

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
18/2 Satsang Vihar Marg, Special Institutional Area
[Opp: JNU (East Gate)]
New Delhi – 110 067

Applications are invited for one post of Receptionist-cum-Telephone Operator (reserved for SC category) [to be filled on contractual basis initially for a period of two years) in the Pay Band -1 of Rs.5200-20200 + grade pay of Rs.2400 plus other allowances as per the Institute's Rules.

Last date for receipt of applications is: January 30, 2015

Eligibility criteria regarding age, essential and desirable qualifications as well as the application format may be downloaded from NIPFP's website: www.nipfp.org.in



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

Application for the post of Receptionist-cum-Telephone Operator (reserved for SC)

NIPFP invites applications in the prescribed format from qualified and experienced candidates for one post of Receptionist-cum-Telephone Operator [in the Pay Band-1 of Rs.5200-20200 + Grade pay Rs.2400] to be filled on contractual basis, initially for a period of two years.

LAST DATE FOR RECEIPT OF APPLICATIONS: 30.1.2015

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

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

**I. Receptionist-cum-Telephone Operator– Pay Band – 1 (Rs.5200-20200 + GP Rs.2400)
Post : 01 reserved for SC candidate**

Age: 25 years

Essential Qualifications:

- i) Bachelor's Degree of a recognized university or its equivalent with fluency in speaking English and Hindi
- (ii) Certificate in operation of PBX boards from the Indian Posts and Telegraphs Department or its equivalent (one of the essential qualifications for the post of Telephone Operator)

Desirable:

- (i) Six months working experience on PBX Board
- (ii) Knowledge of computer/word processing/excel
- (iii) Good communication skills
- (iv) Multi-tasking ability (fast learner and should have a great presence of mind)

Job responsibilities:

- To attend telephone board
- Verification of telephone bills
- Verification of STD bill (official/personal)
- Receiving and sending faxes
- Greet all guests courteously and make them comfortable while waiting at the Reception
- Ensure the upkeep and decorum at the Reception area

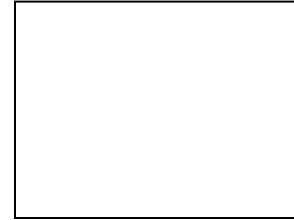
GENERAL TERMS & CONDITIONS

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 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. However, attested photocopies of testimonials may be attached with the application in support of the age, educational qualifications, experience and certificate belonging to SC category etc. Admission to 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 candidates.
7. Age relaxation for SC candidates will be as per Government of India's rules in force from time to time.
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 selection shall be final and no correspondence in this regard will be entertained. Canvassing in any form will be a disqualification.
10. NIPFP reserves the right to fix the criteria for short-listing the candidates to be called for interview.
11. In case any candidate found ineligible on any ground even after his appointment, his service will be terminated immediately without assigning any reason thereof.
12. Incomplete/unsigned applications will not be entertained and the application form without the copies of requisite certificates will be rejected.

13. Name of the post applied for should invariably be mentioned on the top of the envelope containing application form
14. 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 30.1.2015.**

SECRETARY, NIPFP

PROFORMA
NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
PART-A



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_____ Tel No_____._____

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)

| Sl 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:** _____

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 Dr./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