

NF-12012(26)/1/2025-ESTT-NFRA
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण
National Financial Reporting Authority

7th Floor, Hindustan Times House,
Kasturba Gandhi Marg, New Delhi
Dated: 19th February 2025

To,

1. All Ministries / Departments of the Government of India,
2. All State Governments / Union Territory Governments

Sub: Filling up of posts of Senior Private Secretary and Private Secretary in NFRA at New Delhi on Deputation

Madam/ Sir,

NFRA, New Delhi, is a statutory body set up under Section 132 of the 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 **Annexure - I** in its headquarters at New Delhi from officers of Central Government or State governments or Union Territory governments initially for three years. (<https://nfra.gov.in/deputation/>)

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 the proper channel in an envelope superscribing "**Application for the post of 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" **to reach this office on or before 2 months from the date of publication of the advertisement on this Vacancy Notice in Employment News. Advance copy along with stipulated documents may be sent to email id dgm@nfra.gov.in.** (Note- In case of any change in this notice the same will be displayed on the NFRA website as such interested officers are requested to see the NFRA website nfra.gov.in regularly)



(Simardeep Singh Ahuja)
Deputy General Manager

Encl. As above.

Copy to:

1. Director (Admin), DoPT with a request to kindly arrange to put up this Vacancy Circular on the **Vacancy Notifications of Min./Deptt./Org. in the GOI** section of the DOPT website.
2. Under Secretary (CS-I (P)), DoPT with a request to kindly arrange to put up this Vacancy Circular on the **What's New** section of the DoPT website for wide publicity.
3. AM (IT), NFRA with a request to arrange for uploading this Vacancy Circular on the website of NFRA, social media handles of NFRA and the website of the Ministry of Corporate Affairs.

ANNEXURE – I**Details of Posts to be filled up in NFRA**

S.N.	Name of Posts	No. of vacancies	Basic Pay	Eligibility Criteria	Educational Qualification
1.	Sr. PS.	03	Level 8 (Rs. 47600-105900).	<p>For Deputation (including short-term contract):</p> <p>An officer of Central Government or State Governments or Union territories:</p> <p>(i) in the grade rendered after appointment thereto on a regular basis in Level 8 (47600- 151100) in the pay matrix or equivalent; or</p> <p>(ii) with a minimum of four years of regular service, in the grade rendered after appointment thereto on a regular basis in Level 7 (Rs. 44900-142400) in the pay matrix.</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 of the closing date of receipt of applications.</p>	<p>Essential:</p> <p>Graduate degree from a recognised university or equivalent.</p> <p>Desirable:</p> <p>Working experience in regulatory Authority or Statutory Bodies or Other Government Institutions.</p>
2.	Private Secretary	01	Level 7 (Rs. 44900-99800)	<p>For Deputation (including short-term contract):</p> <p>An officer of Central Government or State Governments or Union territories:</p> <p>(i) in the grade rendered after appointment thereto on a regular basis in Level 7 (Rs. 44900-142400) in the pay matrix or equivalent; or</p> <p>(ii) with a minimum of four years of regular service, in the grade rendered after appointment thereto on a regular basis in Level 6 (Rs.35400- 112400) in the pay matrix.</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 of the closing date of receipt of applications.</p>	<p>Essential:</p> <p>Graduate degree from a recognised university or equivalent.</p> <p>Desirable:</p> <p>Working experience in regulatory Authority or Statutory Bodies or Other Government Institutions.</p>

Notes:

- 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.
- Mode of selection may include written test-cum-interview. NFRA reserves the right to modify the selection procedure if deemed fit.
- NFRA reserves the right to cancel the Advertisement fully or partly on any ground.
- 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.
- The decision of NFRA in all matters would be final and binding, and no correspondence in this regard would be entertained.
- For any further details, please see the NFRA website: <https://nfra.gov.in>



Application form for the vacancy in NFRA

Post applied for: Sr. PS. / Private Secretary (please tick)

Application is for Deputation

Passport size
recent Coloured
Photograph of
applicant

S.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					
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 in 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.	<table border="1"> <tr> <td>Age Limit permissible for the post as on the closing date of receipt of application for the post applied for</td> <td>Age of the applicant on the closing date of receipt of the application</td> </tr> <tr> <td></td> <td></td> </tr> </table>	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 the application			
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 the 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 recognised university or equivalent.	
	Desirable Qualification stated for the post	Qualification possessed by the applicant (attach self-attested supporting document)
	working experience in dealing with Regulatory Authority or Statutory Bodies or Other Government Institutions;	
14.	Grade/ Minimum length of service requirement for the post applied for	Actual service details (along with the date of appointment on the relevant grade) of the applicant may be furnished against the post applied for
	Sr. PS. (i) in the grade rendered after appointment thereto on a regular basis in Level 8 (47600- 151100) in the pay matrix or equivalent; or (ii) with a minimum of four years of regular service, in the grade rendered after appointment thereto on regular basis in Level 7 (Rs. 44900-142400) in the pay matrix.	
	Private Secretary (i) in the grade rendered after appointment thereto on a regular basis in Level 7 (Rs. 44900-142400) in the pay matrix or equivalent; or (ii) with a minimum of four years of regular service, in the grade rendered after appointment thereto on a regular basis in Level 6 (Rs.35400- 112400) in the pay matrix.	
	Pay Scale / Pay Level drawn on a regular basis (i.e. substantive) basis	
	Date from which service rendered in the said level on a regular (i.e. substantive) basis	
15.	Any other information the 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 a copy of Educational Qualification and Experience in support of your application as required for the post being applied for.

** To be filled by a 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 the email ID of the
Competent Authority forwarding the Application**

