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**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 Editor

In the Pay Band -3 of Rs.15600-39100 + grade pay of
Rs.5400)

The details regarding educational qualifications,
experience & general terms and 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.
Last date for receipt of applications is 31.12.2014



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 Editor

NIPFP invites applications in the prescribed format from qualified and experienced candidates for one post of **Editor** [in the Pay Band-3 of Rs.15600-39100 + Grade pay Rs.5400] to be filled on contractual basis, initially for a period of two years.

LAST DATE FOR RECEIPT OF APPLICATIONS: 31.12.2014

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

Age: Preferably 30 years

Essential Qualifications:

- i) Post Graduate Degree in English with a Diploma/Degree in Mass Communication,
- (ii) Two-Three years' experience in editorial work, website administration, graphic design, web design, or content creation for academic websites.

Desirable:

- (i) Strong language and technical editing skills, production coordination and supervision skills, and expertise in dissemination.
- (ii) Knowledge of desktop publishing software (Adobe InDesign, Scribus or equivalent), image editing software (Adobe Photoshop, Gimp or equivalent), and other web-related tools.

[Candidates are required to submit samples of their work with the application]

Job responsibilities:

Overseeing the production and dissemination of Institute's publication in print and on the website.

This will include:

- Collating, editing and creating web content, which includes text, graphics and other types of media;
- Coordinating and editing the Institute's publications in print, which include research papers, books/monographs, annual reports, newsletters and material related to conferences, seminars and other events;
- Disseminating Institute's publications to target audience in print through electronic media (including social media).

Deputation/Transfer:

- (i) Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies;
- (ii) Holding analogous post on regular basis ;

Or

- (iii) With 5 years regular service in the post in the scale of pay of Rs.9300-34800 with Grade Pay of Rs.4600/- PB-2;
- (iv) Possessing qualifications and experience prescribed for direct recruits.

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 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. Qualification/experience and age are relaxable by selection committee in the case of candidates otherwise well qualified.
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. 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 31.12.2014**.

SECRETARY, NIPFP

PROFORMA
NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
PART-A

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)

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

9. Professional Training(s)

S.No.	Organisation	Period From To	Particulars of Training

10. Computer Knowledge:

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