

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
(An Autonomous Institute)
18/2 Satsang Vihar Marg
Special Institutional Area, (Opp. JNU East Gate)
New Delhi-110067
Tel. 26569303, 26961829 Fax 91-11-26852548

NIPFP, an autonomous organisation 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. The 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 in the prescribed format from qualified and experienced candidates for one post of **Editor** [in the Level 10, Cell 1, Rs.56,100] to be filled on contractual basis initially for a period of two years through direct recruitment or on deputation. The regularization or otherwise (extension/discontinuation) of the concerned incumbent depends upon the evaluation of the performance by the Competent Authority. The other terms and conditions of the contract will be as per offer of appointment.

Last date for receipt of applications : June 08, 2019

The details regarding educational qualifications, experience and general terms and conditions along with prescribed format of application are available at NIPFP website: [www:nipfp.org.in](http://www.nipfp.org.in)

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

Editor – Level 10, Cell 1, Rs.56,100/- Post : 1

Age limit for Direct Recruitment: Preferably 30 years

Essential Qualifications:

- i) Post Graduate Degree in English Literature with a Diploma/Degree in Mass Communication
- ii) Two-three years' experience in editorial work, website administration, graphic design, web design, or content creation for academic websites

Desirable:

- (i) Strong language and technical editing skills, production coordination and supervision skills, and expertise in dissemination
- (ii) Knowledge of desktop publishing software (Abode in Design, Scribus or equivalent), image editing software (Abode Photoshop, Gimp or equivalent), and other web-related tools

(candidates are required to submit samples of their work with the application)

Job responsibilities

Overseeing the production and dissemination of Institute's publication in print and on the website.

This will include:

- i. Collating, editing and creating web content, which includes text, graphics and other types of media
- ii. Coordinating and editing the Institute's publications in print, which include research papers, books/monographs, annual reports, newsletters and material related to conferences, seminars and other events\
- iii. Disseminating Institute's publications to target audience in print through electronic media (including social media)

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 scale of pay of Rs.9300-34800 with Grade Pay of Rs.4600,PB 2/Level 7
- (d) Possessing qualifications and experience prescribed for direct recruits as mentioned above in essential and desirable qualifications

(ALKA MATTA)
SECRETARY

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/called for interview.
2. Application must be neatly typewritten on A-4 size paper in the prescribe proforma (Annexure-I). The proforma can be downloaded from the website: www.nipfp.org.in Any further information regarding application to this advertisement will be uploaded only in our website.
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/eMail. 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 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 candidate.
7. Qualification/experience and age are relaxable by Selection Committee in the case of candidates otherwise well qualified.
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 selections shall be final and no correspondence in this regard will be entertained. Canvassing in any form will be a disqualification.
10. 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 latest by June 08, 2019.

SECRETARY, NIPFP

9. Professional Training(s)

S.No.	Organisation	Period From to	Particulars of training

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) From to	Designation of post held and scale of pay	Nature of work and level of responsibilities

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 TA	
Please state whether working under: Central Government State Government/ Autonomous Organisation/Government Undertaking/ Universities/Private Organisation	
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

Name 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./Shri/Smt./Miss_____ 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 Organisation.

*Strike out whichever is not applicable

Signature of the Employer with office seal

Date_____

Placed_____

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