

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
(An Autonomous Institution under Ministry of Finance)
18/2 Satsang Vihar Marg, Spl. Institutional Area
[Opp: JNU (East Gate)]
New Delhi – 110 067
Tel: 26569303, 26569780, Fax: 91-11-26852548

Advt. Ref. No.-NIPFP/Rect./NT/2021

Dated:09/11/2021

NIPFP invites applications under **Online Mode only** from qualified and experienced Candidates for one post of EDP Manager, to be filled on contractual basis, initially for a period of two years, on direct recruitment/deputation basis.

Sl. No.	Name of the Post	Pay Matrix (7th CPC)	Number of Post	Category
1	EDP Manager	Level 12 (78,800-2,09,200), Cell-1, Rs.78,800/-	01	General

LAST DATE FOR RECEIPT OF ONLINE APPLICATION: 10/12/2021 (Midnight) from the date of publication of the advertisement in newspaper.

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/about-us/careers/

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

Director

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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. 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 **under online mode only** from qualified and experienced candidates for one post of EDP Manager [in the Pay Matrix Level-12 (78,800-2,09,200), Cell-1, Rs.78,800] to be filled initially for a period of two years on contractual basis through direct recruitment/deputation basis. The services may thereafter be regularized/ confirmed, subject to fitness, based on assessment of performance during the contract period. In case the performance during the contract is not found satisfactory, then the Services may be discontinued, as per the terms and conditions of the offer of appointment.

EDP Manager (Level-12 (Rs.78,800-2,09,200), Cell-1 Rs.78,800/-) – one post (General) [to be filled, on contractual basis, initially for a period of two years, on direct recruitment/deputation basis]. The minimum salary to a newly incumbent works out to Rs.1,34,000.00. The incumbent will also be eligible for other benefits like LTC, Medical for self and family, Provident Fund, Group Insurance, Children Education Allowance etc. as admissible to a Central Govt. Employee.

Age: Preferably 45 years (relaxable by the selection Committee in deserving cases)

Essential Qualifications:

Ph.D. with 5 years relevant experience or M.E./M. Tech. with computer specialization with at least 7 years relevant experience or Master degree in Science/Math/Statistics, Operational Research or Economics (with statistics) with 10 years relevant experience of computer or electronics specialization with at least 10 years' experience in computer field.

Deputation

(a) Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies

(b) Holding analogous post on regular basis,

Or

With 5 years regular service in the post in Pay Matrix Level 11 (pre- revised pay band of Rs.15600-39100 plus Grade Pay of Rs.6600 (PB-3).

Possessing qualifications and experience prescribed for direct recruits, as above will also apply.

(Note: Qualifications, age and experience are relaxable at the discretion of the Selection Committee in the case of candidates otherwise well qualified)

Brief Job Description of EDP Manager: The EDP manager shall perform the following duties as assigned to him/her from time-to-time:-

1. Supervise the maintenance, upkeep and upgrade of computer hardware, software and other IT infrastructure of the institute for optimal performance.
2. Supervise, maintain and update the IT inventory, stocks and record keeping of computer systems.
3. Maintain propriety software, operating systems and any other software repository of the institute
4. Performing routine system checks of IT systems, hardware and software, maintain a complaint book with proper description, and resolve problems reported by users.
5. Facilitate functioning of institute's online library and other online repositories.
6. Maintenance of institute email, networks, servers, firewall, backups, storage devices and any other IT infrastructure and ensure security of the same.
7. Capable of managing cloud for storage and other applications.
8. Supervise, maintain and enable seamless functioning of IT infrastructure for institute's online classes/seminars, meetings, web portals and audio – video facilities.

9. Maintaining notices/calendar of meetings, training programs, seminars in the institute and ensuring seamless functioning of systems, WiFi networks and other audio-video facilities during the event
10. Manage, supervise and enable seamless functioning of institute's website. The EDP manager shall also coordinate with vendors/ suppliers/ technicians/ web developers as the case maybe regarding maintenance, upgrade, and translation (bi-lingual) of website content and functioning.
11. Create, facilitate and coordinate the development of online recruitment and registration forms, database and links for various institute activities such as recruitment, seminars/workshops etc.
12. Deal with issuance of computer systems, hardware, software, email, network access, etc. for institute faculty, staff, library and clearances, no-dues in case of any employee leaving the institute.
13. Answering technical queries and training other IT office staff for resolving IT related issues
14. The EDP manager is expected to introduce and integrate new technologies/systems into existing environment and may initiate various proposals relevant for the institute for approval from the competent authority
15. Shall undertake any duty and responsibility assigned by the competent authority from time to time.

GENERAL TERMS AND 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 for shortlisting and/or to be called for interview.
2. Application must be filled online. Link for the same is available at NIPFP website: <https://www.nipfp.org.in/about-us/careers>. Any corrigendum/addendum concerning this advertisement will be uploaded only on our website.
3. Interested candidates must apply by filling in relevant application form online and upload scanned copies of all certificates/documents with photograph and signature as per the Instructions given below. Last date for submission of online application is 10/12/2021 (11:59 pm). Method of selection for the post of EDP Manager will be through Personal Interview.
4. **Last Date for receiving application: 10/12/2021 (Friday)**, 11.59 pm under online mode only at the recruitment link http://pfisdatbank.in/Recur_DataCollect/view.php?id=19660
5. Applications or any other documents will **not be received** by hand/email/post/courier etc.
6. **Evidence of Date of Birth.** Please upload a self-attested copy of your Matric/Secondary Certificate/Mark sheet as evidence of your date of birth.
7. Cutoff date for determining age limit and experience will be the last date for receipt of the applications
8. Only the candidates short-listed for interview will be informed by email only.
9. **Guidelines for Scanning and Uploading of Certificates, Photo and Signature:** Before start applying online, a candidate is required to have a scanned (digital) image of his/her certificates, photograph, and signature as per the specifications given below:-
 - (a) **Certificates.** The certificate should be maximum up to 1 MB for each educational, experience, DoB, etc. in .pdf format. No other format is allowed to upload.
 - (b) **Photograph.** Photograph must be a recent passport size photo. Make sure that the picture is in colour, taken against a light-colored, preferably white background. If you have to use flash, ensure there is no "red-eye". If you wear glasses, make sure that there are no reflections and your eyes are clearly visible. Wearing of cap, hat and dark glasses in the photograph is not acceptable. Dimensions of the image should be 200 x 230 pixels (preferred). The size of the file should be between 20–50 KB with a dimension of (4.5 × 3.5 cm) (You can use an online image editor or optimizer like <https://www.photopea.com/> to optimize or resizing images). Allowed format for image/s to upload: .jpg / .jpeg

(c) **Signature.** The applicant has to sign on white paper with a Black/Blue ballpoint pen. Signature in CAPITAL LETTERS shall NOT be accepted. Dimensions 140 x 60 pixels (preferred), Size of file should be between 10 – 20 KB. Allowed format for signature to upload: .jpg / .jpeg

(d) **Curriculum Vitae (CV).** Not exceeding 3 pages (in PDF format) file size – 2MB.

Note: Make a Single folder on your system to upload all items, all items must have your name followed by the name of the certificate/image.

In case of technical difficulties, kindly email your query to: Mr. Pankaj Sinha, Sr. Adm. Officer at <pankaj.sinha@nipfp.org.in> or contact 011 2656 9303: Ext. 140 (Working days).

10. Original certificates should be produced at the time of interview.
11. Candidates working (permanent or temporary) in Central/ State Governments/ Semi-Government/Public Sector Undertaking/ Autonomous Bodies, Universities etc. should forward their applications (generated report received at individual email id after successfully filling their online application) through Proper Channel. Online 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.
12. Applications (Generated report received at individual email id after successfully filling their online application) of candidates **under deputation mode** working in Central Govt./State Govt./PSU/Autonomous Bodies (Central or State)/Universities should be accompanied by certified copies of ACRs/APARs of last five years duly attested by the Competent Authority/ Head of the Department.
13. The decision of the Institute in respect of selection shall be final and no correspondence in this regard will be entertained from candidates who are not called for interview/ selected for appointment. Canvassing in any form will be a disqualification of candidature.
14. The outstation candidates called for interview will be reimbursed cheapest airfare on shortest direct route/3rd AC/CC class of Rajdhani/Shatabdi express return rail fare by shortest route on production of tickets. However, candidates from NCR would not be entitled for any T.A.
15. Vigilance clearance certificate indicating that no disciplinary proceedings are either pending or contemplated against the officer concerned are to be submitted by the candidates who are in employment.
16. To apply online click: http://pfisatabank.in/Recur_DataCollect/view.php?id=19660

Director