

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY

18/2 Satsang Vihar Marg,
Special Institutional Area, Near JNU
New Delhi-110 067
Tel. 26961829, 26569303 Fax 26852548

Ref. No.: NIPFP/Estt./Rect./2022

Dated: 26/12/2022

ROLLING ADVERTISEMENT

National Institute of Public Finance and Policy, New Delhi an autonomous research Institution under the aegis of the Ministry of Finance, Government of India, invites applications from Indian Nationals for the following positions:

<u>S. No.</u>	<u>Name of the post</u>	<u>No. of posts</u>	<u>Pay Level as per 7th CPC</u>
1.	Professor	02	At Academic Level-14, entry pay of Rs.1,44,200/- on Deputation basis
2.	Associate Professor	03	At Academic Level-13A, entry pay of Rs.1,31,400/- on contract
3.	Assistant Professor	02	At Academic Level -11, entry pay of Rs.68,900/- on contract
4.	Secretary	01	At Pay Level-12, entry pay of Rs.78,800/- on contract

The details regarding educational qualifications, experience and general terms and conditions are available at NIPFP website: www.nipfp.org.in

Director

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
18/2, Satsang Vihar Marg, Special Institutional Area
[Opp. JNU East Gate], New Delhi-110 067
Tel: 26569303, 26569780, Fax: 91-11-26852548

NIPFP, an autonomous research Institution under the aegis of the Ministry of Finance, Government of India, is a premier research Institution 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 for the following posts to be filled on contractual basis initially for a period of two years through direct recruitment. The regularization or otherwise (extension/discontinuation) of the concerned incumbent depends upon the evaluation of the performance by the Competent Authority at the end of two years. The other terms and conditions of the contract will be as per the offer of appointment.

1. Professor (02 posts) to be filled on deputation basis initially for a period of two years at Academic Level-14, entry pay of Rs.1,44,200/-

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

Essential Qualifications:

- (i) Ph.D. in Economics
- (ii) Demonstrable experience in successfully collaborating and/or leading research and or evidence based policy analysis as part of a research project or programme
- (iii) Leading track record of consistent research publication in the peer reviewed economics journals.
- (iv) Ten years' experience in research or policy analysis in an area relevant to NIPFP's current research and policy focus
- (v) National and international experience in partnering with government institutions and/or multilateral institutions
- (vi) A minimum of 6 publications in peer reviewed economics journals.

Eligibility Conditions:

- (a) Faculty/Researchers 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 Academic Pay Level 13-A (as per UGC pay structure of 7th CPC).

N.B.: Selection not be confined to only those who apply.

2. Associate Professor (03 posts) to be filled on contractual basis initially for a period of two years at Academic level 13A, entry pay of Rs.1,31,400/-

Age: Preferably 40 years (relaxable by selection committee in deserving cases)

Essential Qualifications:

- (i) Ph.D. in Economics.
- (ii) Demonstrable experience in successfully collaborating and/or leading research and or evidence based policy analysis as part of a research project or programme.
- (iii) A minimum 4 publications in the peer reviewed economics journals.
- (iv) Five years' experience in research or policy analysis in an area relevant to NIPFP's current research and policy focus.

Note: (i) Selection not be confined to only those who apply.
(ii) The selection committee can relax the number of years of experience in the case of deserving candidates.

3. Assistant Professor (02 posts) to be filled on contractual basis initially for a period of two years at Academic Level-11, entry pay of Rs.68,900/-

Age: Preferably 35 years

Essential Qualifications:

- (i) Ph.D. in Economics.
- (ii) Demonstrable track record of research and/or policy analysis in the areas of macroeconomics and/or public economics.
- (iii) At least 2 publications in the peer reviewed economics journals.

4. Secretary (01 post) to be filled on contractual basis initially for a period of two years at Pay Level-12, entry pay of Rs.78,800/-

Age: Preferably 45 years.

Essential Qualifications

- (i) Degree of a recognised university or equivalent
- (ii) 15 Years administrative experience in responsible positions in public enterprises or a research or academic institution of national standing.
- (iii) Adequate knowledge of establishment and financial matters.
- (iv) Secretarial experience of statutory bodies or committees.

Desirable:

- (i) Familiarity with academic activities and working procedure of research and training institute.
- (ii) Knowledge of Govt. rules and regulations relating to establishment and financial matters.

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 Level 11 (as per 7th CPC).
- (d) Possessing qualifications and experience prescribed for the direct recruits, as above will also apply.

Note: Qualifications, age and experience are relaxable at the discretion of the selection committee in case of candidates otherwise well qualified.

Brief job description of Secretary:

1. The position calls for a person with maturity, integrity and, above all, a rich experience in similarly placed academic, research, autonomous or Government institutions.
2. The Secretary 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, Finance and contract management with hand on experience in GeM and e-procurement.
3. Must have thorough knowledge of Central Government rules like GFR, FR & SR, MACPS guidelines, pay fixation, recruitments, appointment, promotions etc.
4. Should be excellent in oral and written communication in English as well as good in drafting.
5. Proficiency in computer operations MS Office, Excel, Power Point presentations, and Internet.
6. 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.
7. To deal with references from the Central/State Government Ministries/ Departments and drafting correspondence, replies, notes etc.
8. To handle the legal and RTI matters of the Institute.
9. Any other job as may be assigned by the Director.

General Information:-

1. Only Indian nationals are eligible to apply for the posts.
2. In the event of candidates not being found suitable post(s) may not be filled.
3. Persons serving in Govt./PSUs/Universities/Educational/Research Institutions should furnish 'no objection certificate' from the competent authority of the organization serving at the time of interview.
4. Candidates who will get qualified for the interview will have to produce original documents in support of all the particulars mentioned in their application form regarding their educational qualification, experience, and other claims etc.
5. Original documents along with one set of self-attested copies need to be produced at the time of interview for verification.
6. Since, this is a rolling advertisement, there is no last date to apply. Applications received till 23rd January 2023 (till 5.00 PM) will be considered in the first phase.
7. e-mail with caption "**Application for the post of _____**" along with CV can be sent by e-mail to careers@nipfp.org.in. An information sheet as per the pro-forma at **Annexure** is also mandatorily required to be attached with the email.
8. Separate application is required to be sent if applying for more than one post.
9. In addition to the pay, all posts carry other allowances as per the Institute's rules.
10. Addendum/corrigendum (if any) shall be posted on the Institute Website only.
11. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
12. The Institute will communicate only with short-listed candidates. Correspondence from the Institute including interview call letter of the shortlisted candidates/offer letter to the selected candidates shall be sent to the e-mail ID provided by the candidate(s) concerned. No correspondence will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
13. The candidates called for interview will be paid AC3-Tier by Train / Economy Class by Air from their station/airport of residence/work to Delhi Airport/Railway Station and back by the shortest route within India.
14. NIPFP reserves its right to increase/decrease the number of posts advertised or cancel the recruitment process without assigning any reason whatsoever.
15. Candidates applied for any post(s) against our advertisement Ref. No. NIPFP/Estt./Rect./2022 dated: 21/12/2022 need not apply afresh. Their candidature will be considered.

Director

INFORMATION SHEET**(A). Basic details:-**

1.	Name in full	
2.	Father's name	
3.	Date of birth (day/month/Year)	
4.	Nationality	
5.	Address for correspondence	
6.	e-mail address	
7.	Mobile No.	

(B). Details of educational qualification in chronological order from Bachelor's Degree onwards:-

<u>Sl. No.</u>	<u>Degree/ Specialisation</u>	<u>Name of University/College/ Institute</u>	<u>Year of passing</u>	<u>Division or equivalent</u>	<u>Percentage of marks/ CGPA</u>

(C). Details of employment (details in reverse chronological order starting with the latest job):-

<u>Sl. No.</u>	<u>Name of the Institution</u>	<u>Post held</u>	<u>From</u>	<u>To</u>	<u>Scale of pay and basic pay</u>	<u>Nature of appointment (Regular/ Temporary/ Contractual)</u>

(D). Details of publication in peer-reviewed journal (up to 5 recent publication):-

<u>Sl. No.</u>	<u>Details of Publications</u>