

No. NFRA-05/4/2018-NFRA-MCA

Government of India  
Ministry of Corporate Affairs

'A' Wing, 5<sup>th</sup> floor, Shastri Bhawan  
New Delhi- 11001

Dated the 14<sup>th</sup> September, 2018



OFFICE MEMORANDUM

Sub: Filling up of 1 (one) post of Secretary, National Financial Reporting Authority (NFRA).

cs (Gumy) Applications are invited to fill up, on deputation basis, the following post in the National  
M Financial Reporting Authority (NFRA) constituted under Section 132 of the Companies Act,  
pers 2013.  
5-10-18

sps

S. No.	Name of post	No. of posts	Pay Band & Grade Pay
1	Secretary, National Financial Reporting Authority (NFRA)	1	Level-14 in Pay Matrix of 7th CPC

- The selected candidate will be required to serve in the NFRA, located in Delhi.
- The details of the post, along with eligibility criteria, educational qualification/experience etc. required for the post is given in the enclosed Annexure I.
- The period of appointment, on deputation, will be initially 1 (one) year and will be governed by the terms and conditions prescribed by the Department of Personnel and Training, Government of India, in this regard as amended from time to time.
- Maximum age limit for appointment on deputation is 58 years.
- Application in the prescribed proforma (Annexure II) complete in all respect may be sent to Shri Abhijit Phukon, Director, Ministry of Corporate Affairs, Room No. 531, 5<sup>th</sup> Floor, A' Wing, Shastri Bhawan, New Delhi **through proper channel** by **29<sup>th</sup> October, 2018 (5:30PM)**.
- The prescribed proforma for the application may also be downloaded from this Ministry's website at [www.mca.gov.in](http://www.mca.gov.in) and DoPT's website [www.persmin.nic.in](http://www.persmin.nic.in).
- This may be given wide publicity.

SSS Enclosed: As above

Rakesh Kumar

(Rakesh Kumar)

Under Secretary to the Govt. of India

Tel No: 23387939

To,

- Secretaries to Government of India, All Ministries/Departments of the Government of India.

Services-II Branch  
Diary No. 129401  
Date 09/10/18

- ✓ 2. All Chief Secretaries to the State Governments/Union Territories.
3. All officers of Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
4. E-governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular on the website of the Ministry.
5. Technical Director, NIC, DoPT with the request to upload the vacancy circular on DoPT's website

## ANNEXURE-I

## DETAILS OF POST OF SECRETARY, NFRA TO BE FILLED ON DEPUTATION BASIS

1.	Name of Post	Secretary, NFRA
2	No. of Posts	1
3	Level	Level-14 in the Pay Matrix of 7 <sup>th</sup> CPC
4	Eligibility	<p>Officers of the Central Government/ All India Services (AISs)/ Central Group 'A' Services holding:-</p> <p>(a)</p> <ol style="list-style-type: none"> <li>i. analogous post on regular basis in the parent cadre or department; or</li> <li>ii. a post in Level-13A in Pay Matrix of 7<sup>th</sup> CPC or equivalent with two years regular service in the Grade, or</li> <li>iii. a post in Level-13 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with three years regular service in the Grade, and</li> </ol> <p>(b) Possessing the following educational qualification and experience:-</p> <p>Essential</p> <p>(i) a minimum of twenty years' experience in dealing with issues relating to finance, economics, investigation, accountancy, audit, personnel/ administration/ establishment etc.</p> <p>Desirable:</p> <p>(i) Degree in Commerce/Finance/Economics</p> <p>Note 1: The period of deputation including the period of deputation 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 to exceed five years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty eight years as on the closing date of receipt of applications.</p> <p>Note 3: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission (CPC) recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh CPC.</p>



FORMAT OF APPLICATION

Attested copy of  
passport size  
photograph to be  
pasted

1.	Name in Full (IN BLOCK LETTERS)	
2.	Post Applied For	Secretary , NFRA
3.	Date of Birth	
4.	Present Employer (mention the name of Central Government or State Government or Union Territories or Statutory Organization)	
5.	Present Office with Address	
6.	Present Post held	
7.	Present Pay (Level as per 7 <sup>th</sup> CPC, Pay Band and Grade Pay as per 6 <sup>th</sup> CPC)*	
8.	Nature of present employment i.e. Permanent / Ad-hoc/Temporary)	
9.	In case the present employment is held on deputation, please state: a) The date of appointment. b) Name of the parent office/organization.	
10.	Date of superannuation	
11.	Service to which you belong	
12.	Office Address i) Telephone No. ii) Fax No.	
13.	Correspondence Address i) Telephone No. - (Res, Mobile) ii) Fax No. iii) Email Id (Mandatory)	
14.	Permanent Address	

15. Educational Qualifications (Matric onwards):						
Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Grade/Percentage of Marks (Mention Distinction, if any)	
16. Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by your signature in the format given below):						
Name of Office/Instt./ Organisation	Post Held (Designation)	Period of service		Nature of Appointment (Reg./Ad-hoc/ Deputation)	Scale of Pay/ Pay Band and Grade Pay <sup>#</sup>	Nature of Duties
		From	To			

17.	Details of experience in chronological order, if any, in the fields of finance, economics, investigation, accountancy, audit, establishment, personnel and administration.	
18.	Details of training undergone:	
19.	Details of proficiency in computer:	
20.	Any other information, applicant wants to furnish:	
21.	Please state briefly how you find yourself best suitable for the post applied for:	

\*If the pay is not as per structure of 6<sup>th</sup> or 7<sup>th</sup> CPC please also indicate the actual pay and its equivalent pay in 6<sup>th</sup> or 7<sup>th</sup> CPC pay structure.

It is certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:-

Date:-

(Signature)

Name: \_\_\_\_\_

(Certificate to be furnished by the Employer/Head of office/Forwarding authority)

Certified that the particulars furnished by ----- are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified:-

- (i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Sh. /Smt. -----,
- (ii) That his/her integrity is certified.
- (iii) That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) That no major/minor penalty has been imposed on him/her during the last ten years." -or -- list of major/minor penalties imposed on him/her last ten years is enclosed.
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement

Signature-----

Name and Designation-----

Tel. No.-----

Office Seal

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.