NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
(An Autonomous Institution under Ministry of Finance)
18/2 Satsang Vihar Marg, Spl. Institutional Area
[Opp: JNU (East Gate)]
New Delhi – 110 067
Tel: 26569303, 26569780, Fax: 91-11-26852548

Advt. Ref. No.-NIPFP/Rect./NT/2023   Dated: 11/01/2023

<u>ADVERTISEMENT FOR RECRUITMENT</u>
<u>ON DEPUTATION BASIS</u>

NIPFP invites applications from qualified and experienced Candidates for one post of EDP Manager in Pay Level-12 as per 7th CPC, to be filled on deputation basis initially for a period of two years.

Last date to apply online is 10/02/2023 (Midnight). Last date for receipt of copy of application form with all supporting documents is 28/02/2023.

The details regarding Educational Qualifications, Experience and General Terms & Conditions are available at NIPFP website www.nipfp.org.in/about-us/careers/

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

Director

NIPFP, an autonomous Research Institute under the aegis of the Ministry of Finance, Government of India, is a premier research organization 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. 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 **under deputation basis** from qualified and experienced candidates working in Govt. Organisation/PSU/Autonomous Bodies (Central or State) for one post of EDP Manager [in the Pay Matrix Level-12 (78,800-2,09,200), Cell-1,Rs.78,800] to be filled initially for a period of two years. The services may thereafter be extended for another period of 01 year.

The incumbent will also be eligible for other benefits like LTC, Medical for self and family, Provident Fund, Group Insurance, Children Education Allowance etc. as admissible to a Central Govt. Employee.

Age: 56 years.

ELIGIBILITY FOR DEPUTATION

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

(b) Holding analogous post on regular basis,
<div align="center">**OR**</div>
With 5 years regular service in the post in Pay Matrix Level-11 (pre- revised pay band of Rs.15,600-39,100/- (PB-3) plus Grade Pay of Rs.6,600/-.

ESSENTIAL QUALIFICATIONS:

M.E./M. Tech. (Computer Science & Technology/ Information Technology) or equivalent from a recognized University/ Institute with 05 years of relevant experience
<div align="center">**OR**</div>
B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent from a recognized University/ Institute with 07 years of relevant experience.
<div align="center">**OR**</div>
Master in Computer Applications (MCA) from a recognized University/Institute with 05 years of relevant experience.
<div align="center">**OR**</div>
M.Sc. (Computer Science /Information Technology) from a recognized University/Institute with 05 years of relevant experience.

Desirable:
Experience in network management, firewall and server administration.

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.

GENERAL TERMS AND CONDITIONS:

1.	Application must be filled online. Link for the same is available at NIPFP website: https://www.nipfp.org.in/about-us/careers. Any corrigendum/addendum concerning this advertisement will be uploaded only on our website.

2.	Interested candidates must apply by filling in relevant application form online and upload scanned copies of all certificates/documents with photograph and signature as per the Instructions given in the succeeding paragraphs. Method of selection for the post of EDP Manager will be through Personal Interview.

3.	Candidates should forward their applications (generated report received at individual email id after successfully filling their online application) through Proper Channel 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.

4.	Last Date for receiving online application is 10/02/2023 (Friday), 11.59 PM. Last date for receipt of hard copy of application form through proper channel with the copies of last 05 years APAR/ACR and vigilance clearance is 28/02/2023.

5.	**Evidence of Date of Birth.**	Please upload a self-attested copy of your Matric/ Secondary Certificate/Mark sheet as evidence of your date of birth.

6.	Cutoff date for determining age limit and experience will be the last date for receipt of the applications.

7.	Only the candidates short-listed for interview will be informed by email**.**

8.	**Guidelines for Scanning and Uploading of Certificates, Photo and Signature:** Before start applying online, a candidate is required to have a scanned (digital) image of his/her certificates, photograph, and signature as per the specifications given below:-

>	(a)	**Certificates.**	The certificate should be maximum up to 1 MB for each educational, experience, DoB, etc. in .pdf format. No other format is allowed to upload.

>	(b)	**Photograph.**	Photograph must be a recent passport size photo. Make sure that the picture is in colour, taken against a light-colored, preferably white background. If you have to use flash, ensure there is no "red-eye". If you wear glasses, make sure that there are no reflections and your eyes are clearly visible. Wearing of cap, hat and dark glasses in the photograph is not acceptable. Dimensions of the image should be 200 x 230 pixels (preferred). The size of the file should be between 20–50 KB with a dimension of (4.5 × 3.5 cm) (You can use an online image editor or optimizer like https://www.photopea.com/ to optimize or resizing images). Allowed format for image/s to upload: .jpg / .jpeg

>	(c)	**Signature.**	The applicant has to sign on white paper with a Black/Blue ballpoint pen. Signature in CAPITAL LETTERS shall NOT be accepted. Dimensions 140 x 60 pixels (preferred), Size of file should be between 10 – 20 KB. Allowed format for signature to upload: .jpg / .jpeg

>	(d)	**Curriculum Vitae (CV).** Not exceeding 3 pages (in PDF format) file size – 2MB.

Note: **Make a Single folder on your system to upload all items, all items must have your name followed by the name of the certificate/image.**

In case of technical difficulties, kindly email your query to: Mr. Pankaj Kumar Sinha, Sr. Adm. Officer at <pankaj.sinha@nipfp.org.in> or contact 011 2656 9303: Ext. 140 (Working days) between 0900-1730hrs.

9.   Original certificates must be produced at the time of interview.

10.   The decision of the Institute in respect of selection shall be final and no correspondence in this regard will be entertained from candidates who are not called for interview/ selected for appointment. Canvassing in any form will be a disqualification of candidature.

11.   The outstation candidates called for interview will be reimbursed cheapest airfare on shortest direct route/3rd AC/CC class of Rajdhani/Shatabdi/Express return rail fare by shortest route on production of tickets. However, candidates from NCR would not be entitled for any T.A.

12.   Applications received without forwarding through proper channel, vigilance clearance and complete CR Dossiers will not be considered.

13.   Applications from Non-Government employees will not be entertained.

14.   The deputation will be governed by the standard terms and conditions of deputation provided under the DoPT O.M. No. 6/8/2009-Estt. (Pay II) dated 17/06/2010, as amended from time-to-time.

15.   To apply online click: http://pfisdatabank.in/Recur_DataCollect/view.php?id=19660

Director