

To

1. All the Heads of Department of IA&AD (Except MAB Offices).
2. Director (P).

Subject: Filling up the posts of Accounts Officer in National Foundation for Communal Harmony, New Delhi on deputation basis.

Sir / Madam,

I am directed to intimate that the National Foundation for Communal Harmony, New Delhi has proposed to fill up the post of Accounts Officer on deputation basis. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application. The eligibility criteria and qualifications as on last date of submission of application for this post are as follows:-

S. No.	Name, No. of post and Pay Level	Eligibility Criteria
01.	Accounts Officer 01 post Level-7	Sr. Auditor/Sr. Accountant with five years in the grade rendered after appointment thereto on regular basis or equivalent in the parent cadre/department; and Possessing any one of the following qualifications:- (i) A pass in the SAS or equivalent examination conducted by any one of the Organized Accounts Department of the Central Government; (ii) Successful completion of training in the Cash and Accounts Work in the ISTM or equivalent training course and a minimum of 3 years experience in Cash, Accounts and Budget work.

02. In this regard, it is requested to kindly recommend the names of suitable officers who are willing and can be spared immediately in the event of their selection for the above mentioned posts on deputation basis. The recommendations accompanied with the following documents/ certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N) latest by 10/09/2021.**

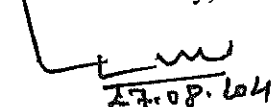
- (i) Bio-data (2 copies) in the enclosed prescribed proforma;
- (ii) Photocopies of complete and upto date APARs for the last 5 years duly attested on each page; and
- (iii) Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty, imposed during the last 10 years.

03. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

04. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in Sr. Auditor/Sr. Accountant cadre may specifically be indicated in the forwarding letter.

Encls:- As above.

Yours faithfully,



(R. K. Tiwari)

Sr. Administrative Officer (App)-I

20/1/c

Annexure-II

Application Form

Paste one
passport size
recent
photograph,
duly self-
attested

1. Name of the Post: _____
2. Name of the Applicant (in Block Letters): _____
3. Father's/Husband's name: _____
4. Date of birth: _____
5. Sex: Male / Female
6. Address with telephone Number & e-mail: _____
7. Ministry / Department / Office / Autonomous Org. / Govt. Undertaking / University etc. where Serving (or from where retired, with date of Superannuation): _____
8. Educational Qualifications: _____
9. Professional / Additional Qualifications, if any: _____
10. Whether belongs to SC/ST/OBC: _____
11. Experience (Details of last ten years) with full details in the following format:

Office / organization in which employed (Deputation / Regular / Ad-hoc etc.)	Post held	Period of service with dates	Scale of pay / Pay Band with Grade Pay & existing/last basic pay & grade pay.	Nature of duties (in detail)

12. Nature of present employment, i.e. Ad-hoc, temporary, quasi-permanent or Permanent _____
13. Please state whether applying on (i) Deputation, (ii) Contract basis: _____
14. Any other information: _____

I certify that the facts given in the application form are true and correct.

Signature of the Applicant

Place: _____
Date: _____