



NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
(An Autonomous Institution of Ministry of Finance, Govt. of India)
Advertisement No. 1/2017

Sector 48, Pali Road, Faridabad-121 001(Haryana)

OPPORTUNITIES

Applications are invited for short term Consultancy Project, from suitable candidates on contract basis for following posts:-

Sl. No.	Name of Post	Number of Post	Monthly Remuneration
1	Research Associate	(01) One	₹ 45,000/-
2	Research Assistant	(02) Two	₹ 35,000/-
3	Typist cum Data Entry Operator	(02) Two	₹ 20,000/-
4	Project/Office Manager	(01) One	₹ 35,000/-
5	Programme Executive	(01) One	₹ 35,000/-

For Qualification, Experience and application form etc. please log on to NIFM's website i.e., <http://www.nifm.ac.in>

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NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

An Autonomous Institution of Ministry of Finance, Govt. of India

Sector 48, Pali Road, Faridabad-121 001(Haryana)

NIFM invites application from eligible candidates for appointment as Research Associate/Research Assistant/Typist cum Data Entry Operator/Project/Office Manager

I

Name of the Post : Research Associate
Number of Posts : One (01)
Qualification : PG in Economics/Commerce/ Management/ICWA,
Company Secretary / in any branch of Social Sciences
Certificate of Knowledge of MS Word and MS Excel
Experience : 2 years in Research Project
(Desirable)
Age Limit : 35 years (as on 01.06.2017)
Remuneration : ₹ 45,000/- Per Month
(Consolidated)
Key Responsibilities : The candidate will be required to co-ordinate a research project presently underway at NIFM. He/she will be required to collect and interpret data (both secondary and primary) and help in preparation of reports.

II

Name of the Post : Research Assistant
Number of Posts : Two (02)
Qualification : PG in Economics /Commerce/Management/ICWA/ Company Secretary/in any branch of Social Sciences
Knowledge of MS Word and MS Excel
Experience : 1 year in Research Project
(Desirable)
Age Limit : 30 years (as on 01.06.2017)
Remuneration : ₹ 35,000/- Per Month
(Consolidated)
Key Responsibilities : The candidate will be required to collect and interpret data (both secondary and primary) and help in preparation of reports.

III

Name of the Post : Typist cum Data Entry Operator
Number of Posts : Two (02)
Qualification : Graduate with working knowledge of MS Word, MS Excel & M.S.PowerPoint.
Experience : 1 year in Secretarial Practice
(Desirable)
Age Limit : 30 years (as on 01.06.2017)
Remuneration : ₹ 20,000/- Per Month
(Consolidated)
Key Responsibilities : The candidate will be required to enter data, prepare letters and office notes, proper maintain file papers and assist in the project.

IV

Name of the Post : Project/Office Manager

Number of Posts : One (01)

Qualification : Graduate with working knowledge of MS Word and MS Excel.

Experience (Desirable) : Experience of working in government or in project of the Government Sponsored.

Age Limit : Upto 65 years (as on 01.06.2017)

Remuneration (Consolidated) : ₹ 35,000/- Per Month

Key Responsibilities: The candidate will be required to ensure proper maintenance of Files, prepare / maintain the accounts, and help in preparation of reports.

V

Name of the Post : Programme Executive

Number of Posts : One (01)

Qualification : Graduate with working knowledge of MS Word and MS Excel.

Experience (Desirable) : Experience of working in supervisory category or as a Member of reputed Project/Programme.

Age Limit : Upto 40 years (as on 01.06.2017)

Remuneration (Consolidated) : ₹ 35,000/- Per Month

Key Responsibilities: (For Consultancy) The candidate will be required to ensure proper maintenance of files, / correspondence for MDPs /conduct MDPs and follow up Programme Fee etc.

The engagement for post(s) mentioned at serial I to IV will be for a period not exceeding six months or completion of project whichever is earlier. Any extension thereafter will depend on the status of the project. Interested candidate may submit the filled in Application Form duly enclosed the supporting documents in an envelope. The post for which the candidate is applying should be mentioned on the top of the envelope. Duly filled application from should reach to Smt. Sudeshna Sen, Professor, NIFM, Sector 48, Pali Road, Faridabad, Haryana-121001 upto 10th July, 2017.

However, the engagement for post mentioned at Serial No. V above i.e. Programme Executive is for one year and may be extended on performance. Interested candidate may submit the filled in Application Form duly enclosed the supporting documents in an envelope. The post for which the candidate is applying should be mentioned on the top of the

envelope. Duly filled application form should reach to The Chief Administrative Officer, NIFM, Sector 48, Pali Road, Faridabad, Haryana-121001 upto 10th July, 2017.

The date of interview will be intimated to shortlisted candidates through e-mail or on NIFM's website. The candidate(s) selected must join their duties within seven days of receipt of offer of appointment.

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Chief Administrative Officer

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