

**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: 91-11-6852548

**Advt No. Admin/01/2016**

NIPFP invites applications in the prescribed format for the following positions, initially for a period of two years or till the posts are filled on regular basis, whichever is earlier.

SI.No.	Name of post	Pay Band	No. of Post(s)	Category	
				General	Reserved
1.	Sr. Administrative Officer	₹15600-39100 (Grade Pay ₹6600)	01	01	-
2.	Junior Economist	₹9300-34800 (Grade Pay ₹4600)	01	01	-
3.	Supdt. (Computers)	₹9300-34800 (Grade Pay ₹4600)	01	01	-
4.	Accounts Executive	₹9300-34800 (Grade Pay ₹4600)	02	01	01(OBC)

**LAST DATE FOR RECEIPT OF APPLICATIONS: 30 days from the date of advertisement**

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 and without prior notice to candidates.

Advertisement regarding the above positions will be available in the 'Employment News' from 30.07.2016 to 05.08.2016

**I. Sr. Administrative Officer (₹ 15600-39100 + Grade Pay ₹ 6600) Post : 01  
[to be filled on contractual basis, initially for a period of two years]**

**Age:** Preferably 45 years

**Essential Qualifications:**

i) At least a Bachelor's degree with 10 years' experience in administrative and establishment matters at the executive or supervisory level and adequate computer knowledge. Of this at least 5 years should be as Administrative Officer in similar institutions.

**Desirable:** Post Graduate in Human Resource Management

**Indicative Job Description of SAO:**

- a) Discharge functions concerning Administrative management/maintenance related work of the Institute.
- b) Supervise admin, personnel and establishment matters like pay fixation, recruitment, appointments, promotions, etc.
- c) Supervise conducting/arrangements for seminars, conferences, training programmes, etc.
- d) To deal with references from the Central Government Ministries/Departments.
- e) Preparation of agenda items/notes for the Governing Body/General Body meetings of the Institute and follow up action to implement its decisions.
- f) To ensure proper custody of the records by the dealing assistants.
- g) Procurement of equipments, stores and services through tenders.
- h) To handle the legal matters of the Institute
- i) Preparation of project & seminar budgets and budget monitoring related to administration.
- j) Knowledge of financial matters
- k) Knowledge of government rules like GFR, Tendering process, service rules, MACPS etc.
- l) Knowledge of RTI matters
- m) Any other matter as assigned by the Director/ Secretary of the Institute.

**Deputation/Transfer:**

- (a) Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies
- (b) Holding analogous post on regular basis; or
- (c) With 5 years regular service in the post in the scale of pay of ₹15600-39100 (Grade Pay ₹6600/-) PB-3
- (d) Possessing qualifications and experience prescribed for direct recruits, as above

**[Note:** Qualifications, age and experience are relaxable at the discretion of the selection committee in the case of candidates otherwise well qualified]

**II. Junior Economist - (₹9300-34800 + GP ₹4600) Post : 01  
[to be filled on contractual basis, initially for a period of two years]**

**Age:** Preferably 30 years (relaxable by selection committee in deserving cases)

**Essential Qualifications:**

- i) Master's Degree in Computer Science or Operation Research or Econometrics or Statistics or Commerce or Economics (with Statistics)
- (ii) At least three years' experience as analyst, data scientist, or related quantitative role
- (iii) Interpret data, analyze results using statistical techniques in complex data sets
- (iv) Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality
- (v) Acquire data from primary or secondary data source and maintain database/data systems
- (vi) Training and experience in programming, preferably with econometric/statistical software's like R, STATA.

**Desirable:**

- (i) Familiarity with MS Access and knowledge of public finance
- (ii) Experience in analyzing unit level data from Census, NSSO, etc.

**Job Description:**

- i) Liaison with IT Process
- ii) Ability to communicate with all levels of management and technical staff
- iii) Forecasting of trends and know-how of Statistical and Econometrics concepts

**Deputation/Transfer:**

- (a) Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies
- (b) Holding analogous post on regular basis; or
- (c) With 5 years regular service in the post in the scale of pay of ₹9300-34800 (Grade Pay ₹4200/-) PB-2
- (d) Possessing qualifications and experience prescribed for direct recruits, as above

**III. Superintendent (Computers) (₹9300-34800 + Grade Pay ₹4600) Post : 01  
[to be filled on contractual basis, initially for a period of two years]**

**Age:** Preferably 35 years

**Essential Qualifications:**

- (i) Master's Degree in Computer Applications/Information Technology/Computer Science of a recognized University/Institute; or B.E/B.Tech in Computer Engineering/Computer Science/Computer Science & Engineering/Information Technology from a recognized University/Institute.
- (ii) Five years' experience in the field of Information Technology, Knowledge of Linux, Windows, MAC Operating System, Trouble shooting and maintenance of LAN and Computer Hardware, Software.

**Deputation/Transfer:**

- (a) Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies
- (b) Holding analogous post on regular basis; or
- (c) With 5 years regular service in the post in the scale of pay of ₹9300-34800 (Grade Pay ₹4200/-) PB-2
- (d) Possessing qualifications and experience prescribed for direct recruits, as above

**V) Accounts Executive (₹9300-34800 + Grade Pay ₹4600) Posts : 02  
[to be filled on contractual basis, initially for a period of one year]**

**(Unreserved – 01, OBC -1)**

**Age:** Preferably 35 years

**Essential Qualifications:**

- i) Bachelor's Degree in Commerce with 5 years' experience, of which three years should be in a responsible position in Accounts Department of a Commercial or Research organization of repute

**Job Description:**

- i) The duties of the Accounts Executive will broadly include statutory compliances like TDS, service tax, VAT, EPF, ESI including returns, project accounting in accounting software, preparation of monthly MIS reports, processing foreign outward remittance, payroll processing, assist in finalization of accounts and budget preparation, processing of payments, liaisoning with statutory auditors. Perform such other financial functions as may be assigned to him/ her by the Institute.
- ii) Should be well-versed and conversant with all accounting software
- iii) Liaisoning and follow up with the nodal ministries and other agencies, with regards to projects/grants.

**Deputation/Transfer:**

- (a) Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies
- (b) Holding analogous post on regular basis; or
- (c) With 5 years regular service in the post in the scale of pay of ₹9300-34800 (Grade Pay ₹4200/-) PB-2
- (d) Possessing qualifications and experience prescribed for direct recruits, as above.

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 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. 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.
8. 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.
9. 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, **within 30 days from the date of advertisement.**

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)

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

9. Professional Training(s)

Sl. 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)

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

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

