

NF-12012(26)/1/2025-ESTT-NFRA  
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  
**Dated: 09<sup>th</sup> December 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,

The National Financial Reporting Authority is a statutory body established under Section 132 of the Companies Act, 2013. The NFRA has been established to protect the public interest and the interests of investors, creditors, and others associated with companies or bodies corporate by establishing high-quality standards of accounting and auditing, and exercising effective oversight of accounting functions performed by companies and bodies corporate, as well as 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 the 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. In the event of selection to the post, the applicants will not be allowed to withdraw their application after 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), 7<sup>th</sup> 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. An advance copy, along with stipulated documents, may be sent to the email [manager-2@nfra.gov.in](mailto:manager-2@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](http://nfra.gov.in) regularly).



(Mritunjay Singh)  
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.

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><b>For Deputation (including short-term contract):</b></p> <p>An officer of the 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><b>Age Limit for Deputation / Short-term Contract</b></p> <p>The maximum age limit for appointment by deputation or contract shall not exceed fifty-six years as of the closing date of receipt of applications.</p>	<p><b>Essential:</b></p> <p>Graduate degree from a recognised university or equivalent.</p> <p><b>Desirable:</b></p> <p>Working experience in regulatory Authority, Statutory Bodies or Other Government Institutions.</p>
2.	Private Secretary	01	Level 7 (Rs. 44900-99800)	<p><b>For Deputation (including short-term contract):</b></p> <p>An officer of the 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><b>Age Limit for Deputation/ Short-term Contract</b></p> <p>The maximum age limit for appointment by deputation or contract shall not exceed fifty-six years as of the closing date of receipt of applications.</p>	<p><b>Essential:</b></p> <p>Graduate degree from a recognised university or equivalent.</p> <p><b>Desirable:</b></p> <p>Working experience in regulatory Authority, statutory Bodies or Other Government Institutions.</p>

**Notes:**

- NFRA reserves the right to fill all the posts and also the right not to fill 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 a 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 organisation 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.
- 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.
- 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>

42/2024/33

## ANNEXURE – II

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 Organisation employed with	
4.	Type of organisation employed 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 on deputation/short-term contract?  If yes, Date from which on deputation /short-term contract:  Name of organisation on deputation/ short-term contract to:  Designation on which on deputation/short-term contract to :	
10.	Date of Birth (attach proof of DOB)	

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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
12.	Date of Retirement under applicable service rules where employed.	
13.	Educational Qualification	
	Essential Educational Qualifications Required for the post	Educational Qualification* possessed by the applicant (attach self-attested supporting document)
	Graduate degree from a recognised university or equivalent.	
	Desirable Qualifications stated for the post	Qualifications 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
	<b>Sr. PS.</b> (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 a regular basis in Level 7 (Rs. 44900-142400) in the pay matrix. <b>Private Secretary</b> (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 (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 their suitability for the post applied for	
16.	Attested copy of the last 5 Years APAR attached **	
17.	Copy of Vigilance Clearance attached **	
18.	Statement of Purpose in 100 words	

22/11/20

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

**\*Kindly attach a copy of your 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 the service records of the applicant and found to be correct.**

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

**Date**

**Address, Tel. No, and the email ID of the  
Competent Authority forwarding the Application**

22/02/24

