

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./Non-Faculty/2023

Dated: 08/11/2023

**ADVERTISEMENT FOR RECRUITMENT OF
NON-FACULTY POSITIONS**

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 on contract basis:

<u>S. No.</u>	<u>Name of the post</u>	<u>No. of posts</u>	<u>Pay Level as per 7th CPC</u>
1.	EDP Manager	01	At Pay Level-12, entry pay of Rs.78,800/-
2.	Senior Administrative Officer	01	At Pay Level-11, entry pay of Rs.67,700/-
3.	Driver	01	At Pay Level-1, entry pay of Rs.18,000/-
4.	Mali	01	At Pay Level-1, entry pay of Rs.18,000/-

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

Secretary

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 was 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. 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. EDP Manager (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 Qualification:

M.E./M. Tech. (Computer Science & Technology/ Information Technology) or equivalent from a recognized University/ Institute with 05 years of relevant experience.

OR

B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent from a recognized University/ Institute with 07 years of relevant experience.

OR

Master in Computer Applications (MCA) from a recognized University/ Institute with 05 years of relevant experience.

OR

M.Sc. (Computer Science /Information Technology) from a recognized University/Institute with 05 years of relevant experience.

OR

B.Sc. (Computer Science /Information Technology) from a recognized University/Institute with 08 years of relevant experience.

Desirable:

Experience in network management, firewall and server administration

Deputation/transfer

Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies

holding analogous post on regular basis;

OR

With 5 years regular service in the post in Pay Level-11

Possessing qualifications and experience prescribed for direct recruits

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

2. **Senior Administrative Officer (01 post) to be filled on contractual basis initially for a period of two years at Pay Level-11, entry pay of Rs.67,700/-**

Age: Preferably 45 years.

Essential

At least a Bachelor's degree with 10 years of experience in one or more area of Administration, Establishment, Stores & Purchase, Land & Works (Estates), Legal & RTI, Academic administration etc. Of this at least 02 years should be as Administrative Officer in Pay Level-10 in similar institutions or holding an equivalent position in a Private Organisation of repute.

Desirable: (a) Post Graduate Degree/Diploma (02 years duration) in Human Resource Management.
(b) Knowledge of ICT

Deputation/transfer

(a) Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies

(b) Holding analogous post on regular basis;

OR

With 5 years regular service in the post in Pay Level-10

(c) Possessing qualifications and experience prescribed for direct recruits

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

3. **Driver (01 post) to be filled on contractual basis initially for a period of two years at Pay Level-1, entry pay of Rs.18,000/-**

Age: Preferably 32 years.

Essential Qualification

(a) 10th Pass from any recognized board

(b) Possession of a valid commercial Driving License for Light/Medium/Heavy vehicle issued by the Competent Authority having no adverse endorsement

(c) Knowledge of motor mechanism (candidate should be able to remove minor defects in vehicles).

(d) Experience in driving motor vehicles for at least 03 years in an organization.

Note: The selection will be based on qualifying the driving test, knowledge of traffic rules and skill test.

4. **Mali (01 post) to be filled on contractual basis initially for a period of two years at Pay Level-1, entry pay of Rs.18,000/-**

Age: Preferably 32 years.

Essential Qualification:

(a) A pass in matriculation from a recognized school or institution

(b) Elementary knowledge in gardening

Desirable: One year's gardening experience

Brief job description of EDP Manager: The EDP manager shall perform the following duties as assigned to him/her from time-to-time:-

1. Supervise the maintenance, upkeep and upgrade of computer hardware, software and other IT infrastructure of the institute for optimal performance.
2. Supervise, maintain and update the IT inventory, stocks and record keeping of computer systems.
3. Maintain propriety software, operating systems and any other software repository of the institute
4. Performing routine system checks of IT systems, hardware and software, maintain a complaint book with proper description, and resolve problems reported by users.
5. Facilitate functioning of institute's online library and other online repositories.
6. Maintenance of institute email, networks, servers, firewall, backups, storage devices and any other IT infrastructure and ensure security of the same.
7. Capable of managing cloud for storage and other applications.
8. Supervise, maintain and enable seamless functioning of IT infrastructure for institute's online classes/seminars, meetings, web portals and audio – video facilities.
9. Maintaining notices/calendar of meetings, training programs, seminars in the institute and ensuring seamless functioning of systems, WiFi networks and other audio-video facilities during the event.
10. Manage, supervise and enable seamless functioning of institute's website. The EDP manager shall also coordinate with vendors/ suppliers/ technicians/ web developers as the case maybe regarding maintenance, upgrade, and translation (bi-lingual) of website content and functioning.
11. Create, facilitate and coordinate the development of online recruitment and registration forms, database and links for various institute activities such as recruitment, seminars/workshops etc.
12. Deal with issuance of computer systems, hardware, software, email, network access, etc. for institute faculty, staff, library and clearances, no-dues in case of any employee leaving the institute.
13. Answering technical queries and training other IT office staff for resolving IT related issues
14. The EDP manager is expected to introduce and integrate new technologies/systems into existing environment and may initiate various proposals relevant for the institute for approval from the competent authority
15. Shall undertake any duty and responsibility assigned by the competent authority from time to time.

Brief Job Description of Senior Administrative Officer (SAO):

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. SAO is required to lead a team in their day-to-day activities and will be responsible for all administrative activities including personnel and general administration, estate management/maintenance, store, purchase and contract service.
3. Shall provide support to faculty in academic activities like conducting seminars, conferences, symposia etc.
4. Preparation to project and seminar/conference budgets as well as to monitor budget expenses and control.
5. He/she must have thorough knowledge of Central Government rules like GFR, FR & SR, MACPS guidelines, pay fixation, recruitments, appointment, promotions etc.
6. Should be excellent in oral and written communication in English as well as drafting.
7. Proficiency in computer operations MS Office, Excel, Power Point presentations and Internet.
8. Shall be responsible for preparation of draft agenda notes/ minutes for the Governing Body and General Body meetings of the Institute and follow up action to implement its decisions.
9. To deal with references from the Central Government Ministries/ Departments and drafting correspondence, replies, notes etc.
10. To handle the legal and RTI matters of the Institute.
11. To ensure proper custody and updation of the records by the dealing assistants.
12. Procurement of equipment, stores and services and disposal of moveable assets, declared as unserviceable, through proper tendering process as per General Financial Rules. Must be well conversant with GeM and e-procurement.
13. To organize filing system for important and confidential documents of the Institute.
14. Answering queries of the employees as per guidelines and rules of the Institute.
15. Preparing monthly system plans and presentation with relevant data.
16. Any other job as may be assigned by the Director/Secretary.

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 working in Govt./PSUs/Universities/Educational/Research Institutions should furnish 'no objection certificate' from the competent authority of the organization at the time of interview.
4. Candidates who are shortlisted for the interview need 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. The closing date to apply for the post is 30 days from the date of publication of advertisement (till 5.00 PM).
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. Applicants for the post of Driver/Mali (not having email id) may alternatively forward the hard copies of their CV with pro-forma at Annexure by speed post with caption "**Application for the post of _____**" on the envelope addressed to the Secretary, National Institute of Public Finance and Policy, 18/2 Satsang Vihar Marg, Special Institutional Area New Delhi – 110 067.
9. Separate application is required to be sent if applying for more than one post.
10. In addition to the pay, all posts carry other allowances as per the Institute's rules.
11. Addendum/corrigendum (if any) shall be posted on the Institute Website only.
12. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
13. 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.
14. The candidates called for interview will be paid AC3-Tier by Train / Economy Class by Air from their station/airport of residence/workplace to Delhi Airport/Railway Station and back by the shortest route within India.
15. Candidates applying under deputation mode, should forward their CV through accompanied with certified copies of ACRs/APARs of last five years duly attested by the Competent Authority/ Head of the Department. Vigilance clearance certificate indicating that no disciplinary proceedings are either pending or contemplated against the officer concerned are to be submitted by the candidates.
16. NIPFP reserve its right to increase/decrease the number of posts advertised or cancel the recruitment process without assigning any reason whatsoever.

Secretary

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.	
8.	Category (UR/OBC/SC/ST)	

(B). Details of educational qualification in chronological order:-

<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>Pay Level as per 7th CPC/ Scale of pay and Basic Pay</u>	<u>Nature of appointment (Regular/ Temporary/ Contractual)</u>