

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: 20th February 2025

CIRCULAR

Filling up the post of Assistant Manager (AM) in NFRA at New Delhi on a Deputation/ Short-Term Contract basis

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 of Assistant Manager in its headquarters in New Delhi. The appointment for the post will be on a deputation / Short-term Contract basis, for three years.

3. The eligibility for recruitment on a deputation / short-term contract basis on the post is as follows:

• **For Deputation:**

- Officers in Central Government or State Governments, or Union territories with:
 - regular service in Level 08 (Rs. 47600-151100) in the pay matrix, OR
 - 02 years of regular service in Level 07 (Rs. 44900-142400) in the pay matrix.
- Minimum 02 years of experience in one or more of the following fields: Law, Investigation, Information Technology, Finance, Economics, Accountancy, Auditing, or Administration.

• **For Short-Term Contract:**

- Officers from RBI, Public Sector Banks, Government Financial Institutions, Regulatory Bodies, Statutory Bodies, Public Sector Undertakings, and other Government Institutions.
- Minimum 02 years of experience in the officer cadre or Junior Management Grade.

4. The Educational Qualification prescribed for the post is Master of Business Administration (MBA); or equivalent with specialisation in Finance/ Accounting; or Chartered Accountant (CA); or Chartered Financial Analyst (CFA); Graduation in Commerce, Economics, Finance, Bachelor of Technology in Computer Science or Engineering or Master in Computer Application or any other discipline, from a recognised University or Institution.



5. The applications are being sought for roles in reviewing the financial statements, monitoring/ review/ oversight over audit quality and enforcing compliance with auditing and accounting standards.
6. Monthly emoluments at the minimum pay scale work out to approximately Rs 1.01 lakh. HRA, Transport, Medical, Telephone bill reimbursement etc. will be as applicable. Employees on a deputation/ Short-Term Contract basis may choose to receive either the pay of the post or their parent cadre pay with deputation allowance. The decision of NFRA regarding pay matters will be final and binding.
7. The tentative number of vacancies in AM is 01 (one). However, NFRA reserves the right to fill all the posts or not to fill up the posts at all. The Authority shall reserve the right to decrease or increase the number of posts to be filled in in case of best suitability. The Authority also reserves the right to cancel the advertisement fully or partly on any grounds.
8. The selection process may involve a suitability assessment (a written test and/or interview), as decided by NFRA. The Authority reserves the right to modify the selection procedure as deemed fit.
9. Candidates should satisfy themselves about their eligibility for the post applied for. NFRA shall determine their eligibility and only eligible candidates will be called for a written test/ Interview.
10. The maximum age limit for a Deputation or Short-term Contract is **56 years** as of the closing date for application submission.
11. The candidates applying for the post should route their applications in the prescribed proforma (**Annexure**) through their cadre controlling authority along with attested copies of ACRs/APARs for the last five years, Cadre clearance and Vigilance Clearance (major/minor penalties, if any, imposed during the last 10 years). Incomplete applications will not be considered. In case of non-receipt of the abovementioned documents, the application shall be summarily rejected.
12. Applications received after the due date will not be entertained. NFRA takes no responsibility for any delay in receipt of the application or loss thereof in postal transit. The decision of the Authority in all matters would be final and binding, and no correspondence in this regard would be entertained.
13. Candidates who satisfy the eligibility norms may apply giving their biodata strictly in the prescribed proforma. The application should be sent through the proper channel in an envelope superscribing "**Application for the post of AM in NFRA**" and should be sent to the following address:

The Secretary
National Financial Reporting Authority (NFRA)
7th Floor, Hindustan Times House
18-20 Kasturba Gandhi Marg, New Delhi – 110001



14. All applications must reach this office on or before 2 months from the date of the advertisement of this Vacancy Notice in Employment News. Advance copies 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


Copy to:

1. All Ministries / Departments of the Government of India
2. All State Governments / Union Territory Governments,
3. RBI / Public Sector Banks / Government Financial Institutions / Regulatory Bodies / Public Sector Undertakings / Statutory Bodies / Other Government Institutions
4. 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.
5. 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.
6. 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**Application form for vacancy in NFRA****Post applied for: Assistant Manager****Application is for Deputation / Short-term contract (please tick)**

Passport size
recent Colored
Photograph of
applicant

S.N.	Particulars	Details to be filled by the Applicant
1.	Name of Applicant	
2.	Present Designation	
3.	In case the application is for deputation: Service to which the officer belongs to out of: a. Central Government/ State Governments/ Union territory Governments b. Date of entry into service & Post with pay level in which joined	
4.	Name of Organization employed with:	
5.	Whether currently on deputation/short-term contract? If yes, Date from which on deputation: Name of organization on deputation to: Designation on which on deputation to:	
6.	In case application is for Short Term Contract: a. Type of organization employed: RBI /Public Sector Banks/ Government Financial Institutions / Regulatory Bodies / Public Sector Undertakings / Statutory Bodies / Other Government Institutions b. Date of entry into officer cadre or Junior management grade with relevant supporting documents	
7.	Contact Details: Office Address Email: Mobile No.: Land Line No.:	
8.	Name, Designation, email ID, Phone No of Cadre Controlling Authority.	



9.	Name, Designation, email ID, and Phone No of Relieving Authority in case selected.	
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 the application
	56	
12.	Date of Retirement under applicable service rules where employed.	
13.	Educational Qualification*	
	Note: Though there is no requirement of minimum Educational Qualification in respect of Deputation, such applicants are also required to fill in their Educational Qualification details.	
	Essential Educational Qualification Required for the post	Educational Qualification possessed by the applicant (Enclose copy of Degree / Certificate / Membership of ICAI)
	Chartered Accountant or Master of Business Administration with specialization in Finance or Accounting or Chartered Financial Analysis or Law or Graduation in Commerce, Economics, Finance, Bachelor of Technology in Computer Science or Engineering or master's in computer application or any other discipline, from a recognised University or Institution.	
	Educational Qualification possessed by the applicant	Date of acquiring the said Qualification (attach self-attested supporting document)
14.	In case the application is for Deputation:	
	Post Held on a regular basis (i.e. substantive) basis	
	The scale of pay drawn on a regular basis (i.e. substantive) basis	
	Level of Pay 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.	Experience* in case the application is for Deputation		
Grade/ Minimum length of service requirement for the post applied for	Actual service details of the applicant in this regard		
<p>An officer of Central Government or State Government, or Union Territory Governments:</p> <p>(i) with regular service in the grade rendered after appointment thereto on a regular basis in Level 8 (Rs. 47600-151100) in the pay matrix;</p> <p>or</p> <p>(ii) with two 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>			
Essential Experience Required for the post	Experience possessed by the applicant		
<p>minimum two years post-qualification experience in the fields of law, investigation, Information Technology, Finance, Economics, Accountancy, Auditing, and Administration.</p>	Fields	Length of Service	
Give details of Experience in Government Service in reverse Chronological order (may attach additional sheet)			
16.	Experience* in case the application is for short term Contract:		
Requirement for the post applied for	Actual service details of the applicant in this regard		
<p>a minimum of two years of relevant experience in the officer cadre or Junior management grade</p>			
Give details of Experience in Officer Cadre in reverse Chronological order (may attach additional sheet)			
17.	Any other information the applicant would like to submit in support of your suitability for the post applied for		
18.	Attested copy of last 5 Years APAR attached ** (Kindly mention the period of APAR and the corresponding grades here)		
19.	Copy of Vigilance Clearance attached **		
20.	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 the 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**

