



**Arun Jaitley National Institute of Financial Management**  
**Sector-48, Pali Road Faridabad-121001 (Haryana)**  
**Vacancy Notice**

The Arun Jaitley National Institute of Financial Management (AJNIFM) is an Autonomous Institute under Ministry of Finance, GoI. It is one of the leading Central Training Institute for financial management and specializing in capacity building of professionals in the fields of Public Policy, Financial Management and other governance issues for promoting highest standards of professional competence and practice.

**Engagement on Short term Contract basis (full-time)**  
**Consultant/ Research Associates/ Research Assistants (training managers)**

1. We are considering to engage Consultants/ Research Associates/ Research Assistants who have good communication skills (Verbal & written) and computer skills (efficient in use of search engines, like Google, and good experience of working in MS- Words, PowerPoint & Excel). The selected persons shall be expected to work related to management of training programs, including, analysing training needs, designing and delivering the training programs, liaising with government departments, PSUs, Autonomous Bodies and other bodies, etc.
2. **Number of Persons Required- 2(Two)**
3. **Qualification and Experience:**
  - a. Superannuated officers of Government of India from the post of Under Secretary and above or equivalent post, Or
  - b. A person who is Post Graduate or Ph.D holder or pursuing Doctoral Degree.
4. **Age:** Not more than 64 years as on 01.03.2024.
5. **Remuneration:**

Superannuated Government officers- as per prevalent rules  
Others-Negotiable, to be decided mutually, based on qualification, experience and suitability.
6. **Selection Method:**

Two Stage: Screening of applicators and Interview of suitable persons.
7. **Resignation/ Termination-** The person so engaged may resign after giving one month's notice or remuneration equivalent to one month or part thereof, as the case may be. AJNIFM may terminate the engagement at any point of time, with or without assigning any reasons.
8. **How to apply:**
  - a. Eligible and interested persons may apply in the prescribed format (Annexure) on or before 5 P.M. on 12<sup>th</sup> February, 2024 by e-mail to [rajeshkagrawal@nifm.ac.in](mailto:rajeshkagrawal@nifm.ac.in). This notice is also available on webpage <https://www.ajnifm.ac.in/vacancies>. Write e-mail address correctly.
  - b. Applications received through any other mode or after prescribed date & time shall not be considered.
  - c. AJNIFM shall not consider any claim on whatsoever grounds, including non-receipt of e-mail by the prescribed date or time, e-mail is mis-sent to wrong e-mail address, etc.

Please be clear that the engagement shall be purely on Short Term Contract Basis, initially for a period of one year, unless curtailed or extended on mutual understanding and performance. No claim whatsoever on whatever ground may be made at any point of time for regular/ permanent posts in this institution or any other body under the Government.

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