

**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**

NIPFP invites applications in the prescribed format from qualified and experienced candidates for one post of Senior Administrative Officer, to be filled on contractual basis, initially for a period of two years, on direct recruitment/deputation basis.

| <b>Sl No.</b> | <b>Name of post</b>           | <b>Pay Matrix (7<sup>th</sup> CPC)</b> | <b>No. of Post(s)</b> | <b>Category</b> |
|---------------|-------------------------------|--|-----------------------|-----------------|
| 1             | Senior Administrative Officer | Level 11, Cell 1<br>Rs. 67,700         | 01                    | General         |

**LAST DATE FOR RECEIPT OF APPLICATIONS:** 21 days from the date of publication of the advertisement

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, whatsoever.

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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. 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 post of Senior Administrative Officer [in the Pay Matrix Level 11, Cell 1, Rs.67,700] 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.

**Senior Administrative Officer** (Level 11, Cell 1 Rs.67,700/-) – one post (General) [to be filled, on contractual basis, initially for a period of two years, on direct recruitment/deputation basis]

Age: Preferably 45 years

**Essential Qualifications:**

At least a Bachelor's Degree with 10 years' experience in administrative and establishment matters, at the executive or supervisory level and adequate computer knowledge. Of this, at least 5 years' experience should be as Administrative Officer in similar institutions.

**Desirable:** Post Graduate in Human Resource Management

**Deputation/Transfer**

- (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 post in Pay Matrix Level 10 (pre- revised pay band of Rs.15600-39100 plus Grade Pay of Rs.5400 (PB-3)

(d) 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 SAO:**

- The position calls for a person with maturity, integrity and, above all, a rich experience in similarly placed academic, research, autonomous or Government institutions.
- The SAO is required to lead a team and guide them in their day to day activities and will be responsible for all administrative activities including personnel and general administration, estate management/maintenance, stores, purchase and contract service.
- Shall provide support to faculty in academic activities like conducting seminars, conferences, symposia etc.
- Preparation of project and seminar/conference budgets as well as to monitor budget expenses and control.
- He/she must have thorough knowledge of Central Government rules like GFR, FR & SR, MACPS guidelines, pay fixation, recruitments, appointment, promotions etc.
- Should be excellent in oral and written communication in English as well as good in drafting.
- Proficiency in computer operations MS Office, Excel, Power Point presentations, and Internet.
- Shall be responsible for preparation of Agenda notes/ Minutes for the Governing Body and General Body meetings of the Institute and follow up action to implement its decisions.
- To deal with references from the Central Government Ministries/ Departments and drafting correspondence, replies, notes etc.
- To handle the legal and RTI matters of the Institute
- To ensure proper custody and updation of the records by the dealing assistants.
- Procurement of equipment, stores and services and disposal of moveable assets declared as unserviceable, through proper tendering process as per General Financial Rules.
- To maintain and update the Institute's data base relating to staff.

- To organize a filing system for important and confidential documents of the Institute
- Answering queries of the employees as per guidelines and rules of the Institute
- Preparing quarterly administrative work plans and presentation to Director/Secretary with relevant data
- Any other job as may be assigned by the Director/Secretary.

## **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 neatly typewritten on A-4 size paper in the prescribed proforma (Annexure-I). The proforma can be downloaded from the NIPFP website: [www.nipfp.org.in](http://www.nipfp.org.in). Any further information concerning this advertisement will be uploaded only on 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. Only the candidates short-listed for interview will be informed by post/email. The Institute will not be responsible for any postal delay.
5. Original certificates should be produced at the time of interview. However, self-attested photocopies of testimonials mentioned in the application may be attached with the application. (age, educational qualifications, experience etc.)
6. Candidates working in Central/ State Governments/ Semi- Government/ Public Sector Undertaking/ Autonomous Bodies, Universities etc. 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 of the candidates.

Applications of candidates working in Central Govt/State Govt/PSU/ Autonomous Bodies/ Universities should be accompanied by photocopies of ACRs of last five years duly attested by the Competent Authority/ head of the department.

7. Applications received after the closing date and/or found to be incomplete in any respect or not submitted in the prescribed proforma will be summarily rejected.
8. 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.
9. 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.

10. 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.
11. The applications should be sent by Registered Post or through Speed Post/ courier in a cover super scribed "Application for the post of **Senior Administrative Officer in NIPFP**" NIPFP shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.
12. The application, complete in all respects, must be sent to Secretary, National Institute of Public Finance and Policy, 18/2 Satsang Vihar Marg, Special Institutional Area (Opp. JNU East Gate), New Delhi-110067 within 21 days from the date of advertisement.

Secretary  
NIPFP

**Annexure-I**

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY  
NEW DELHI**

**(Part-A)**

|              |
|--------------|
| <b>Photo</b> |
|--------------|

| <b>Name of the post : Senior Administrative Officer</b> |   |  |
|---|---|--|
| 1.  | Name in Full (in block letters)               |  |
| 2.  | Father's/Husband's Name                       |  |
| 3.  | Date of Birth (day/month/year)                |  |
| 4.  | Nationality                                   |  |
| 5.  | Address for correspondence (in block letters) |  |
| 6.  | E-mail address                                |  |
| 7.  | Mobile No.<br>Phone No. with STD code:        |  |
| 8.  | Whether you belong to (please tick)           | SC _____ PH _____<br>ST _____ XSM _____<br>OBC _____ GEN _____ |

9 a. Whether educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

| <b>Qualifications/ Experience</b> |                 |                                   |
|-----------------------------------|-----------------|-----------------------------------|
|                                   | <b>Required</b> | <b>Possessed by the Candidate</b> |
| <b>Essential</b>                  |                 |                                   |
|                                   |                 |                                   |
|                                   |                 |                                   |
| <b>Desirable</b>                  |                 |                                   |

9 b. Details of educational qualifications in chronological order from the Bachelor's Degree and onwards

| S.No | Degree/Specialization | University/Institution | Division or equivalent | Percentage of Marks |
|------|-----------------------|------------------------|------------------------|---------------------|
|      |                       |                        |                        |                     |
|      |                       |                        |                        |                     |
|      |                       |                        |                        |                     |
|      |                       |                        |                        |                     |
|      |                       |                        |                        |                     |

10. Please state clearly whether in the light of entries made by you in 9.a. above, you meet the requirement of the post.

11. Details of employment (details in reverse chronological order starting with the latest job). Enclose a separate sheet, duly authenticated by your signatures, if the space below is inadequate:-

| S. No. | Office/Institution | Post Held | From | To | Scale of pay and basic pay | Nature of duties (in detail)- <u>Please mention in a separate sheet and enclose</u> |
|--------|--------------------|-----------|------|----|----------------------------|---|
|        |                    |           |      |    |                            |   |
|        |                    |           |      |    |                            |   |
|        |                    |           |      |    |                            |   |
|        |                    |           |      |    |                            |   |
|        |                    |           |      |    |                            |   |

*Tenure of ad-hoc appointment in any post should be indicated separately*



## 12. Professional Training(s)

| S.No. | Organization | Period |    | Particulars of training |
|-------|--------------|--------|----|-------------------------|
|       |              | From   | To |                         |
|       |              |        |    |                         |
|       |              |        |    |                         |
|       |              |        |    |                         |
|       |              |        |    |                         |
|       |              |        |    |                         |

13. **Computer knowledge:** Working on MS-Office etc. (Please specify):

14. Whether you are debarred from Government employment anytime?

15. Whether any civil/ criminal case is pending against you in any court of law in India?  
If so details thereof.

|     |  |  |
|-----|--|--|
| 16. | In case the present employment is held on deputation/ contract basis, please state:<br><br>(a) the date of initial appointment<br><br>(b) period of appointment on deputation/contract<br><br>(c) name of the parent office/ organization to which you belong with complete address and phone number |  |
| 17. | Additional details about present employment, please state whether working under:<br><br>i) Central Government<br><br>ii) State Government<br><br>iii) Autonomous Organisation  |  |

|     |   |  |
|-----|---|--|
|     | iv) Public Sector Undertaking<br>v) University<br>vi) Private organisation  |  |
| 18  | Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale |  |
| 19. | Total emoluments per month now drawn  |  |
| 20. | If selected, specify the minimum required joining time  |  |

Note: No column should be left blank

21. Any other information the candidate may wish to mention in support of his candidature for the post (in brief and no annexure be enclosed)

I, \_\_\_\_\_ have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the NIPFP at the time of selection for the post.

Signature of the Candidate

Office Address

Residence Address

Name and address of two persons (not related to you) who are well acquainted with your academic record and professional work, for reference

1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(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**

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 Organization.

\*Strike out whichever is not applicable.

Signature of Employer with office seal

Date:

Placed

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