

**Government of India**  
**Ministry of Education**  
**National Testing Agency (NTA)**

*(An Autonomous Organization under the Department of Higher Education)*

**Advertisement for Engagement of Chief Finance Officer (CFO) on Contract Basis**

**1. About the National Testing Agency**

The National Testing Agency (NTA) has been established as a premier, specialist, autonomous and self-sustained testing organisation under the Ministry of Education, Government of India, to conduct entrance examinations for admission and fellowship in higher educational institutions. NTA conducts some of the country's largest and most high-stakes examinations - including JEE (Main), NEET (UG), UGC-NET, CUET (UG & PG), CMAT, GPAT and several others - collectively serving crores of candidates every year.

NTA is a self-sustaining organisation that generates its operating revenue primarily through examination fees. The Agency handles substantial financial flows each year - covering candidate fee collections, payments to test centres, invigilators, technology partners and examination service providers, as well as deployment of surplus funds in approved instruments in line with Government norms. To strengthen its financial leadership and institutionalise best-in-class systems of accounting, treasury and financial governance, NTA invites applications for engagement of a Chief Finance Officer (CFO) on a contractual basis from candidates with the requisite qualifications and experience.

**2. Position Details**

<b>Name of Post</b>	Chief Finance Officer (CFO)
<b>Number of Positions</b>	01 (One)
<b>Nature of Engagement</b>	Contract, initially for a period of three (3) years, extendable based on performance and organisational requirement.
<b>Age Limit</b>	Preferably below 55 years as on the last date of application.
<b>Remuneration</b>	Consolidated monthly remuneration, commensurate with qualifications, experience and industry benchmarks, to be decided by

	the competent authority. The remuneration package will be competitive and negotiable for exceptional candidates.
<b>Job Location</b>	National Testing Agency, Head Office, New Delhi.
<b>Reporting To</b>	Director General, National Testing Agency.

### 3. Role Overview

The Chief Finance Officer (CFO) will be the senior-most finance leader at NTA and will be responsible for the financial stewardship of the Agency. The CFO will own and manage NTA's entire finance, accounts, budgeting, treasury, procurement-finance, audit and statutory compliance functions, and will build robust, audit-ready systems for examination-wise accounting, cost control and prudent deployment of surplus funds.

The role requires a seasoned finance professional with deep working knowledge of the General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), Government Accounting Standards, Income Tax and GST provisions applicable to autonomous bodies, and investment norms applicable to Central Government autonomous bodies. The CFO will act as a strategic partner to the Director General on all financial matters, will interface with the Ministry of Education, the Comptroller & Auditor General of India (C&AG), Internal Finance Division, banks, investment counterparties and statutory auditors, and will provide leadership to the Finance & Accounts team of NTA.

### 4. Qualifications and Experience

<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Chartered Accountant (CA) from the Institute of Chartered Accountants of India (ICAI); OR Cost &amp; Management Accountant (CMA) from the Institute of Cost Accountants of India (ICMAI); OR MBA (Finance)/ Post-Graduate Diploma in Management with specialisation in Finance from a reputed institution; OR Master's degree in Commerce / Economics / Finance from a recognised university.</li> <li>• Consistently good academic record.</li> <li>• Minimum 15 years of post-qualification experience in Finance, Accounts, Audit and Treasury, of which at least 5 years must be at the CXO / CFO / Finance Controller / Head of Finance level in a large organisation.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Demonstrated experience of leading the finance function for an organisation with significant annual turnover / budget and high-volume transactional activity.</li> </ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Working knowledge of General Financial Rules (GFR) 2017, Delegation of Financial Powers Rules (DFPR), Government Accounting Standards, and GFR-based procurement norms.</li> <li>• Familiarity with GeM, PFMS (Public Financial Management System), e-billing, and Government treasury systems.</li> <li>• Experience of managing C&amp;AG audit, internal audit, statutory audit and Public Accounts Committee (PAC) matters.</li> <li>• Exposure to treasury management and deployment of surplus funds in approved instruments (scheduled banks' term deposits, Government securities, etc.) in compliance with DEA / Ministry of Finance investment guidelines for autonomous bodies.</li> <li>• Experience of working in or with the Government of India, State Governments, PSUs, autonomous bodies or statutory bodies.</li> <li>• Experience of implementing or running ERP / accounting systems (Tally Prime, SAP, Oracle Financials, or equivalent) and cost-centre / activity-based accounting.</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Strong command of financial reporting, accounting standards (Ind AS / Government Accounting), taxation (Income Tax, TDS, GST), and statutory compliance.</li> <li>• Proven ability to design and institutionalise robust financial controls, MIS and audit-ready documentation in a high-volume transactional environment.</li> <li>• Sound judgement on treasury and investment matters, with a conservative, compliance-first orientation.</li> <li>• Excellent stakeholder management skills - with the ability to engage effectively with the Ministry, C&amp;AG, banks, auditors and senior Government functionaries.</li> <li>• High personal integrity, ability to handle confidential financial information with discretion, and a strong public-service orientation.</li> </ul>

## 5. Key Roles and Responsibilities

The CFO will be responsible for the following, which is indicative and not exhaustive:

### **5.1 Financial Strategy, Planning and Governance**

- Lead financial strategy, multi-year financial planning and budgeting for NTA, aligned with the Agency's examination calendar, modernisation agenda and strategic priorities.
- Advise the Director General, Governing Body and administrative Ministry on financial implications of major decisions, pricing of examinations, cost structures and revenue sustainability.
- Institutionalise a strong financial governance framework covering Delegation of Financial Powers, internal controls, approvals hierarchy, and segregation of duties.
- Present periodic financial performance reports, dashboards and variance analyses to the Director General, Finance Committee, Governing Body and the Ministry of Education.

### **5.2 Accounting, Financial Reporting and Examination-wise Accounting**

- Own end-to-end accounting operations for NTA - general ledger, accounts payable, accounts receivable, fixed assets, bank reconciliation and inter-unit accounting - in compliance with applicable accounting standards and Government norms.
- Design and implement a robust examination-wise accounting framework that tracks revenues, direct costs, allocated overheads and surplus / deficit for each examination (JEE, NEET, CUET, UGC-NET, and others) on a consistent, auditable basis.
- Institutionalise activity-based costing and cost-centre accounting to enable transparent reporting of unit cost per candidate, cost per test centre, and other operational metrics.
- Prepare annual financial statements, receipts and payments accounts, income and expenditure accounts, and balance sheet in the prescribed format for autonomous bodies, and ensure timely finalisation and submission.
- Oversee closure of monthly, quarterly and annual books of accounts, and ensure timely and accurate MIS to management and the Ministry.

### **5.3 Budgeting, Financial Control and Expenditure Management**

- Prepare the annual budget of NTA (revenue and capital), in consultation with functional heads, and secure approval from the competent authority and the administrative Ministry.
- Monitor budget utilisation on an ongoing basis, advise on reallocation / re-appropriation of funds, and ensure adherence to approved budgetary limits.
- Institutionalise strong expenditure controls, pre-audit and concurrent financial scrutiny for all proposals involving expenditure, in line with GFR and DFPR.
- Ensure that all expenditure is incurred with proper sanction, competitive procurement (GeM / open tender / limited tender, as applicable) and complete documentation.

### **5.4 Treasury, Investment of Surplus Funds and Cash Management**

- Manage NTA's treasury operations, including fee collection, bank account management, fund transfers and daily cash positioning, across multiple banks and payment gateways.
- Institutionalise a prudent policy for deployment of surplus funds in approved instruments - including term deposits with scheduled commercial banks, Government securities and

other instruments permitted for Central Government autonomous bodies - in strict compliance with DEA/ Ministry of Finance investment guidelines.

- Run a transparent process for placement of deposits with banks based on competitive interest quotes, credit rating norms and concentration limits, with full audit trail.
- Optimise returns on surplus funds while maintaining appropriate liquidity for operational requirements, and periodically review the investment portfolio.

Manage relationships with bankers, payment gateway providers and investment counterparties, and negotiate competitive terms for banking services, collection arrangements and deposit rates.

Put in place robust risk management and internal controls covering interest-rate, counterparty and operational risks in treasury operations.

### **5.5 Taxation, Statutory Compliance and Regulatory Filings**

Ensure full compliance with Income Tax provisions applicable to NTA, including TDS, Section 10(23C) / Section 12A / Section 11 compliances, and timely filing of returns.

Manage GST compliance, including registration, input tax credit management, reconciliation, returns filing and representation in assessments.

Ensure compliance with applicable provisions relating to EPF, ESIC, Gratuity, Professional Tax and other statutory payments.

Represent NTA before tax authorities, banks, regulators and other external agencies on finance-related matters.

Coordinate with legal counsel on tax assessments, appeals and representations, and maintain appropriate documentation.

### **5.6 Audit, Internal Controls and C&AG Coordination**

- Coordinate end-to-end with the Comptroller & Auditor General of India (C&AG) / Director General of Audit for annual statutory audit of NTA's accounts, facilitate audit teams, and ensure timely response to audit memos and paras.
- Establish and run a robust internal audit function, either through in-house capability or through empanelled firms, covering all major processes of NTA.
- Track closure of audit observations, internal control weaknesses and management letter points, and report progress to the Director General and Governing Body.
- Represent NTA in Parliamentary proceedings, PAC queries and Ministry-level reviews on finance and audit matters, as and when required.
- Ensure that NTA's financial processes are designed to satisfy Government audit and financial propriety standards, with particular emphasis on examination-related payments.

### **5.7 Procurement, Contract Finance and Vendor Payments**

- Provide financial concurrence for all procurement and contracts, ensuring compliance with GFR, DFPR, GeM guidelines and eVe directives.

- Institutionalise standardised financial terms in contracts, including payment milestones, performance bank guarantees, price variation, taxes, and liquidated damages.
- Oversee timely processing of vendor payments with appropriate verification, deductions and documentation, while maintaining rigorous control over cash outflows.
- Maintain a vendor master and review vendor performance from a financial standpoint, including on timeliness, accuracy of invoicing and compliance with contract terms.

### **5.8 Financial Systems, Automation and MIS**

- Lead implementation and continuous improvement of an integrated ERP / financial management system covering accounting, budgeting, procurement-finance, treasury and **MIS**.
- Integrate NTA's finance systems with PFMS, GeM, e-billing platforms and banking interfaces for seamless fund flows and reporting.
- Digitise finance workflows - requisitions, approvals, invoices, payments, reconciliations and reports - to reduce processing time and improve audit trails.
- Institutionalise a robust finance **MIS**, with executive dashboards, trend analyses and exception reports for management and the Governing Body.

### **5.9 Team Leadership and Capability Building**

- Lead, mentor and develop the Finance & Accounts team of NTA, comprising officers, assistants and empanelled professionals.
- Institutionalise structured capacity-building in GFR, Government accounting, taxation, treasury management and digital finance tools.
- Build a culture of integrity, accuracy, timeliness and professional excellence within the finance function.

## **6. Key Result Areas (KRAs)**

- Timely and audit-ready finalisation of annual accounts, with no significant observations from statutory / C&AG audit.
- Implementation of a fully operational examination-wise accounting framework, with reliable reporting of unit economics per examination.
- Transparent, rule-compliant and value-maximising deployment of surplus funds, with demonstrable \_improvement in yield on treasury balances while maintaining safety and liquidity.
- Full compliance with GFR, DFPR, Income Tax, GST and other applicable statutes, with zero adverse findings in statutory/ regulatory filings.
- Timely processing of vendor and employee payments, with strong internal controls and documentation.
- A modern, integrated ERP-based finance and accounting environment, with near-real-time MIS and dashboards.

- A capable, motivated and professionally strong Finance & Accounts team within NTA.

## **7. Selection Process**

Shortlisting will be done on the basis of qualifications, experience and suitability of the candidate for the position. Shortlisted candidates will be invited for a personal interview before a Selection Committee constituted by the competent authority. NTA reserves the right to fix suitable criteria for shortlisting and to limit the number of candidates called for interview. The decision of the Selection Committee will be final and binding.

## **8. How to Apply**

- Eligible candidates may submit their applications in the format provided at Annexure-1, along with a detailed CV and self-attested copies of certificates in support of qualifications and experience.
- Applications may be submitted by e-mail to the address notified on the NTA website, with the subject line "Application for the Post of Chief Finance Officer - NTA".
- Applications must reach NTA within 15 days from the date of publication of this advertisement on the NTA website. Applications received after the last date or in any form other than prescribed shall not be entertained.
- Candidates already employed in Government/ PSU / Autonomous Bodies must route their applications through proper channel or submit a No Objection Certificate (NOC) at the time of interview.
- Mere fulfilment of the minimum qualifications and experience does not entitle a candidate to be called for interview. NTA reserves the right not to fill this post or to cancel the recruitment process at any stage without assigning any reason.

## **9. General Conditions**

- The engagement will be purely on contractual basis and will not confer any right for regular appointment or absorption in NTA.
- Canvassing in any form will lead to disqualification.
- Incomplete applications, or applications not accompanied by the required supporting documents, are liable to be summarily rejected.
- In case of any dispute, the decision of the Director General, NTA shall be final.

**Director (Admin.)**  
National Testing Agency



**ANNEXURE -1**  
**APPLICATION FORM**

*Engagement of Chief Finance Officer (CFO), National Testing Agency*

To,

**The Director General**  
National Testing Agency  
(Ministry of Education, Government of India)  
New Delhi

**Subject: Application for the Post of Chief Finance Officer (CFO), NTA.**

Reference: Advertisement dated \_\_\_\_\_

**Paste recent  
passport-size  
photograph  
(self-attested)**

Sir/Madam,

With reference to the above-mentioned advertisement, I wish to apply for the post of Chief Finance Officer, National Testing Agency. My details are furnished below for kind consideration:

**A. Personal Details**

1. Full Name (in block letters)	
2. Father's/ Husband's Name	
3. Date of Birth (DD/MM/YYYY)	
4. Age (as on last date of application)	
5. Gender	
6. Nationality	
7. Category (Gen/ OBC / SC / ST / EWS / PwBD)	
8. Aadhaar Number	
9. PAN Number	
10. Mobile Number	

<b>11. Alternate Contact Number</b>	
<b>12. E-mail Address</b>	
<b>13. Present / Correspondence Address</b>	
<b>14. Permanent Address</b>	

### B. Educational and Professional Qualifications

*(Starting from the highest qualification. Include professional qualifications such as CA, CMA, CPA, etc. Attach self-attested copies.)*

<b>S. No.</b>	<b>Qualification / Degree</b>	<b>University/ Institution</b>	<b>Year of Passing</b>	<b>%/CGPA</b>	<b>Division/ Class</b>
1					
2					
3					
4					
5					

### C. Employment History/ Work Experience

*(In chronological order, starting with the most recent. Attach additional sheet in the same format, if required.)*

<b>S. No.</b>	<b>Organisation / Employer</b>	<b>Designation</b>	<b>Period (From -To)</b>	<b>Last Pay Drawn/CTC</b>	<b>Brief Description of Role &amp; Responsibilities</b>
1					
2					
3					

S. No.	Organisation / Employer	Designation	Period (From -To)	Last Pay Drawn/ CTC	Brief Description of Role & Responsibilities
4					
5					
6					

Total Post-Qualification Finance/ Accounts Experience {Years/ Months}	
Experience at CXO /CFO/ Finance Controller / Head of Finance level {Years/ Months}	
Experience in Government/ PSU / Autonomous Body {if any}	
Largest Annual Budget/ Turnover Managed {Rs. in crore}	

#### D. Professional Certifications and Training

(Include CA, CMA, CPA, CFA, /ISA and any other relevant professional qualifications and training.)

S. No.	Certification / Training	Issuing Body / Organisation	Date / Year	Validity (if any)
1				
2				
3				
4				

#### E. Key Achievements/ Major Finance Initiatives Led

(Briefly describe up to five major finance assignments / transformations / projects led by you, indicating scale, role played, and measurable outcomes. May attach separate sheet.)

1	
2	
3	
4	
5	

#### F. References

*(Two professional references, preferably from senior positions, who can be contacted.)*

Name and Designation	Organisation and Address	Contact Number and E-mail

#### G. Additional Information

<b>1. Current Employer and Designation</b>	
<b>2. Current Gross Remuneration / CTC (per annum)</b>	
<b>3. Expected Remuneration (per annum)</b>	
<b>4. Notice Period / Earliest Date of Joining</b>	

5. Whether any criminal case / departmental enquiry is pending against you? (Yes/ No - if yes, give details)	
6. Languages Known (Read / Write / Speak)	

**H. List of Enclosures**

- Detailed Curriculum Vitae (CV/ Resume).
- Self-attested copies of certificates of educational and professional qualifications.
- Self-attested copies of experience certificates / appointment letters.
- Copies of professional certifications and training (if any).
- Copy of latest salary slip/ Form 16 (for verification of CTC).
- Copy of a Government-issued photo identity (Aadhaar / PAN / Passport).
- No Objection Certificate (NOC), if employed in Government/ PSU / Autonomous Body.
- Any other document in support of the candidature (please specify):  
\_\_\_\_\_

**Declaration**

I hereby solemnly declare that all the statements made and information furnished in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incorrect or incomplete, or ineligibility being detected before or after the selection / appointment, my candidature / appointment is liable to be cancelled / terminated without any notice or compensation, and appropriate action may be initiated against me. I further declare that I have no objection to any verification of the particulars furnished by me.

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

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

\_\_\_\_\_  
(Signature of the Applicant)

