

URGENT

No. II/21022/58(096)/2014-FCRA(MU)/S-3

Ministry of Home Affairs
Foreigners Division
(Monitoring Unit)

NDCC-II Building, Jai Singh Road,
New Delhi-110001

Dated the 31st August, 2016

Advertisement for Consultants

Applications are invited from the retired employees from the Central/State Government, from the post of '**Accountant/Sr. Accountants or its equivalent level**' in the old Pay Band-2 with Grade Pay of Rs. 4,200/- or above in the prescribed proforma (as per Annexure I to the advertisement) for the engagement of Consultants in the Ministry of Home Affairs, Foreigners Division, (Monitoring Unit), New Delhi, as per details given below:

1.	Name of the Post	Consultant
2.	Posting Place	Foreigners Division, FCRA, (Monitoring Unit), Ministry of Home Affairs, Jai Singh Road, New Delhi-110001
3.	Period of Consultancy	Initially 12 months The consultancy can be extended further depending on actual requirement and assessment of performance of the consultants and mutual willingness. The consultant can leave the engagement of consultancy at any time by giving one month's notice. The Government can terminate the engagement immediately without assigning any reason.
4.	Nature of Duties	The selected consultants will be required to work as custodian of all files and documents meant for Monitoring Unit, to do initial work related RTI and scrutiny, audit & reporting on returns filed by the foreign contribution receiving associations, noting, drafting etc. The duty entails monitoring of receipt and utilization of foreign contributions under Foreign Contribution (Regulation) Act-2010 received by associations/companies etc. and handling of legal matters arising out of such scrutiny and due to filing of petitions by NGOs etc in various High Courts and Supreme Court. He/she must be proficient in MS Word, MS Excel, sending e-mails and browsing websites for obtaining relevant information and other activities relating to computer operation.
5.	Qualifications/ Essential Criteria	Applicants must be a graduate and have retired from Central/State Govts. from the post of Accountant/Sr. Accountants or its equivalent level ' or above carrying PB-2 (old) with GP Rs.4,200/- or above.
6.	Desirable Criteria	The applicants desirably should have sufficient experience in auditing of Civil as well as commercial account. He/she

