*No. of vacancies may vary if an officer does not join/ relieves from this office, etc.

Notes:

1. Deputationists shall not be eligible for consideration for appointment by promotion.
2. 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 or department of the Central Government shall ordinarily not exceed three years. It may be extended for another two years such that the maximum period of deputation shall not exceed five years.
3. An employee appointed on deputation to any of the above posts may elect to draw either the pay in the scale of pay of the post as shown above, or his pay in the parent cadre with deputation allowance.
4. The terms and conditions of Deputation / Short term contract will be in accordance with MCA letter No. NFRA-05 / 19 / 2020 – Comp-MCA dated 29.10.2020 (Available on NFRA website at **Notifications > Direct Recruitment**).
5. Dearness Allowance: Dearness Allowance (DA) rates in respect of NFRA pay Scales w.e.f. November 2022 is 103.4 %. Presently the revision of DA is quarterly, as under –

February, March, April
 May, June, July
 August, September, October
 November, December, January.
6. For any further details, please see NFRA website: <https://nfra.gov.in>

ANNEXURE – II**Application form for vacancy in NFRA**

Passport size
recent Coloured
Photograph of
applicant

Post applied for: PA/GA Grade I/ Grade II/ Grade III (please tick)**Application is for Deputation / Short term Contract (please tick)**

Sl. No.	Particulars	Details to be filled by the Applicant
1.	Name of Applicant	
2.	Present Designation	
3.	Name of Organization employed with	
4.	Type of organization employed with from among: Central Government / State Government / Union Territory Government / Public Sector Undertakings / Autonomous and Statutory Bodies	
5.	Service to which the officer belongs to :	
6.	Contact Details Office Address Email Mobile No. Land Line No.	
7.	Name, Designation, email ID, Phone No of Cadre Controlling Authority.	
8.	Name, Designation, email ID, Phone No of Relieving Authority in case selected.	

9.	Whether currently on deputation? If yes, Date from which on deputation: Name of organization on deputation to: Designation on which on deputation to :	
10.	Date of Birth (attach proof of DOB)	
11.	Age Limit permissible for the post as on the closing date of receipt of application for the post applied for	Age of the applicant on the closing date of receipt of application
12.	Date of Retirement under applicable service rules where employed.	
13.	Educational Qualification	
	Essential Educational Qualification Required for the post	Educational Qualification* possessed by the applicant (attach self-attested supporting document)
	Graduate degree from a recognized university or equivalent.	
	Desirable Qualification stated for the post	Qualification possessed by the applicant (attach self-attested supporting document)
	(i) working experience in dealing with Regulatory Authority or Statutory Bodies or Other Government Institutions;	
	(ii) working knowledge of computer;	
	(iii) skill in stenography and typing.	
14.	In case application is for Deputation/ Short-term contract: Give details of Experience in reverse chronological order (may attach additional sheet)	
	Grade/ Minimum length of service requirement for the post applied for	Actual service details of applicant may be furnished against the post applied for
	Personal / General Assistant (Grade III)	

	<p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with a minimum of six years of regular service, in the grade rendered after appointment thereto on regular basis in Level 6 (Rs. 35400-112400) in the pay matrix or equivalent.</p> <p>Personal / General Assistant (Grade II)</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with a minimum of four years of regular service, in the grade rendered after appointment thereto on regular basis in Level 5 (Rs.29200- 92300) in the pay matrix or equivalent.</p> <p>Personal / General Assistant (Grade I)</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with a minimum of two years of regular service, in the grade rendered after appointment thereto on regular basis in Level 3 (Rs. 21700-69100) in the pay matrix or equivalent.</p>	
	Pay Scale / Pay Level drawn on regular basis (i.e. substantive) basis	
	Date from which service rendered in the said level on regular (i.e. substantive) basis	
15.	Any other information applicant would like to submit in support of your suitability for the post applied for	
16.	Attested copy of last 5 Years APAR attached **	
17.	Copy of Vigilance Clearance attached **	
18.	Statement of Purpose in 100 words	

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Note- Please page number the entire set of application and attach an index of the documents attached.

***Kindly attach copy of Educational Qualification and Experience in support of your application as required for the post being applied for.**

**** To be filled by Competent Authority forwarding the application**

It is certified that the details given above are true.

Signature of the applicant

Date

It is certified that the details given above are verified with service records of the applicant and found to be correct.

**Signature and Seal of the Competent Authority
of the organization forwarding the application**

Date

**Address, Tel. No., and Email id of the
Competent Authority forwarding the Application**