

भारत सरकार / Government of India

राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण / National Financial Reporting Authority

7th Floor, Hindustan Times House,
Kasturba Gandhi Marg, New Delhi

NF-12042/3/2021-ESTT-NFRA

28.6.2022

VACANCY CIRCULAR

Sub: - Engagement of Retired Central Government Servants (Sr. Principal Private Secretary (Sr.PPS)/ Principal Private Secretary (PPS) / Private Secretary (PS) / Personal Assistant (PA)) on contract basis as Consultants in the National Financial Reporting Authority (NFRA) - reg.

National Financial Reporting Authority (NFRA) invites applications from retired officials of the Central Govt. for preparation of panel for engagement as Consultants in the Office of NFRA as per details hereunder:

No. of Consultants to be Engaged	Age Limit (as on 8.07.2022)	Eligibility
9 (Nine) depending on need at the time of engagement, NFRA may engage fewer than 9 personnel at its discretion	Should not have attained the age of 62 years	<p>a. Should be an Indian citizen and should have retired or will retire by 30.06.2022 from the level of Sr. PPS (Pay Level -12)/PPS (Pay Level -11)/ PS (Pay Level -8/9)/ PA (Pay Level -7) or equivalent-level from any Ministry/ Department or its attached/ subordinate offices of the Central Government. Equivalence of posts will be decided by NFRA and will be final and binding.</p> <p>b. Should have sound knowledge and experience in stenography and establishment and office procedure rules/regulations of Central Government, Noting & Drafting</p> <p>c. Applicant must have very good knowledge of working on computers and IT platforms, such as MS Office software / E-office/ internet.</p>

2. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "*Application for engagement as Consultant (Sr. PPS/PPS/PS/PA Level) on contract basis in NFRA*". The applications should reach this office latest by **08.07.2022**, at the following address:-

**Secretary, NFRA, 7 Floor,
Hindustan Times House,
18-20, Kasturba Gandhi Marg,
New Delhi — 110001**

3. Any application received after the above date will not be entertained. The application



should be submitted with the following documents:-

- Copy of PPO (In case of Person due to retire, copy of retirement notification)
- Copy of Last Pay Certificate / Last Salary Slip
- Copy of at least last three years' APARs


(Arun Kumar Singh)
Deputy General Manager

Encl: As above.

Copy to:

- PPS to Chairperson, NFRA.
- Secretary, NFRA
- Estt. Section, NFRA
- IT Team of NFRA with request to put up this Vacancy Circular on website of NFRA and arrange for putting up the same on the website of MCA, DoPT, etc., and for social media accounts/handles of NFRA.
- Coord. Section of all Ministries/Departments – to get the notice displayed in the notice board.

Copy for information to :

- DS (IFD), MCA
- US (Comp./NFRA), MCA.

Proforma

Application form for engagement as Consultant in NFRA

1	Name in full (Block letters)	
2	Educational & Professional Qualifications	
3	Date of Birth	
4	Date of superannuation from Govt. service	
7	PPO No / Retirement Notification No. (Enclose Photocopy)	
8	Current residential address	
9	Permanent residential address	
10	Mobile Number	
11	E-mail	

12	Office's address and Telephone Number (at the time of retirement/at present)						
13	Brief particulars of experience in Govt. service during last five years, just before retirement	Post held	From	To	Pay Level/ PB/GP	Area of Experience*	Last Pay Drawn and Basic Pension
14	Reporting Officer (at the time of retirement/at present) and his/her contact details						
15	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.						

* For Area of Experience, if required, separate sheets may be attached.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this document and accept all the term & conditions for engagement of consultants. Further, I understand that in case of any of the information furnished above is found to be false, at any stage before or after engagement, my engagement will be liable to cancelled and suitable legal action can be taken against me.

(Signature of the Candidate)

Place :

Date:

Terms & Conditions

1. Period of engagement

The engagement shall on be contract, initially, for a period of one year from the date of engagement, and may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office. No Extension will be granted beyond the age of 65 years.

2. Selection Procedure

Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates on the basis of interview. NFRA reserves the right to reject any application without mentioning any reason.

3. Remuneration



20/11/22

A fixed monthly amount shall be in terms of the provisions of D/o Expenditure OM. F.No.3-25/2020-E.IIIA dated 09.12.2020, and shall be arrived at by deducting the basic pension from the pay drawn at the time of retirement.

The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment / percentage increase during the contract period.

No DA/HRA, residential accommodation shall be admissible.

4. Transport Allowance

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.

No TA/DA is admissible for joining the assignment or on its completion. However, retired government servants who are engaged as consultants will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in the Central Government whenever they are required to travel outside Delhi in connection with the official work.

5. Leave

The Consultants engaged in NFRA will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed.

In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's /Sundays/ Other Gazetted holidays they may be given compensatory off.

6. Scope of Duties

(i) During the period of such engagement, the Consultants would be involved in taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the Reporting officer; managing of appointments/engagements; attending to the telephone calls and receiving visitors; maintaining the papers required to be retained by the officer; destroying by shredding the stenographic record of the confidential and secret letters; and assisting the officer in such a manner as she/he may direct.

(ii)The Consultants may also be required to assist the office in any activity of general nature, including administrative and/or logistical matters. The Consultant may be attached with the officers of any level and may have to work independently.

7. Tax Deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment.

8. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in



between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called for duty on Saturday/Sunday/other Gazetted holidays, if required. No extra remuneration will be admissible for such work beyond normal office hours and closed holidays.

9. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as other data and the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall hand over the entire set of records of assignment, passwords, if any, etc., to the office before the expiry of the contract, and before the final payment is released by the office.

10. Conflict of interest

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

11. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons whatsoever after serving a notice of one month or on payment of one month's remuneration in lieu of such notice. In case, a Consultant is not willing to continue with his engagement in NFRA for whatsoever reasons may be, he/she will have to serve a minimum notice of one month to the office, which can be curtailed/extended depending upon the workload. Decision of NFRA on such notice shall be final and binding in all respects.

In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

12. NFRA shall not be responsible for any loss, accident, damage; injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.

13. **The engagement in NFRA shall, further, be subject to all rules, orders, instructions, guidelines, etc., as may be relevant, and as modified from time to time.**



28/6/22