

F.No.11011/07/2018-NI-III
Government of India / Bharat Sarkar
Ministry of Home Affairs / Grih Mantralaya
(IS-I Division : NI-III Section)

.....

Room No. 21, 2nd floor,
Major Dhyan Chand National Stadium,
Near India Gate, New Delhi-110001.
Dated: 1st June, 2018.

OFFICE MEMORANDUM

Subject : Filling up of the post of Secretary, National Foundation of Communal Harmony (NFCH) in the Ministry of Home Affairs on deputation / Contract basis.

The post of Secretary, National Foundation for Communal Harmony (NFCH) is required to be filled up by deputation / contract basis. NFCH is an autonomous organization registered under the Societies Registration Act, 1860 under the administrative control of the Ministry of Home Affairs, Government of India. The above mentioned post is in the pay scale of the Joint Secretary to the Government of India and is not a part of the Central Staffing Scheme. Various requirements of the post i.e. qualification/experience etc. are given in **Annexure-I**. These are also available at the website of the Foundation i.e. www.nfch.nic.in .

2. Officers, who volunteer for the post, will not be permitted to withdraw their names later. Only such applications, as are accompanied by the requisite personal data as in **Annexure-II**, will be considered.

3. As the requirement is urgent, it is requested that wide publicity may be given to the vacancy circular amongst eligible officers, and applications in duplicate, in the enclosed proforma (Annexure-II) along with complete up-to-date CR dossiers and vigilance & cadre clearance of the officers may be sent to the Under Secretary (Ay), IS-1 Division, Ministry of Home affairs, Room No. 21, 2nd floor, Major Dhyan Chand National Stadium, Near India Gate, New Delhi-110001 within 30 days from the date of publication of this advertisement in the Employment News. Applications received after the last date or without the CR dossiers, vigilance clearance or otherwise found incomplete will not be considered. While forwarding the applications, it may

.....2/-

also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officer may also be certified. It may also be confirmed that no major/minor penalties have been imposed on him/her during last 10 years.

Rina Guha
(Rina Guha)

Deputy Secretary(NI)
Tel.: 23075287

Encl.: As above.

To

1. All the Ministries/Departments of the Central Government.

Copy to:

- (i) IT Cell, Ministry of Home Affairs, North Block, New Delhi-with the request that this vacancy circular along with Annexures may be uploaded on the MHA's website.
- (ii) Secretary, NFCH with request to upload this O.M. along with Annexures on the NFCH's website and National Career Service (NCS) Portal www.ncs.gov.in
- (iii) Director, Employment, Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001 w.r.t. D.O. letter No. DGET-5/18/2015-NCSP dated 26.03.2018 of the Secretary, Ministry of Labour & Employment.

1. Name of post : Secretary, NFCH
2. Scale of pay/
Salary on contract : The post carries pay in the Pay Level 14 (Rs.144200-Rs.218200/-) in the pay matrix on deputation. A person appointed on contract basis will be paid consolidated salary of Rs.1,44,200/- p.m. plus House Rent Allowance @ 24% .
2. Duties and Responsibilities : The incumbent will be over- all incharge of the organization. He/ She will supervise day to day functioning of the Foundation, implement the decisions of the Governing and Executive Councils, formulate the annual budget and monitor various programmes/activities of the Foundation.
3. Experience : For appointment on deputation, candidate should have at least fifteen years experience in dealing with administration / community development/ social work. For appointment on contract, the person should have a Graduate degree preferably in social science/Public Administration or any other discipline with at least 15 years experience in dealing with administration/community development/social work in Central Government/State Government/ PSEs/Registered NGOs.
4. Terms of Appointment : (A) **Deputation:** Officers from All India Services/Central Group A Services / Central Autonomous Bodies with further following conditions:
- (a) holding analogous post in the cadre on regular basis; or (b) with three years regular service in Level 13 (Rs.123100-Rs.215900) in the pay matrix (pre-revised PB-4 : Rs. 37400-67000 with Grade Pay of Rs.8700) or with two years regular service in Level 13A (Rs.131100-Rs. 216600/-) in the pay matrix (pre-revised PB-4 with Grade pay of Rs. 8900) in the cadre.

(B) Contract: Consolidated salary of Rs. 1,44,200/- p.m. + HRA @ 24%.

The officer will also be entitled to the use of an official car for travelling to and from his office and for journeys in connection with official duties in all modes of appointment. The incumbent will not be entitled to general pool accommodation of the Directorate of Estates.

5. Period of Deputation/Contract: 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/department of the Central Government shall ordinarily not exceed 3 years which may be extended to a maximum of 5 years. The services of the incumbent on contract shall be initially for a period of two years and can be further extended for another year subject to requirement and satisfactory performance.

6. Age Limit

: **Deputation:** The maximum age limit for appointment by deputation shall be 'not exceeding 56 years' on the last date of receipt of applications.

Contract : The maximum age limit for appointment by contract shall be 'not exceeding 60 years' on the last date of receipt of applications.

----- X -----

CURRICULUM VITAE PROFORMA

1. Name and Address :
(In Block Letters)

Affix recent
passport size
photo duly
signed

2. Date of Birth :
(In Christian era)

3. Age as on closing date of application:

4. Date of retirement under :
Central/State Government :
Rules.

5. Educational Qualifications :

6. Whether Experience :
required for the post is
satisfied.

Experience required Experience possessed
by the officer

- (1)
- (2)
- (3)

7. Please State clearly whether :
in the light of entries made
above, you meet the requirement
of the post.

8. Details of Employment, in chronological order, starting with latest one. Enclose a separate sheet duly authenticated by your signatures, if the space below is insufficient.

Office/Institution	Post held	From	To	Scale of Pay and Basic Pay & Grade pay	Nature of duties (in detail)

9. Nature of present employment i.e. :
Ad-hoc or Temporary or Quasi
Permanent or Permanent.
10. In case the present employment is :
held on deputation/contract basis,
Please state
a) The date of initial appointment
b) Period of appointment on
deputation/contract.
c) Name of the parent office/ :
organization to which you belong.
11. Additional details about present :
Employment / if any
Please state whether working under
(indicate the name of your employer
against the relevant column).
a. Central Government
b. State Government
c. Autonomous Org.
d. Government Undertaking
e. Universities
f. Other
12. Present pay scale and total :
emoluments per month now
being drawn.
13. Additional information, if any, :
which you would like to mention
in support of your suitability for
the post.
(This among other things may
include (i) additional
academic qualifications (ii)
professional training and (iii)
work experience over and above
prescribed in the Vacancy Circular/
Advertisement.

14. Please state whether you are :
applying for deputation/
Contract employment.

15. Whether belongs to SC/ST/OBC:

16. Remarks (The candidates may indicate information with regard to (i) Research publications and reposts and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/ societies and (iv) any other information.

I certify that facts given in the application form are true and correct. I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date:

Address and contact details -----

CERTIFICATE

1. Certified that particulars furnished by Shri/Smt./Km. -----
have been verified from his /her record and found correct.

2. No Vigilance case is either pending or contemplated against Sh./Smt./Km.
..... His / her integrity is certified.

3. No major/minor penalty was imposed on Sh./Smt./Km.....
during last 10 years as per records in the Ministry/Department.

Signature of Head of Office/Deptt.
With seal.....

Place:

Date :
