



NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
(An Autonomous Institute)
18/2 Satsang Vihar Marg, Spl. Institutional Area (Opp: JNU (East Gate))
New Delhi – 110 067
Tel: 26569303, 26569780, Fax: 91-11-26852548

Application for the post of Accounts Officer

NIPFP invites applications in the prescribed format from qualified and experienced candidates for the post of Accounts Officer [in the Pay Band-3 of Rs.15600-39100 with Grade pay Rs.5400].

LAST DATE FOR RECEIPT OF APPLICATIONS: 19th May 2014

The details regarding Educational Qualifications, Experience and General Terms & Conditions along with prescribed format of application are available at NIPFP website : www.nipfp.org.in;

NIPFP reserves its right to cancel the recruitment process without assigning any reason, whatsoever.

I. Accounts Officer – Pay Band-3 (Rs.15600-39100 + GP Rs.5400) Post : 01

Age : Preferably 40 years

Essential Qualifications:

- i) Bachelor's Degree in Commerce of a recognized university or its equivalent
- (ii) Five years' experience in the field of commercial accounts in a supervisory position in an organization of repute, preferably in an educational or research organization,
- (iii) Experience in computerized accounts.

Desirable :

- i) Master's degree in commerce or qualified Chartered/Cost and Works Accountant

Terms and Conditions for Deputationist

- a) Officers from Central/State Governments, Universities, Professional and Research/Educational Institutions and autonomous bodies;
- b) Holding analogous post on regular basis or ;
- c) With 5 years' experience in the post in the scale of pay of Rs.9300-34800 + Grade Pay of Rs.4600, PB-2 and possessing qualification and experience as prescribed.

ALKA MATTA
SECRETARY

GENERAL TERMS & CONDITIONS

1. The prescribed qualifications are the minimum and mere possession and fulfillment of the essential qualifications for the post does not entitle the candidate to be considered/called for interview.
2. Application must be neatly typewritten on A-4 size paper in the prescribed proforma (**Annexure-I**). **The proforma can be downloaded from the website www.nipfp.org.in.**
3. One recent passport size photograph should be pasted on the top right hand corner of the application and be signed by self across.
4. The candidates short-listed for test & interview will be informed by post. The Institute will not be responsible for any postal delay.
5. Original certificates should be produced only at the time of interview/test. However, attested photocopies of testimonials may be attached with the application in support of the age, educational qualifications, experience etc. Admission to test/interview will be subject to production of all original documents and verification, thereof.
6. Candidates should forward their applications through Proper Channel. They may, however, send an advance copy of the application directly. Advance application shall be entertained only when application **through proper channel (Forwarding authority) is received, or a “No Objection Certificate”** is produced from the parent department/present employer at the time of interview/test of the candidates.
7. Photocopies of ACRs for the last five years are to be forwarded, along with Part-C of the application, duly filled in by the forwarding authority.
8. Educational qualifications/experience are relaxable in deserving cases by the Competent Authority.
9. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in the prescribed proforma will be rejected.
10. The decision of the Institute in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any form will be a disqualification.
11. The application, complete in all respects, must be sent to Secretary, National Institute of Public Finance and Policy, 18/2 Satsang Vihar Marg, Spl. Institutional Area, Opp: JNU (East Gate), New Delhi – 110 067, **latest by 19th May 2014**.

SECRETARY, NIPFP

PROFORMA
NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
PART-A

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1. Name of the Post
2. Name in Full (In block letters)
3. Father's/Husband's Name
4. Date of Birth (**month / day / year**)
5. Nationality
6. a)Address for correspondence(in block letters)
Pin Code _____ Telephone _____
b)Permanent Address (in block letters)
Pin Code _____
7. Whether you belong to (Please tick) SC _____ ST _____ OBC _____ PH _____
Ex-Serviceman _____ GEN _____
8. Educational Qualifications:-
(in chronological order from the Bachelor's Degree and onwards)

SI No.	Degree/Specialization	University/Institution	Division or equivalent	Percentage or Marks

9. Professional Training(s)

S.No.	Organisation	Period	Particulars of Training
		From To	

10. Computer Knowledge: Working on MS-Office and familiarity with accounting software packages (Please specify):

11. Employment record (details in reverse chronological order, starting with the latest job)

S.No.	Name & Address of the Employer	Period of service in each post (duration in Months)		Designation of Post held & scale of pay	Nature of work and level of responsibilities
		From	To		

12. Any other information the candidate may wish to mention in support of his candidature.

PART-A

Additional details about present employment, if any.

Present Pay Scale	
(Central Govt./State Govt./PSU/Private Enterprises/ Others)	
If pay scale has been revised recently, state the date of revision and also the pre-revised pay scale (kindly enclose Last Pay Slip) Basic Pay Pre-revised Revised (Grade Pay) Dearness Allowances Other Allowances HRA T A	
Please state whether working under : Central Government/State Government/Autonomous Organization/Government Undertaking/Universities Private Organization	
Any other information you may wish to furnish (in brief and no annexure be enclosed)	
Name and address of 2 persons (not related to you) who are well acquainted with your academic record and professional work for reference.	

PART-B

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation.

SIGNATURE OF THE CANDIDATE

Place :

Date:

PART-C

FORWARDING AUTHORITY/EMPLOYERS ENDORSEMENT

(in case the candidate applying on deputation basis)

This is to certify that Dr./Sh/Smt.....is working as.....from.....on *regular/contract/tenure appointment in our *department/institute/organization. The above details given by him/her are verified and found correct as per our records. It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity of the officer is also certified. In case of *his/her selection, *he/she will be relieved on *deputation and *his/her lien* will be retained by this organization.

*Strike out whichever is not applicable

Signature of the Employer with office seal

Date _____

Place _____

Note: Attested copies of all the relevant documents must be attached with the application