



**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: Email: nipfp@nipfp.org.in

**Advt No. Admin/2/2012**

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

<b>Sl No.</b>	<b>Name of post</b>	<b>Pay Band</b>	<b>No. of Post(s)</b>	<b>Category</b>
1	Accounts Officer	Rs.15600-39100 + Grade Pay Rs.5400	01	UR
2	Steno Typist	Rs.5200-20200 + Grade Pay Rs.2400	01	Physically Handicapped (PH)
3	Watchman	Rs.5200-20200 + Grade Pay Rs.1800	01	OBC
4	Messenger	Rs.5200-20200 + Grade Pay Rs.1800	01	OBC

**LAST DATE FOR RECEIPT OF APPLICATIONS: 25<sup>th</sup> MAY 2012**

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.

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NIPFP invites applications in the prescribed format from qualified and experienced candidates for the following posts on DIRECT RECRUITMENT/DEPUTATION BASIS for a period of two years or till the posts are filled up on regular basis, whichever is earlier.

**1. ACCOUNTS OFFICER, SCALE OF PAY: (Rs.15600-39100+GP Rs.5400) Post : 01  
(UR)**

**Age limit:** Preferably 40 years

**Qualifications: Essential:** (i) Bachelor's Degree in Commerce of a recognized University or equivalent

(ii) Five years experience in the field of commercial accounts in a supervisory position in an organization of repute preferably in an educational or research organization.

(iii) Experience in computerized accounts

**Desirable:** Master's Degree in Commerce or a qualified Chartered/Cost and Works Accountant

**Deputation/transfer**

- a) Officer 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 carrying scale of pay of Rs.9300-34800(Grade Pay Rs.4200) and possessing qualification and experience as prescribed above.

**2. STENO TYPIST - SCALE OF PAY: (Rs.5200-20200 + GP Rs.2400) Post: 1  
(Physically Handicapped)**

[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 recognised 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

### **Deputation/transfer**

- a) Employees 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' regular service in the post carrying scale of pay of Rs.5200-20200(Grade Pay Rs.2400) and possessing qualification and experience as Prescribed above.

### **3. WATCHMAN - SCALE OF PAY: (Rs.5200-20200 + GP.1800) Post: 1 (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 recognised school or institution  
(ii) One year experience of working as a Chowkidar with a clean record

**Desirable:** Ex-Serviceman

### **4. MESSENGER - SCALE OF PAY: (Rs.5200-20200 + GP.1800) Post.1 (OBC)**

**Age Limit:** Preferably 25 years (relaxable for OBC candidates as per Government rules)

**Qualifications: Essential** (i) A pass in Matriculation from a recognised school or Institution

**Desirable:** Ability to read and write English

ALKA MATTA  
SECRETARY

## GENERAL TERMS & CONDITIONS

1. The prescribed qualifications are the minimum and mere possession and fulfillment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/test.
2. Application must be neatly typewritten on A4 size paper in the prescribed proforma (Annexure-I). **The proforma can also 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 interview/test will be informed by post and the list will also be available on our website. 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 also be attached with the application in support of the age, educational qualifications and experience etc. Admission to test/interview will be subject to production of all original documents and verification, thereof.
6. Candidates may send an advance copy of application. However, 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, latest by May 25<sup>th</sup>, 2012.
10. The terms and conditions of deputation will be regulated in accordance with rules and regulations of the Institute in force from time to time.
11. **In respect of candidates applying on deputation** - Forwarding Authority is to ensure that the applications must be accompanied by photocopies of ACRs, duly attested, for last five years, Integrity Certificate and Vigilance Certificate.

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		Particulars of Training
		From	To	

10. Knowledge of working on PC/work station and Familiarity with software Packages  
(Please specify):

11. Employment record (details in reverse chronological order, starting with the last 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 Organisation/Government Undertaking/Universities Private Organisation	
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/direct recruitment and \*his/her lien \*will/will not 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