

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/2025

Dated: 05/12/2025

**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 initially for a period of two years through direct recruitment:

<u>S. No.</u>	<u>Name of the post</u>	<u>No. of posts</u>	<u>Pay Level as per 7th CPC</u>
1.	Driver Grade-I	01	Pay Level-4, Entry Pay Rs.25,500/-
2.	Watchman	01	Pay Level-1, Entry Pay 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: 011-26569303, 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. Driver Grade-I (01 post) Pay Level-4, Entry Pay Rs.25,500/-

Age: Preferably 32 years.

Essential:-

- (i) 10th Pass from any recognized board
- (ii) Possession of a valid Driving License for Car
- (iii) Knowledge of motor mechanism (candidate should be able to remove minor defects in vehicles).
- (iv) Experience in driving motor vehicles for at least 05 years in an organization.

2. Watchman (01 post) Pay Level-1, Entry Pay Rs.18,000/-

Age: Preferably 25 years.

Essential:

- (i) A pass in matriculation from a recognized school or institution
- (ii) one year experience of working as a Chowkidar with clean record

Desirable: Ex-serviceman with proper discharge certificate and medically fit.

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/test.
4. Candidates who are shortlisted for the interview/test 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/test for verification.
6. **The closing date to apply for the post is 30 days from the date of publication of advertisement in the newspaper (till 5.00 PM).**
7. The crucial date for determining the age limit will be the last date for receipt of applications. Age relaxation under the different categories will be as per the guidelines issued by the central Govt. from time-to-time.
8. An applicant need to send the hard copy of application form (as per Annexure) along with latest CV, self-attested copies of educational and experience certificates by post/courier 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/test call letter of the shortlisted candidates/offer letter to the shortlisted candidates shall be sent to the e-mail ID and correspondence address provided by the candidate concerned. No correspondence will be entertained from candidates regarding conduct of interview/test, result of interview/test and reasons for not being called for interview or selection.
14. NIPFP reserve its right to increase/decrease the number of posts advertised or cancel the recruitment process without assigning any reason whatsoever.

Secretary

APPLICATION FORM**(A). Basic details:-**

1.	Name in full	
2.	Father's name	
3.	Date of birth (dd/mm/yyyy)	
4.	Gender	
5.	Nationality	
6.	Address for correspondence	
7.	e-mail address	
8.	Mobile No.	
9.	Category (UR/OBC/SC/ST/ PWD/Ex-Servicemen)	

Photo
Self-Attested

(B). Details of all educational qualification (in reverse-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>

Declaration:

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that if at any point of time, any of the information is found to be false, my candidature may be cancelled /dismissed and the Institute may take any necessary action against me.

Date :

Signature of the candidate

Place :