

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
(An Autonomous Institute)
18/2 Satsang Vihar Marg, Special 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 the post of Senior Administrative Officer, to be filled on contractual basis, initially for a period of two years, on direct recruitment/deputation basis.

SI No.	Name of post	Pay band	No. of Post(s)	Category
1	Senior Administrative Officer	Rs.15600-39100 (Grade Pay Rs. 6600) [6 th CPC Scale]	01	UR

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)

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

Senior Administrative Officer (Rs.15600-39100 + Grade Pay Rs.6600 - 6th CPC scale) – one post (UR)

[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

Brief Job Description of SAO:

- The position calls for a person with maturity and integrity and, above all, a rich experience in similarly placed academic, research, autonomous or government institutions. The SAO is required to lead a team of officials in the Institute 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 and purchase, and contract service.
- To provide support to faculty in academic activities like conducting seminars, conferences, symposia, etc. Preparation of project & seminar budgets and budget monitoring related to administration.
- He/She must have a thorough knowledge of Central Government Rules like GFR, FR & SR, MACPS guidelines, pay fixation, recruitment, appointment, promotions etc.
- Should be excellent in oral and written communication in English.
- Proficiency in computer operations MS Office and Internet.
- He/She will be responsible for preparation of draft agenda notes /Minutes for the Governing Body/ 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 & RTI matters of the Institute.
- To ensure proper custody 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.
- Any other job as maybe assigned by the higher authorities.

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 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 may also apply

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

GENERAL TERMS AND CONDITIONS

1. The prescribed qualifications are the minimum and mere possession and fulfilment 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
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. The Institute will not be responsible for any postal delay.
5. Original certificates should be produced only at the time of interview. However, self-attested photocopies of testimonials may be attached with the application in support of the age, educational qualifications, experience etc. Admission to interview will be subject to production of all original documents and verifications, thereof.
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.
7. 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.
8. 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.
9. 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.

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

Name of the post : Senior Administrative Officer		
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.	Whether you belong to (please tick)	SC _____ PH _____ ST _____ XSM _____ OBC _____ GEN _____

Educational Qualifications (in chronological order from the Bachelor's Degree and onwards)

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

Professional Training(s)

S.No.	Organization	Period		Particulars of training
		From	to	

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

Employment record (details in reverse chronological order, starting with the latest job):

S. No.	Name of organization	Post Held	From	to	Scale of pay (Rs.)	Nature of work and level of responsibilities

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Any other information the candidate may wish to mention in support of his candidature.

(Part-A)

Additional details about present employment, if any

Whether working under: Central Government/ State Government/ Autonomous Organization/ Public Sector Undertaking/ University/Private Organization	
Post Held	
Pay Band + Grade Pay (whether 6 th or 7 th CPC Scale) (Please enclose latest pay slip)	

Any other information you may wish to furnish (in brief and no annexure be enclosed)

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: _____

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