

National Institute of Public Finance and Policy
18/2 Satsang Vihar Marg, Special Institutional Area
Near JNU, New Delhi-110 067
Tel. 26961829, 26569303 Fax 26852548

Applications are invited for the following posts:

S.No.	Name of the post	Scale of pay (Rs.)	No of posts
1.	Senior Library and Information Officer (on deputation basis)	15600-39100 with Grade Pay of 7600	One
2.	Editor	15600-39100 with Grade Pay of 5400	One

The details regarding educational qualifications, experience and 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 June 5, 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

I. Senior Library and Information Officer – Pay Band-3 (Rs.15600-39100 + GP Rs.7600) Post : 01 [on deputation basis only]

Age Limit : 56 years

Essential Qualifications:

- i) M.A./M.Sc./M.Com plus B. Lib Science with 10 years' experience of working in libraries of academic research institutions/departments.
- ii) Knowledge of documentary and reprography and adequate knowledge of Information Technology.

Terms and Conditions for Deputationist

- (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 PB 3 Rs.15600-39100 (grade pay Rs.6600)

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

Age: preferably 30 years

Essential Qualifications:

- (i) Postgraduate degree in English literature
- (ii) Experience of five years in academic journalism

Terms and Conditions for Deputationist

- (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 PB 2 Rs.9300-34800 (grade pay Rs.4600)

ALKA MATTA
SECRETARY

GENERAL TERMS & CONDITIONS

Name of the posts:

(A) Senior Library and Information Officer (SLIO) on deputation basis

(B) Editor

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 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. However, attested photocopies of testimonials may be attached with the application in support of the age, educational qualifications, experience etc. Admission to 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 copy of the 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, without any intimation.
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, by post/courier **latest by June 5, 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 (day/month/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		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./Shri/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