

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

Advt No. Admin/1/2016

NIPFP invites applications in the prescribed format from qualified and experienced candidates for the following positions to be filled, on contractual basis, initially for a period of one year.

Sl No.	Name of post	Pay band	No. of Post(s)	Category
1	Accounts Executive	Rs.9300-34800 (Grade Pay Rs.4600)	01	UR
2	Clerk (Accounts)	Rs.5200-20200 (Grade Pay Rs.2400)	01	OBC
3	Messenger	Rs.5200-20200 (Grade Pay Rs.1800)	01	UR

LAST DATE FOR RECEIPT OF APPLICATIONS: March 1, 2016

The details regarding Educational Qualifications, Experience and General Terms & Conditions along with prescribed format for application are available at NIPFP website : www.nipfp.org.in

NIPFP reserves its right to cancel the recruitment process without any prior notice or assigning any reason.

I. Accounts Executive – Pay Band- Rs.9300-34800 (Grade Pay Rs.4600) Post : 01 (Unreserved)

Job requirements:

The duties of the Accounts Executive will broadly include statutory compliances like TDS, service tax, VAT, EPF, ESI including returns, project accounting in accounting software, preparation of monthly MIS reports, processing foreign outward remittance, payroll processing, assist in finalization of accounts and budget preparation, processing of payments, liaisoning with statutory auditors. Perform such other financial functions as may be assigned to him/ her by the Institute.

Should be well versed and conversant with all accounting software

Liaisoning and follow up with the nodal ministries and other agencies, with regard to projects/grants.

Age: Preferably 30 years

Essential Qualifications:

- i) Bachelor's Degree in Commerce with 10 years' experience, of which three years should be in a responsible position in Accounts Department of a commercial or research organization of repute. Adequate computer knowledge like MS Word, MS Excel, accounting software and capable of doing data entry

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 the PB of Rs.9300-34800 (Grade pay Rs.4200) PB-2
- d) Possessing qualifications and experience prescribed for direct recruits in para i) above.

II. Clerk (Accounts) – Post – 01 (OBC) Pay Band Rs.5200-20200(Grade Pay of Rs.2400)

Job requirements:

The duties of the Accounts Clerk will broadly include day to day book keeping as per accounting practices, statutory compliances like TDS, service tax, VAT, EPF, ESI etc. handling vendor payments, cash and bank handling, reconciliation of bank, debtors, creditors, monthly MIS reports, entries in accounting software, closing and opening entries etc. Perform such other financial functions as may be assigned to him/her by the Institute.

Should be well versed and conversant with all accounting software

Age : Preferably 25 years

Essential Qualifications:

- i) Bachelor's Degree in Commerce of a recognized university or its equivalent
- ii) A minimum speed of 40 words per minute in English typewriting, and
- iii) 3 years' working experience

Desirable:

- i) Candidates should have undergone a Course in Accounting Technique as per ICAI/CAT or ICWA
- ii) Knowledge of word processing

Deputation/Transfer

- a) Employees from 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 the PB of Rs.5200-20200 (Grade pay Rs.1900)
- d) Possessing qualifications and experience prescribed for direct recruits as mentioned in II (i) to (iii) above.

III. Messenger – Post – 01 (Unreserved) Pay Band Rs.5200-20200 (Grade Pay of Rs.1800)

Age - Preferably 25 years

Essential Qualifications:

- i) A pass in Matriculation from a recognized school of institution

Desirable:

- ii) 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 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 prescribed proforma (**Annexure-I**). **The proforma can be downloaded from the website 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 test & interview will be informed by post. 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 in employment 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 candidates.
7. Applications received after expiry of the closing date 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 March 1, 2016**.

SECRETARY, NIPFP

PROFORMA
NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
PART-A

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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)

SI 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. Computer Knowledge: Working on MS-Office and familiarity with accounting software packages (Please specify):

11. Employment record (details in reverse chronological order, starting with the latest 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 (kindly enclose Last Pay Slip) Basic Pay Pre-revised Revised (Grade Pay) Dearness Allowances Other Allowances HRA T A	
Please state whether working under : Central Government/State Government/Autonomous Organization/Government Undertaking/Universities Private Organization	
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 /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 and *his/her lien* will 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

