

F.No.L/14/2023-NCGG  
**National Centre for Good Governance**  
Department of Administrative Reforms and Public Grievances  
Ministry of Personnel, Public Grievances and Pensions  
Government of India

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Block – IV, 4<sup>th</sup> Floor, Old JNU Campus,  
New Mehrauli Road, New Delhi-110 067  
Date: 05-01-2024

**Subject: Filling up of post of Finance Officer in the National Centre for Good Governance by Deputation (including Short Term Contract) basis-regarding**

The National Centre for Good Governance (NCGG) was set up in 2014 by the Government of India as an apex-level autonomous institution under the auspices of the Ministry of Personnel, Public Grievances and Pensions. The centre deals with a gamut of governance issues from local, state to national levels, across all sectors. The Centre is mandated to work in the areas of governance, policy reforms, capacity building and training of civil servants and technocrats of India and other developing countries. It also works as a think tank of the Government of India.

2. Presently, NCGG has substantial expansion plans and its commitment to realizing the Prime Minister's "Vision of India @2047," the organization is focused on policy reforms, capacity building, training, communication, and outreach. To support these efforts, the Government of India has increased the Grant-in-aid to NCGG to Rs. 30 Cr for FY 2023-24 against the B.E. of Rs. 4.95 Cr. NCGG also secures funding from the Ministry of External Affairs, Govt. of India, and the Department of Administrative Reforms and Public Grievances, Govt. of India, for conducting Capacity Building Programmes.

3. NCGG invites applications from Indian citizens for the post of Finance Officer in scale of Pay Rupees 67,700-2,08,700/- ( Pay Level 11) to fill up the post by deputation (including short term contract) basis as detailed below. Period of deputation (including short term contract) including period in another ex-cadre post held immediately preceding this appointment in the same or any other organization/Department of Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years, as on the closing date of receipt of applications.

4. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the application:

- a) Application in the prescribed format,
- b) Complete and up-to-date ACR/APAR for the last 5 years from 2018-19 onwards or attested photocopy thereof,
- c) Vigilance Certificate/Clearance,
- d) Integrity Certificate/Clearance.
- e) A Statement of major/minor penalties, if any, imposed upon the officer during the last 10 years,

5. The key responsibilities of Finance Officer would be:

- i) Finance and Accounts functions and also as Drawing and Disbursement Officer
- ii) All financial concurrence to the proposals as per Government rules
- iii) Monitoring PFMS software for day to day maintenance of accounts
- iv) Preparation and Finalization of accounts and their Internal Audit by CA firm
- v) Preparation of agenda for Finance Committee and minutes thereof
- vi) Reply to DARPG on accounting and budget matters
- vii) Processing of all procurement through GeM
- viii) Depositing of TDS/GST-TDS and fillings of returns thereon
- ix) Any other work as assigned by the DG, NCGG

6. Applicants are requested to ensure that their applications forwarded through their Cadre Controlling Authority. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the Proforma (PART-A, PART-B AND PART-C) (Download Proforma from the website of NCGG at [www.ncgg.org.in](http://www.ncgg.org.in) under the tab 'Recruitment' ) addressed to" Dr. Gazala Hasan, Assistant Professor, National Centre for Good Governance, Room No. 416, Block – IV, 4<sup>th</sup> Floor, Old JNU Campus, New Mehrauli Road, New Delhi – 110067 through email at [ncgg-dopt@nic.in](mailto:ncgg-dopt@nic.in), within 30 days from the date of publication of this advertisement in the newspaper. However, only applications received from Cadre Controlling Authority duly completed in all the respect with all documentary formalities as mentioned in Para-4 above, will be considered for selection. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected.

7. NCGG reserves the right to reject any or all the applications without assigning any reason whatsoever.

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| <b>Details of Post</b>       |  |
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| Name/Designation of the post | Finance Officer  |
| Pay Scale of the post        | <u>Level 11 (Rs 67,700--208,700) as per 7<sup>th</sup> CPC</u>   |
| Classification               | Group 'A'  |
| Method of recruitment        | Deputation (Including Short Term Contract) for a tenure of three years   |
| Eligibility Criteria         | <p>Deputation:</p> <p>Employees of the Central or State Government or Union Territories or Autonomous Bodies or Statutory body possessing Bachelor's degree from UGC/AICTE recognized University/Institute and experience on handling accounting software/finalization of accounts and</p> <p>(i) Holding analogous post in the parent cadre or department;</p> <p>OR</p> <p>(ii) With 05 years' service in the grade rendered after appointment in Level-10 (Rs 56,100-177,500) of pay matrix in the parent cadre or department</p> <p><b>Desirable:</b></p> <p>i.) MBA(Finance)/Post Graduate Degree in Commerce or PG Diploma in Financial Management from a recognizes University/Institute;</p> <p>ii) Experience of working Educational/Training Institute</p> <p><b>Note 1:</b> Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government or State Governments shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p> |
| Job description              | <p>i) Finance and Accounts functions and also as Drawing and Disbursement Officer</p> <p>ii) All financial concurrence to the proposals as per Government rules</p> <p>iii) Monitoring PFMS software for day to day maintenance of accounts</p>  |

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|  | <ul style="list-style-type: none"><li>iv) Preparation and Finalization of accounts and their Internal Audit by CA firm</li><li>v) Preparation of agenda for Finance Committee and minutes thereof</li><li>vi) Reply to DARPG on accounting and budget matters</li><li>vii) Processing of all procurement through GeM</li><li>viii) Depositing of TDS/GST-TDS and fillings of returns thereon</li><li>ix) Any other work as assigned by the DG, NCGG</li></ul> |
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