

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY**  
**(An Autonomous Institute)**  
**18/2 Satsang Vihar Marg**  
**Special Institutional Area, (Opp. JNU East Gate)**  
**New Delhi-110067**  
**Tel. 26569303, 26961829 Fax 91-11-26852548**

NIPFP, an autonomous organisation under the aegis of the Ministry of Finance, Government of India, is a premier research organization for conducting research, policy advocacy, and capacity building activities in the field of public economics and macro finance. Established in 1976 as an autonomous institution under the Societies Registration Act, 1860 the Institute has made significant contribution to policy reforms at all levels of Government of India. The NIPFP provides research, advisory, and capacity building support on macroeconomics, fiscal policy, and intergovernmental finance at both national and international levels. The vision of the Institute is to “promote stable and sustainable development”.

NIPFP invites applications in the prescribed format from qualified and experienced candidates for one regular post of **Senior Library and Information Officer** [in the Level 12, Cell 1, Rs.78,800] to be filled initially for a period of two years on contractual basis through direct recruitment. On the satisfactory performance of services during the contract, the services may be regularized/confirmed. In case the performance during the contract is not satisfactory, then the services may be discontinued. The other terms and conditions of the contract will be as per offer of appointment.

**Last date for receipt of applications: February 21, 2020**

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](http://www.nipfp.org.in)

NIPFP reserves its right to cancel the recruitment process without assigning any reason, whatsoever.

**Senior Library and Information Officer – Level 12, Cell 1, Rs.78,800/- Post : 01**

**Age limit for Direct Recruitment:** Preferably 45 years

**Essential Qualifications:**

- i) M.A./M.Sc./M.Com plus B.Lib. Science with 10 years of experience of working in libraries of academic research institutions, departments. Knowledge of documentary and reprography and adequate knowledge of Information Technology.
- ii) Qualification/experience and age are relaxable by Selection Committee in the case of candidate otherwise well qualified.

(A.K. Khanduri)  
Sr. Administrative Officer

## **GENERAL TERMS AND CONDITIONS:**

1. The prescribed qualifications are the minimum and mere possession and fulfilment 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 prescribe proforma (Annexure-I). The proforma can be downloaded from the website: [www.nipfp.org.in](http://www.nipfp.org.in) any further information regarding application to this advertisement will be uploaded only in our website.
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/E-mail. 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 candidate.
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. NIPFP reserved the right to cancel the recruitment process without assigning any reason whatsoever.
11. The application, complete in all respects, must be sent to Sr. Administrative Officer, National Institute of Public Finance and Policy, 18/2 Satsang Vihar Marg, Special Institutional Area, Opp. JNU East Gate), New Delhi-110067 latest by February 21, 2020.

Sr. Administrative Officer, NIPFP

**PROFORMA**  
**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY**  
**PART-A**

1. Name of the post Senior Library and Information Officer
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)\_\_\_\_\_ (Tel)\_\_\_\_\_
- b) Permanent Address (in Block Letters)\_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ (PinCode)\_\_\_\_\_ (Tel)\_\_\_\_\_
- c) E-Mail:\_\_\_\_\_ Mobile\_\_\_\_\_
7. Whether you belong to (please tick) SC\_\_\_ST\_\_\_OBC\_\_\_PH\_\_\_EWS\_\_\_  
 Ex-serviceman\_\_\_\_\_ GEN\_\_\_\_\_
8. Educational Qualifications: (in chronological order from the Bachelor's Degree and onwards)

| S.No. | Degree/Specialization | University/<br>Institution | Division<br>or<br>equivalent |  | % of<br>marks |
|-------|-----------------------|----------------------------|------------------------------|--|---------------|
|       |                       |                            |                              |  |               |
|       |                       |                            |                              |  |               |
|       |                       |                            |                              |  |               |

9. Professional Training(s)

| Sr. No. | Organisation | Period<br>From | to | Particulars of<br>training |
|---------|--------------|----------------|----|----------------------------|
|         |              |                |    |                            |
|         |              |                |    |                            |
|         |              |                |    |                            |
|         |              |                |    |                            |

10. Computer knowledge: \_\_\_\_\_

11. Employment record (details in reverse chronological order, starting with the latest job)

| Sr. No. | Name & Address of<br>the employer | Period of service<br>in each post<br>(duration in<br>months)<br>From | to | Designation<br>of post held<br>and scale of<br>pay | Nature of work<br>and level of<br>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><br><br>Basic Pay<br><br>Pre-revised<br><br>Revised (Grade Pay)<br><br>Dearness Allowances<br><br>Other Allowances HRA<br><br>TA |  |
| Please state whether working under:<br><br>Central Government<br>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

Name of the Candidate

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Place:

Date:

**PART –C**

**FORWARDING AUTHORITY/ EMPLOYERS ENDORSEMENT**

This is to certify that Dr./Shri/Smt./Miss \_\_\_\_\_ 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 \*his/her lien\* will be retained by this Organisation.

\*Strike out whichever is not applicable

Signature of the Employer with office seal

Date \_\_\_\_\_

Placed \_\_\_\_\_

Note: Attested copies of all the relevant documents must be attached with the application.