

भारत सरकार / Government of India  
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण / National Financial Reporting Authority  
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7<sup>th</sup> Floor, Hindustan Times House,  
Kasturba Gandhi Marg, New Delhi

No. NF-12011/8/2019

Dated: 12.05.2020

**Circular**

**Subject: Circular seeking applications from Chartered Accountants for engagement as Professionals in NFRA on Contractual basis.**

Kindly refer to the letter No. NF-12011/8/2019 dated: 01.04.2020 on NFRA website.

2. The email id to which the applications are required to be sent may be read as manager-admn@nfra.gov.in in place of manager-admin@nfra.gov.in.
3. The error is extremely regretted.

*Vivek Narayan*  
(Vivek Narayan)  
Secretary NFRA

VIVEK NARAYAN  
Secretary  
National Finance Reporting Authority

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\*\*\*\*\*

7<sup>th</sup> Floor, Hindustan Times House,  
Kasturba Gandhi Marg, New Delhi

No. NF-12011/8/2019

dated 01.04.2020

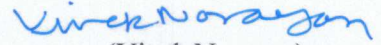
**Circular**

**Subject: Amendment in Circular seeking applications from Chartered Accountants for engagement as Professionals in NFRA on contractual basis.**

Kindly refer to the Vacancy Notice No. NF-12011/8/2019 dated 17.03.2020 seeking applications from Chartered Accountants for engagement as Professionals in NFRA on contractual basis. (Copy attached).

2. Interested applicants may please send their application either by post as stated in the said circular dated 17.3.2020 or by email on email id [manager-admin@nfra.gov.in](mailto:manager-admin@nfra.gov.in). The application should have the following:

- (i) Application format duly filled in
- (ii) Copy of supporting documents as required vide the said Circular
- (iii) Each page of application including supporting documents duly signed and numbered
- (iv) Index
- (v) In case the application is being sent via email, the entire application as in paras 2(i) to 2(iv) above should be scanned and saved as pdf and sent to email id as stated in para 2 above. The subject of the email should be "Application for the post of Professional in NFRA from ..... (name of the applicant)"

  
(Vivek Narayan)  
Secretary

विवेक नारायण/VIVEK NARAYAN  
सचिव/Secretary  
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण  
National Financial Reporting Authority



F. No: A-12011/8/2019  
National Financial Reporting Authority  
Government of India

7<sup>th</sup> Floor, Hindustan Times House,  
Kasturba Gandhi Marg, New Delhi  
New Delhi- 110001

Date: 17.3.2020

**CIRCULAR**

National Financial Reporting Authority (NFRA) intends to engage Chartered Accountants on contractual basis.

2. The applicant should possess the following:

- i. He/she should not be above the age of 35 years as on the last date of receipt of application;
- ii. He/she should be a qualified Chartered Accountant and should have passed the Final exam in maximum 5 attempts;
- iii. He/she should have membership of ICAI;
- iv. He/she should have minimum two years of experience post membership of ICAI as on the last date of receipt of application;
- v. Experience in conducting/ participating in audits of large or listed companies is desirable;
- vi. He/she should have good communication skills, both written and oral.

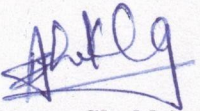
3. The terms and conditions of the appointment will be as follows:

- i. Selected candidates shall not practice as Chartered Accountants during the period of their engagement in NFRA and will have to surrender their Certificate of Practice (COP), if any, / get the COP suspended till the time they work in NFRA.
- ii. He/ she would be engaged for a period of initial three months. Further extension may be considered on the basis of output of selected candidate and requirement of NFRA.
- iii. The selected candidates would be assigned tasks, at discretion of the NFRA, in areas such as preparation of inspection and training manuals, conduct of audit quality reviews, review of company financial statements, etc.
- iv. NFRA would pay consolidated remuneration of Rs 40,000/- per months + Rs 1,000/- as conveyance charges.
- v. All the selected candidates will have to provide declaration of confidentiality and secrecy certified as prescribed by NFRA.
- vi. No TA/ DA will be given to the candidates for attending the interviews, if held.
- vii. The service of the selected candidate may be terminated by NFRA by giving a 30 days' notice in case of the following eventualities-
  - a. The selected candidate is unable to address the assigned works.
  - b. Quality of work performed is not to satisfaction of NFRA.
  - c. The selected candidate fails in timely achievements of the worked plan.
  - d. The selected candidate is found lacking in honesty and integrity.
- viii. The selected candidate may also terminate the engagement by serving a notice period of 30 days or one month remuneration in lieu thereof.



4. Interested persons may apply in the format enclosed as **Annexure** at the earliest. As of now there is no last date of application. Based on requirement of NFRA, eligible applicants may be called for interview from time to time. Application should be sent to:

Manager,  
National Financial Reporting Authority,  
8th Floor, HT House, 18-20, KG Marg,  
New Delhi – 110001

  
(Anupam Shukla)  
Manager

**Copy to:**

1. US Competition MCA for kind information please.



Annexure

## Format of Application

## NATIONAL FINANCIAL REPORTING AUTHORITY

Application Form for Chartered Accountants for engagement as professional on contract basis

1. Name :
2. Date of Birth :
3. Contact Details: (a) Postal Address :
- (b) E-mail ID :
- (c) Telephone No. :

## 4. Educational Qualification (from Senior Secondary onwards):

Year of Passing	Certificate/Degree	School/attended	Institute	University	% obtained	Marks	No. of attempts

## 5. Work Experience:

Organization	From	To	Duration	Designation	Description of duties
		Total Duration of experience post membership of ICAI			

6. Details of Two References (Name and contract details to be given) :

7. Language Skills :

**Note:** Kindly attach Self attested copies of the following:

- (a) Proof of identity issued by ICAI / Govt. like PAN Aadhar, driving licence, Voter ID, etc.
- (b) Proof of Date of Birth;
- (c) All Mark sheets of Final Exam of ICAI including failed attempts, if any;
- (d) Certificate of Membership of ICAI;
- (e) Certificates of any other Educational Qualification;
- (f) Experience Certificate from employer for the period as claimed above (on letter head of employer



with contact details) / Appointment letter with salary certificates for the entire period of experience / undertaking of self-employment should be attached to the application,

(g) Certificate of Practice, in case practicing as CA.

8. It is submitted that the above is true.

Date

SIGNATURE OF APPLICANT