



**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 Receptionist-cum Telephone Operator (Reserved for SC)**

NIPFP invites applications in the prescribed format from qualified and experienced candidates for the post of **Receptionist-cum Telephone Operator** [in the Pay Band-1 of Rs.5200-20200 with Grade pay Rs.2400] on contractual basis, initially for a period of two years.

**LAST DATE FOR RECEIPT OF APPLICATIONS: 8<sup>th</sup> June, 2015**

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](http://www.nipfp.org.in);

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

**I. Receptionist-cum-Telephone Operator– Pay Band-1 (Rs.5200-20200 + GP Rs.2400)  
Post : 01 reserved for SC candidate**

**Age:** 25 years

**Essential Qualifications:**

- i) Bachelor's Degree of a recognized university or its equivalent with fluency in speaking English and Hindi

**Desirable:**

- (i) Six months working experience on PBX Board
- (ii) Knowledge of Computer/Word processing/Excel
- (iii) Good communication skills
- (iv) Multi-tasking ability (fast learner and should have a great presence of mind)

**Job responsibilities:**

- To attend telephone board
- Verification of telephone bills
- Verification of STD bill (official/personal)
- Receiving and sending faxes
- Greet all guests courteously and make them comfortable while waiting at the Reception
- Ensure the upkeep and decorum at the Reception area

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](http://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 already employed 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. Age relaxation for SC candidates will be as per Government of India's rules in force from time to time.
8. 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.
9. 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.
10. NIPFP reserves the right to fix the criteria for short-listing the candidates to be called for interview.
11. In case any candidate found ineligible on any ground even after his appointment, his/her service will be terminated immediately without assigning any reason thereof.

12. Incomplete/unsigned applications will not be entertained and the application form without the copies of requisite certificates will be rejected.
13. Name of the post applied for should be mentioned on the top of the envelope containing application form.
14. 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 8<sup>th</sup> June, 2015**

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 <b>(kindly enclose Last Pay Slip)</b>  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

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY**

18/2 Satsang Vihar Marg, Special Institutional Area

[Opp: JNU (East Gate)]

New Delhi – 110 067

Applications are invited for one post of **Receptionist-cum-Telephone Operator** (reserved for SC category) [to be filled on contractual basis initially for a period of two years) in the Pay Band -1 of Rs.5200-20200 + Grade Pay of Rs.2400 plus other allowances as per the Institute's Rules.

Last date for receipt of applications is : **May 31, 2015**

Eligibility criteria regarding age, essential and desirable qualifications as well as the application format may be downloaded from NIPFP's website: [www.nipfp.org.in](http://www.nipfp.org.in)

**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.

