

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY

(An Autonomous Institute)

18/2 Satsang Vihar Marg,

Special Institutional Area, (Near JNU)

New Delhi-110 067

Tel.26569303, 26569780, Fax 91-11-26852548

Applications are invited for the following posts:

1. Steno-Typist – scale of pay Rs.5200-20200 + Grade Pay of Rs.2400 (one post) [reserved for person with locomotor disability or Cerebral Palsy (orthopedically handicapped person) with not less than 40% disability.

Age limit : preferably 25 years (relaxable for PH, SC, ST and OBC candidates as per Government Rules)

Qualifications: Essential: (i) Bachelor's Degree of a recognized University or its equivalent with adequate knowledge of English. (ii) A minimum speed of 80/40 words per minute in English stenography and typewriting respectively.

Desirable: knowledge of word processing

2. Watchman – Scale of pay Rs.5200-20200 + Grade Pay of Rs.1800 (one post) (reserved for OBC). **Age limit** : preferably 25 years (relaxable for OBC candidates as well as Ex-Serviceman as provided in the Government rules).

Qualifications: Essential (i) Matriculation from a recognized school or institution (ii) one year experience of working as a Chowkidar with a clean record.

Desirable: Ex-serviceman

3. Stenographer (one post) on contract [initially for one year]

Consolidated emoluments Rs.20,000/- per month

Qualifications essential:

(i) Bachelor's Degree of a recognized University or its equivalent with adequate knowledge of English. (ii) A minimum speed of 80/40 words per minute in English stenography and typewriting respectively.

Age: 25 years

Desirable: knowledge of word processing

4. Messenger (one post) on contract [initially for one year]

Consolidated emoluments: Rs.10,000/- per month

Age: Preferably 25 years

Qualifications Essential: (i) A Pass in Matriculation from a recognized school or institution

Desirable: Ability to read and write English

5. Messenger-cum-Driver (one post) on contract [initially for one year]

Consolidated emoluments: Rs.12,000/- per month

Age: Preferably 25 years

Qualifications Essential: (i) A Pass in Matriculation from a recognized school or institution and possession of a valid driving licence, preferably for driving HMVs

Desirable: Ability to read and write English

Applications on plain paper (with Name, Age, Date of birth, address, educational qualifications, technical qualifications, experience, etc.) along with true copies of certificates and testimonials should reach the Secretary at the above given address within 15 days of publication of this advertisement [refer our website: nipfp.org.in].