

No.9/12/2015-NFCH

**NATIONAL FOUNDATION FOR COMMUNAL HARMONY**

**URGENT/ VACANCY CIRCULAR**

30.11.2015

**Subject:** Filling up of the post of Accountant in the National Foundation for Communal Harmony (NFCH)

Applications are invited from eligible candidates for appointment to the post of Accountant, NFCH in the National Foundation for Communal Harmony (an autonomous organization with the Ministry of Home Affairs) on contract basis on a fixed remuneration ranging between Rs.20,000/- to Rs.25,000/- per month.

Essential qualification and experience:

Commerce Graduate from a recognized university/ institution. Knowledge of commercial accounting, computerized accounting with two years of experience in related field in a reputed Firm/ NGO/ Govt. Department. Knowledge about fund-raising/ fund investment and corpus management, etc. would be additional desirability condition for this post.

Age limit:

Age limit for the said should not be more than 27 years as on closing date of receipt of applications.

Initially the person selected may be appointed for one year only. However, his/ her tenure of appointment may be extended further depending upon requirement and satisfactory performance and as per the decision of the Competent Authority. Fixation of pay in respect of candidate appointed on this post on contract would be done as per the decision of the Competent Authority. In case of official appointed on such post whose performance is not found satisfactory or there is any likely issue with regard to conduct of the said official, the Competent Authority of the Foundation may discontinue/ terminate the term of appointment of such official which will be binding on the official to comply with such decision. Interested candidates / persons may send their applications in the prescribed Application Format. **Applications complete in all respects must reach the Foundation latest by 31<sup>st</sup> December 2015 addressed to the Joint Secretary cum Finance Officer, National Foundation for Communal Harmony, 9<sup>th</sup> Floor, C-Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003 or may also be sent via email at [nfch@mha.gov.in](mailto:nfch@mha.gov.in) followed by its hard copy. Applications received after the deadline or found incomplete or otherwise would not be entertained.**

(Shib Charan Ghoshal)  
Joint Secretary-cum-Finance Officer

NATIONAL FOUNDATION FOR COMMUNAL HARMONY (NFCH)

Application for the Post of Accountant in NFCH

Paste one  
passport size  
recent  
photograph duly  
self-attested

1. Name of the Applicant (in capital letters): \_\_\_\_\_
2. Father's/Husband's name: \_\_\_\_\_
3. Date of birth: \_\_\_\_\_
4. Sex: Male / Female
5. Address with telephone  
Number & e-mail : \_\_\_\_\_
6. Name & address of the Firm/ Ministry /  
Department / Office / Autonomous Org.  
/ Govt. Undertaking / University etc.  
where Serving: \_\_\_\_\_
7. Educational Qualifications: \_\_\_\_\_
8. Professional / Additional Qualifications, if any : \_\_\_\_\_
9. Whether belongs to SC/ST/OBC : \_\_\_\_\_
10. Details of past experience relevant with the requirements of post of  
Accountant, NFCH in terms of Vacancy Circular. Please provide details in the  
following format:

Firm/ Office / organization in which employed/ worked	Post held	Period of service with dates (please attach relevant proof)	Scale of pay / Pay Band with Grade Pay & existing/last basic pay & grade pay/ Emoluments drawn	Nature of duties / work performed	No. of years/ months/ days

Total experience in number of years / months / days.....

**11. Details about knowledge relating to computer and relevant softwares/  
computer packages etc. required to function as Accountant**

**12. Nature of present employment, i.e.  
Ad-hoc, temporary, quasi-permanent or  
Permanent.** \_\_\_\_\_

**13. Any other information :** \_\_\_\_\_

**I certify that the facts given in this Application Form are true and correct.**

**Signature of the Applicant**

**Place :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**(Please attach/ enclose relevant proofs in support of qualification and experience etc.  
as well as additional sheet(s) wherever required in respect of any of the items of the  
Application Format to provide complete information)**