

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/2024

Dated: 02/05/2024

**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.	Senior Administrative Officer	01	Pay Level-11, Entry Pay Rs.67,700/-
2.	Research Officer	01	Pay Level-10, Entry Pay Rs.56,100/-
3.	Estate Officer	01	Pay Level-10, Entry Pay Rs.56,100/-
4.	Accounts Executive	02	Pay Level-7, Entry Pay Rs.44,900/-
5.	Superintendent (Computer)	01	Pay Level-7, Entry Pay Rs.44,900/-
6.	Senior Library & Information Assistant	01	Pay Level-6, Entry Pay Rs.35,400/-
7.	Clerk	01	Pay Level-4, Entry Pay Rs.25,500/-
8.	Driver Grade-II	01	Pay Level-2, Entry Pay Rs.19,900/-
9.	Mali	01	Pay Level-1, Entry Pay Rs.18,000/-
10.	Messenger	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. 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' experience in administrative and establishment matters at the executive or supervisory level and adequate computer knowledge. Of this at least 5 years should be as Administrative Officer in similar institutions.

Desirable: Post Graduate in Human Resource Management.

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

2. Research Officer (01 post), Pay Level-10, Entry Pay Rs.56,100/-

Age: Preferably 40 years.

Essential:

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

OR

Master in Computer Applications (MCA) from a recognized University/ Institute with 03 years of relevant experience.

OR

M.Sc. (Computer Science /Information Technology) from a recognized University/Institute with 03 years of relevant experience.

OR

B.Sc. (Computer Science /Information Technology) from a recognized University/Institute with 06 years of relevant experience.

Desirable:

(i) Experience in network management, firewall and server administration

(ii) 03 years' experience in website administration, graphic design, web design or content creation for academic websites.

3. **Estate Officer (01 post) Pay Level-10, Entry Pay Rs.56,100/-**

Age: Preferably 40 years.

Essential: At least a Bachelor's degree with 10 years' experience for handling the administrative matters relating to the maintenance of Estate of the Institute/Organization at Supervisory level and adequate computer knowledge.

4. **Accounts Executive (02 posts), Pay Level-7, Entry Pay Rs.44,900/-**

Age: Preferably 40 years.

Essential: Bachelor's Degree in Commerce with 5 years' of relevant experience out of which 03 years should be in a responsible position in accounts department of a commercial or research organisation of repute.

5. **Superintendent (Computer) (01 post) Pay Level-7, Entry Pay Rs.44,900/-**

Age: Preferably 40 years.

Essential:

B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent from a recognized University/ Institute with 04 years of relevant experience.

OR

Master in Computer Applications (MCA) from a recognized University/ Institute with 02 years of relevant experience.

OR

M.Sc. (Computer Science /Information Technology) from a recognized University/Institute with 02 years of relevant experience.

OR

B.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

6. **Senior Library & Information Assistant (01 post) Pay Level-6, Entry Pay Rs.35,400/-**

Age: Preferably 35 years.

Essential: Master's Degree in Library Science and Information Science from any recognized University/Institution with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed with 05 years' relevant experience in a University/Research Establishment / Central / State Govt./ PSU/ Autonomous Institutions.

OR

Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 08 years' experience in the relevant field in a University / Research Establishment /Central / State Govt./PSU and Library of other autonomous Institutions.

Desirable: Knowledge of application of Information Technology to Library Management.

7. **Clerk (01 post) Pay Level-4, Entry Pay Rs.25,500/-.**

Age: Preferably 32 years.

Essential:

- (i) Bachelor's Degree from a recognized university or its equivalent
- (ii) 1 year of working experience in a Govt. Institution (Central/State) as LDC or holding an equivalent position in a Private Organisation of repute.
- (iii) Knowledge of MS Office

Desirable: Knowledge of GeM/e-procurement etc.

8. **Driver Grade-II (01 post) Pay Level-2, Entry Pay Rs.19,900/-**

Age: Preferably 30 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 03 years in an organization.

9. **Mali (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) Elementary knowledge in gardening
- (iii) Elementary knowledge in Hindi

Desirable: One year's gardening experience

10. **Messenger (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) Ability to read and write English

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 from time-to-time.

Brief job description of Research Officer: The Research Officer 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 Research Officer 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 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 Research Officer 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 Estate Officer:

1. Complete management of Estate matters, contract management for services and maintenance of the Assets.
2. Procurement of goods and services as per GFR (must be well conversant with GeM and e-procurement).
3. Disposal of moveable/immovable assets declared as unserviceable, through proper tendering process as per General Financial Rules.
4. Must have thorough knowledge of Central Government rules like GFR, CPWD Rules etc.
5. Should be excellent in oral and written communication in English as well as drafting.
6. Proficiency in computer operations in MS Office and Internet.
7. Any other job as may be assigned by the Secretary/Senior Administrative Officer from time-to-time.

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. 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.
9. Applicants for the post of Driver, Mali and Messenger (not conversant with internet) 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**.
10. Separate application is required to be sent if applying for more than one post.
11. In addition to the pay, all posts carry other allowances as per the Institute's rules.
12. Addendum/corrigendum (if any) shall be posted on the Institute Website only.
13. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
14. 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.
15. The candidates called for interview to the post of Senior Administrative Officer 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.
16. NIPFP reserve its right to increase/decrease the number of posts advertised or cancel the recruitment process without assigning any reason whatsoever.
17. Selection for posts mentioned in Sl.No.1 to 3 (i.e. Group-A) will be made through personal interview.
18. Selection for posts mentioned in Sl.No.4-10 (i.e. Group-B & C) will be made through written/skill test only. Syllabi for the written test will be uploaded on the Institute's website in the due course of time.
19. Candidates who applied earlier for the post(s) against our advertisement Ref. No. NIPFP/Estt./Rect./Non-Faculty/2023 dated 08th November 2023 need to apply afresh.

Secretary

INFORMATION SHEET**(A). Basic details:-**

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

(B). Details of 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>