

राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण
National Financial Reporting Authority

7th Floor, Hindustan Times House,
Kasturba Gandhi Marg, New Delhi
Dated 22.01.2024

NF-12035/3/2021

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,

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. (<https://nfra.gov.in/deputation/>)

- (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.

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. Director (Admin), DoPT with request to kindly arrange to put up this Vacancy Circular on the *Vacancy Notifications of Min./Deptt./Org. in GOI* section of DOPT website.
2. AM (IT), NFRA with request to arrange for uploading this Vacancy Circular on website of NFRA, social media handles of NFRA and website of Ministry of Corporate Affairs.

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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>

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			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 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>

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				<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. NFRA reserves the right to fill all the posts and also the right not to fill up the posts at all. Further, the Authority reserves the right to decrease or increase the number of posts to be filled.
2. Mode of selection may include written test-cum-interview. NFRA reserves the right to modify the selection procedure if deemed fit.
3. NFRA reserves the right to cancel the Advertisement fully or partly on any ground.
4. The period of deputation/ short-term contract including the period of deputation/ short-term contract 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/ short-term contract shall not exceed five years.
5. The present pay for Personal or General Assistant (Grade I, II & III) are as mentioned in the table above. Other benefits including House Allowance, Family Allowance, Conveyance Allowance, Medical, Newspaper, Briefcase and Children Education Allowance will be admissible. An employee appointed on deputation may elect to draw either the pay in the scale of pay of the post, or his/her pay in the parent cadre with deputation allowance.
6. The decision of NFRA in all matters would be final and binding, and no correspondence in this regard would be entertained.
7. For any further details, please see the NFRA website: <https://nfra.gov.in>

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ANNEXURE – II

Application form for vacancy in NFRAPassport 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.	

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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)	


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	<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**

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