NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT STAFF RECRUITMENT RULES - 2303

1. SHORT TITLE AND COMMENCEMENT:

- 1.1 These Rules shall be called the National Institute of Financial Management Staff Recruitment Rules, 2003.
- 1.2 These Rules shall come into force from the date to be notified with the approval of the Board of Governors of the Institute.
- 1.3 These Rules shall be applicable to all the non faculty posts in the regular employment of the Institute.

.2. DEFINITIONS:

In these Rules unless otherwise specified

- 1. "Institute" means the National Institute of Financial Management
- "Government" means the Central Government, Ministry of Finance, Department of Expenditure.
- 3. "Society" means the National Institute of Financial Management Society.
- 4. "Board" means Board of Governors of the Institute.
- 5. "Director" means the executive Head of the Institute.

3. POSTS

The posts and their pay scales are specified in the schedules annexed. The Board shall, subject to any general limitation in this behalf, add to or delete the types of posts, increase or decrease the number of posts, after the scales attached to the posts, relax the age limits

and qualifications prescue it, and ofter the mode of recruitment; if in the opinior, of the 'Board' such alterations are in the general interest of the functioning of the Institute.

PROCEDURE FOR RECRUITMENT

- On and from the commencement of these rules, method of recruitment to the different posts will be as specified in the Schedules.
- Selection of persons for recruitment/deputation/absorption shall be made on the recommendations of the Recruitment Committees set up by the Director, NIFM.

The procedure to be followed by the Recruitment Committees shall generally be decided by the Chairpersons of the Committees or as directed by the Director.

Recruitment Norms

- The basic educational qualifications for all the posts shall be as specified in Schedules.
- The expression "experience" specified in the Schedule for the posts shall mean the experience acquired after obtaining the basic educational qualifications.

Recruitment shall be by transfer on deputation/transfer/absorption/direct recruitment.

Recruitment/Committees

A Committee consisting of three faculty members including Chief Administrative Officer will constituted by the Director for considering the eligibility of candidates for recruitment / motion. Outside experts may also be included for technical posts, if required.

4. AGE LIMIT AND OTHER MATTERS

The age limit and other requirements for appointment in respect of a post in the Institute shall be as specified in the relevant items of the Schedules to these rules. The Director, NIFM shall have the power to relax any of the requirements in the schedules if in his opinion such action will be in the interest of the Institute. Such uses may be subsequently placed before the board for Information.

5. AGE OF RETIREMENT

The age of retirement on superannuation for persons recruited under these rules shall be 60 years.

6. HEAD QUARTERS

The Headquarters of the Institute will be NIFM complex at Sector 48 Pali Road, Faridabad, Haryana where all the employees shall be posted. However, the employees will be liable for posting/transfer anywhere in India if administrative exigencies so require.

7. AD-HOC APPOINTMENT

Notwithstanding anything contained in these Rules, the Director, NIFM shall have the power to make ad-hoc appointments/short term contract appointments.

8. PROBATION:

All directly recruited Staff members appointed in the Institute under these Rules shall be on probation for a period of one year, which can be extended upto two years. An employee on probation shall have no right to the post unless it is certified by the Appointing Authority that he has satisfactorily completed the period of probation. While or probation a Staff member can be

larged from the service of the Institute by the Appending Authority by giving one month's see or salary in fleu thereof.

CAREER PROGRESSION OF STAFF MEMBERS

All regular Staff members other than deputationists appointed in the Institute by Direct pruitment/Absorption under these Rules shall be eligible for promotion under the NIFM Staff ser Progression Scheme 2002 annexed to these Rules.

10. REGULATIONS & ORDERS

The Board may make Regulations and issue orders not inconsistent with these rules to vide for all matters for which provision is necessary or expedient for the purpose of giving effect nese Rules.

11. POWER TO RELAX:

Where the Board of Governors is of the opinion that it is necessary or expedient to do so, it by order, relax any of the provisions of these rules in respect of any class or category of assons.

12. RESIDUARY MATTERS

In regard to matters not specifically covered by these rules or any regulations or orders ade or issues thereunder, the employees shall be governed by the rules, regulations and orders aplicable to the members of the Central Civil Services in general.

REMOVAL OF DIFFICULTIES

The Board of Governors may from time to time issue such general or specific directions as by be necessary to remove difficulties in the operation of these Rules.

16. INTERPRETATION

Where any doubt arises as to the Interpretation of any of the provisions of these rules, the decision of the Board of Governors shall prevail.

the Post	No. of Pos	ts Scale of Pay	IAna 12-104			i				
A SHIP		,,,,,	Age Limit for Direct Rectt,	Whether Selection or	Education Qualifications &	Whether age, aducational	Period of		<u> </u>	
				Non selection	Experience	qualifications & experience for direct recruits will also apply in case of		Method of Recruitment	in case of appointment by deputation, source of deputation	Field of solection
Assislani - W	2	3	4	 -	· [tomorphisesidenuistionalsis			O P D LA LIOT	
	6	3050-75-3590-85-459	Not exceeding 30 years	Salantina	<u> </u>	7	└ ┤			
Frotocol Assistant	1	1	In case of SC/ST:	- John Circle	Graduation from any recognised	Educational qualifications &	 	9	110	11
	1	1	re axation will be upto 5	. 1	UNYSTRAY.	Experience : Yes	One year for Dire		Employees of	Not applicable
	1		years and for OBCs 3	1	40 W.P.M typing appeal preferably	Age : No	Recruits. 'Nil' for	Deputation	Government/Public Sector	LACK REDIRESSOR
	1		Y99/14	1	TWO STOCKS OF COURSE ASS.	1	promotees		Undertaking (PSUs) or other	
	ŀ		J*	1	IM COSO Of Projected Applications	1			public funded autonomous	, .
	,	,	1	ľ	Diplome in Public Relations from any		.	1	bodies holding analogous post	
ssistant - H					URCOBLISSED INSING INFABILITY IN		·		1	
trataining is	7	4000-100-6000	Not exceeding 30 years	Salartion	essental		1	i	1.	1
	ł	ł	in case of SC/STs	: Datacititi	Graduation from any recognised	Educational qualifications &			<u> </u>	}
	i	į.	relaxation will be uplo 5	i	University.	Experience : Yes	One year for Direc	By Promotion/	Employees of	5 yrs service in the
		1	years and for OBCs 3	1	Knowledge of computer is essential	Age: No	Recruits, "Nil" for	deputation failing		of Rs. 3050-75-45
	1.		Years.	1	i		promotess	which Direct	jundertaking (PSUs) or other	Assistant Gr. III/ Pr
	1			1		1	ĺ	Rectt	Public funded autonomous	Assistant
Ssistent-I				1	İ		-	1	(budies holding analogous or	,
	3	5000-150-8000	Not exceeding 30 years	Selection	0	<u>. </u>		1	With 5 years experience in the	j
,	ı	1	IN CASH OF SCIENTS		Degree from a recognised University	Educational qualifications &	One year for Direc	I Du D	Iscale of Rs. 3050-75-4590	1.
j		! .	ralaxation will be upto 5				Recruits, 'Nir for	Ely Promotion/	Employees of	5 yra service in the
			years and for OBCs 3		working in the scale of Rs. 4000-100-	Age : No	promoless	deputation failing		of Assistant Gr. H in
		ľ,	years.			1 :	[Rock	undertakings (PSUs) or other	acale of Rs. 4000-1
						la service de la continue de	1	1.00.00	public funded autonomous	6000
cion Ciácer	1:	5500-175-9000				i !		7	bodies in analogous post or with 5 yrs experience in the scale of	!
	·		Not applicable	Selection	For Promotion to asction Officer for	Education I as vide of	<u> </u>		Rs. 4000-100-6000	
		}	ļ	1	HOR- SSA/B.Com, Candidates	Educational qualifications & Experience : Yes	Not applicable	By Promotion/	Employees of	
		1			PRINCE OF REINCHISCON AVAIDABLE AT	Age: No		Deputation	Government/Public Sector	2 years service in the
					THE ICANICWANISE OF COMMONN	. 110			undertakings (PSUs) or other	scale of Rs. 5000-1
					Secretary is essential	!	1		public funded eutonomous	8000 as Assistant G
		İ			For deputation-passing of SAS		1		bodies in analogous post or	
		Į.			excentination of an emerciand	· :		1	SAS passed accountants from	
		<u>;</u>	• 1	1	accounts department of GOI will be			į.	an organisad accounts dept	
ss stard Accounts	3	6500-200-10500	Not applicable		6224 Mail	i ł			from Govt, of India	١.
ficer/ Assistan; Iminstrativo		1	ran ablanana		For promotion to AAOIPRO 3 yrs	Educational qualifications &	Not applicable			
(ficer/Public		i :		.	working experience as section officer	Experience : Yes	CACH TRANSPORTEDIE	By Promotion	Employees of	3 yrs service in the p
elations Officer		1				Age: No		Deputation/	Government/Public Sector	of Section Officer in
OWNERS OFFICES				Ì	9000 will be essential.	į	1	Transferi	undertakings (PSUs) or other	sciae of Rs. \$500-17
1]	. *	ŧ	For PRO in case of direct recit.			Direct Flectt	PUDIC RINGES SULONOMOUS	9000
					Diploma in Public Fieldions or		1	Only for PRO	bodes holding analogous post	
}			•		ournatism from recognised linett. Or		1	1	or SA5 qualified with minimum 3	
. (equivalent with minimum 3 years experience in similar assignment will	• •	f	. · · · ·	yra experience in the pay sche	
ministrative	3	7450-225-11500		[pe expensed	į		1	of RS. 5500-1275-9000	
ficer/ Accounts	~	/450-225-11500	Not applicable	Selection	For Promotion to AO/PO 3 yrs	N-1 A			•	
ices/ Programme		ĺ	ì](experience in the achie of Re. 8500.	Not Applicable	Not applicable	ву	Employees of Government/	9
licar				12	200-10500 as Assit Acceptante	· į		L. COLOSOLA CEDAT 1		3 yrs service in the se
1		·	1	į (Officer/ Asstt. Admn. Officer/PRO.	i .		ation Transfer	(PSUs) or other public funded	of Rs. 6500-200-1056
İ			ŀ]		!	1	1 1	Eulonomous bodies holding	
j	- 1		ĺ	į		<u>*</u>			enalogous post or SAS qualified	
		<u></u>	İ	1				!	Milli minimum 3 years	
no'D' 3	3	4000-100-6000	Nct exceeding 30 years	Salactica				1 1	experience in the pay scale	•
1	1		n case of SC/STs	2.	Saduation from any recognised	Not Applicable	One year for Direct	lt	5500-200-10500	
1			olgu ed live notacular		unisacitics !	•	Recruits	DY LATE & HOCK	Employees of Government/	Not applicable
	1		Syears and for OBCs 3	13	Shorthand speed of 100 w.p.m and		Nocasaia.	Deputation	Public Sector Undertaking	• • • • • • • • • • • • • • • • • • • •
k.C.		k	years.		pping speed of 50 w.p.m preferably			j i	PSUs) or other public funded	
~~ }	4	5000-100-8000	Not exceeding 30 years	Selection	Kin knowledge of cornouters		1	 	sutonomous bodies	
l	ŀ	į.	n casa of SCASTa.		reduction from any recognised	Educational qualifications &	One year for Direct			<u> </u>
1	ı	- {	Triexation will be upto 5	1:	CONTRACTOR OF THE PROPERTY OF	Expedence : No			mployees of	5 yrs service in the s
Į.	i	<u>[</u> 2	rears and for OBCs 3	Ľ	20 w.p.m and typing speed of 60	Nge: No	for Promotees		Sovernment/Public Sector	of Rs. 4000-6000 as
ĺ	[reers	[2	.p.m. preferably with knowledge of			deputation failing	Inderlatings (PSUs) or other	Slano "O"
}	i		1	ا	ompulers.				ublic funded autonomous	
		 _		1	i				odles in analogus posts or 5	
							1	coccuminates 3	rs stenographic experience in	

		6500-200-10500 N	lot applicable	Selection	Not applicable	Not applicable	Not applicable .	Dy promotion	Employees of	5 yrs service in the sca
Steno E	1		and the second		:			failing which by deputation	Government/Public Sector Undertakings(PSUs) or other public funded sutonomous bodies in analogous posts or with 5 years Stenographic apperience with scale Rs. 5000-	of Rs. 5000-9000 as Steno 'C'
Foreman (E)			lot exceeding 30 years to case of SC/STs elecation will be upto 5 ear and or OBCs 3 ears	Selection	Holding Electrical Supervisor Licence with two year experience in the field of maintenance of eletrical installations	E-marianne - Vec		failing which direct recruitment	Employees of Government/ Public Sector Undertakings(PSUs) or other public funded autonomous bodies	
Junior Engineer (E)	Ĩ		lot exceeding 30 years 1 case of SC/STs elaxation will be upto 5 rears and for OBCs 3 rear.	Selection	Diplomat in Electrical Engg.with Minimum of 3 yrs appedence in this field of maintenance of electrical installations in a comparable institute. Experience of maintenance of A.C. Plant. D.G. Sets, control panel etc le desirable.	Educational qualifications & Experience : Yes Age : No		ntion/Transfer Inling which Need rects.		persons holding post Foreman (E) in scale Rs. 3200-4900 with minimum service of 8 years.
Assistant Engineer(E)	. 1	. N	Not exceeding 30 years in case of SC/STs staxation will be upto 5 years and or OBCs 3	Selection		Educational qualifications & Experience : Yes Age : No	One year for Direct Recruits, "Nill for promotees	Promotion/deputa sinvirancia:	Officers of Government/Public Sector Undertakings(PSUs) or other public funded autonomous bodies in analogous posts or with 5 yrs experience as JE(E) in the scale of Rs. 5000-150-15000.	5 year service in the scale of Rs. 5000-500 as JE(E) is essential.
Junior Engineer (C)	1		Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OHCs 3 years	Selection	Diplome in Civil Engineering Minimum of 3 yrs working experience in the field of project maintenance/Construction	Experience : Yes	One year for Direct Recruits, "Nil" for promotees	By Deputation/transf or tailing which direct recruitment	Cificers of Government/ Public Sector Undertaiding(PSUs) of other public funded autonomous bodies holding analogous post.	
Assistant Engineer (C)/ Ratala Manager	1		Not exceeding 30 years in case of SC/STa- relaxation will be upto 5 years end or OBCs 3 years	Selection	Diploma in Civil Engineering with 5 years experience in the civil maintenance work in a supervisory capacity in a comparable institute,	Educational qualifications &Experience : Yes Age :No	One year for Direct Recuits, "Nif for promotees	By Promotion/depute Son/transfer failing which siners rects	Officers of Government/Public Sector Undertakings (PSUs) or other public funded automornous bodies in analogous post or will 5 years experience as J.E (Civil in the scale of Rs. 5000-150- 8000	s sequentity of J.E (C)
Computer Assistant	2		Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	Graduation from any recognised university. Diplome/Certificate in computer applications equivalent to 'DOEACC' O' Level pattern of Department of Electronics, Government of India	Educational quelifications &Experience : Yes Age :No	One year for Direct Recruits.	By Deputation/transf or falling which direct recruitment	Employeex of Government/Public Sector Undertaking(PSUs) or other public funded autonomous bodies in analogous posts.	
Programme Assistant	2		Not exceeding 30 years In case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Satection	Graduation from any recognised university. Post graduate diplomis in computer applications from recognised institution/Univ. 5 yrs experience in similar assignment in a compensatio inst. Or Engineering Graduates in computers and related subjects with 3 yrs experience in similar assignment.	Educational qualifications &Experience : Yes Age :No	One year for Direct Recruits, *Nif for promotees	c failing which by	Employees of Government/Public Sector Government/Public Sector Undertailings(PSUs) or other public funded autonomous bodies in analogous posts or with 5 years service in compute related jobs in the scale of Rs. 5000-150-8000	5 yrs service in the s of Rs. 5000-150-80 Computer Assistant
Library Atlendani	1	Ţ	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3	1	10th standard pass and experience of two years working in a standard Strary.	f Not applicable	One year which can be extended to two years,	direct recti.	NA	\$100 S

TO SEL			مببر	1		;		{ / -	1 1/ 1
	T 1	2550-3200	Not exceeding 30 year			:	4		
Contraction of the Contraction o	1	1	In case of SC/STs	2 Seection	6th class pass, Two years of	Not applicable		_	_
*	1	1		-1	experience in maintenance of	and approprie	One year which ca	n direct rectt	N/A
7		j	relaxation will be upto	5 }	genders in reputed farm	1	be extended to he		1
i}	1	1	years and for OBCs 3	1	houses/institutes	1 1	years	1	1
Photocopy Operator	1	2550-3200	years			1 1	j.		· t
(400001)	1 '	2550-5200	Not exceeding 30 year	3 Selection	8th class pass. Two years of		i	1	
1	1	1	In case of SC/STs	1	experience in photocopying work is	Not applicable	One year which ca		100
i	I		reference will be upto	s i	idesirable.	1 1	be extended to he	u asset user	N/A
1	f	t	years and for OBCs 3	1	CAZE SOLE"	1 1	Assured to Mic	']	l .
			Years	i i	.1	-1	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ì	ı
Hostel Boy	1	2550-3200	Not exceeding 30 year	· Easter	·		1	i	1
'	1	1	in case of SC/STs	SERVICEOU	8th class pass. Two years of	Not applicable		<u> </u>	
1	i		I WILLIAM WILL DO UP IN	.	experience of catering and house	1	One year which ca	n direct rectt.	N/A
1	1			' !	(Keeping in an academic institution	İ	be extended to two	· I	1
	l	1	years and for OBCs 3	ł .	Prosini je deskrabie.	i	учега	1	i
Mechanic	1	2550-3200	17083		1	ı	1	1	1
	ł i		Not exceeding 30 year	Gelection:	10th class pass certificate from I'll kn	Net englant		J.	1
1	[f	In case of SC/STE	}	Mechanical Trade and two years of	1 Successible Succession	One year which car	descripcit	N/A
1	ł	1	relacation will be upto !	i]	18XD8/18/100 of hearther the late of		be extended to two	1	1
3	l	1	years and for OBCs 3	1	A attached of the particular and local of	1	Years	ł	1
Electrician			years.	1	medianes including PA systems in a	1 :	l'	ł	1
	1	2550-3200	Not succeeding 30 years	Relation	comparable orgavinativas	<u>1</u> i		1	
Ì	[1	In case of SC/STs	- Industrial	10th Clear pers and certificate from	Nól applicable :	Consumus 4	 	
1	l	1	relaxation will be upto 5	1	If it Electrical trade and Two years	1 "	One year which can	CONTROL TRUCK	N/A
	i	1 .	years and for OBCs 3	1	of superiance in the Sald for		be extended to two	1	1
A - 1 - 1 - 1 - 1		_1	Asms mail to OSC 2	i .	metristring electrical tratalistics to a		years	1]
Assistant Director	1	6500-200-10500	Maria anno anti-		Comparable Institute/organisation	1 . 1			í
(Pioraculture)			Not exceeding 30 years	200CEOU	9.5c. Degree in bottomy	Educational qualification		L	
		ł	In case of SC/STI	1	Majorita forfattura incom	*Experience : Yes		9.	Officer of Government/
		i	relevantion will be upto 5	i	recognised University with 10 years		recruits and nil for	Deputation/ransi	Sector Undertaking (Ps
			THE BEST TO COCK 3-		experience in a supervisory position	Age :No	promotes	or failing which	other public funded
		i)Assets		in the retained field in assemble . For	i i	-	direct receilment	anjououers poges he
		1	7.75.		post graduate holders experience.	I i.	£	CHECK INCOMINED	anaphometra bodies ho
,			1		host fixenties voices exbelleuce	1	**		ausjoäcrie bosi
		1	1	1	qualification will be 5 years in	:	i		1
		1	1	ì	supervisory post in the field of	1 i	1	İ	1
		1			horiculture development	1 1			
Hostel Manager	1	6500-200-10500	Not exceeding 30 years	Ø-1	<u> </u>	l !"	1		i
		1	In case of SCISTs	2 macanu	Graduation with Diploma in Hotal	Educational qualification:	One was done		
- 4		T .	retaxation will be upto 5	i	Management from a recognised	&Experience : Yes	Aug les cated	Dy	Officers of Government
			C Oldin se man	1	Filter University.	Age :No		deputation/transf	Sector Undertakings (P
		1 .	years and for OBCs 3	1 .	IVER EXPRESSINCE IN & SUDBINISORY	1.00	promotees	or falling which	021er public funded
{		i	Joers	1	position in the similar field is	1		direct recit.	autonomous bodies not
Security Officer	1	5500-175-0000	M-3		essential	l j	1		analogous.
1	-	0300-173-0000	Not exceeding 30 years	Selection	Graduation from any recognised	leasan a second			Į
. j	*	1	M Cress of SCISTs	İ	(University Experience of senting as	Educational qualifications		By	Officers of Government
1		I	releasion will be up to 5		Care Taker for a minimum of three	&Experience : Yes		deputation/transf	Sector Undeteldings(PS
j		1	years and for OBCs 3		Jeans Preference will be given to an-	Age :No		or talang which	other public funded
i		ì	years		Anna Lines along the 36 Shift to 61	, ,		(guect teck)	oniet brose truded
1		1		1	servicemen who possess requisite qualifications	l .	[[autonomous bodies in
Sr. Library &		<u> </u>			d-market 20129	.			analogous posts or 3 ye
nformation Assistant	3	5500-175-9000	Not exceeding 30 years	Selection	Control of the Control	<u> </u>		1	working in the pay scale
PERSON ASSESSMENT			In case of SC/STs		Graduation from any recognised	Educational qualifications	One year for direct	<u>. </u>	5000-8000
· i			retainment the upto 5		University with Sectodor Degree to	&Experience : Yes	/ I'- C	Dy	Officers of Government/
ŀ					Rorary Science with Sires years	Age :No		Deputation/transi	Sector Undertakings(PS
1		1	years and for OBCs 3	• 1	experience in similar assignment.	<u></u>		er iblindå mukti	other public funded
tacaptionist	3	3050 78 3600 as a	Years				, l	direct rectl.	autonomous bodies in
· · · · · ·	•		Not exceeding 30 years	Selection	Graduation from any recognised	Parada a se			analogous posts
ŀ		(In case of			Educational qualifications		Macci	Employees of Governme
ļ			SC/STareboombn will			&Experience : Yes			Chippe Const. Occupations
į		1	be upto 5 years and for		Colored to Light Office Work From	Age :No	promotees		Public Sector
į			OBCs 3 years		recognised truit. Proficiently in		1	i	Undertakings(PSUs) or 8
		1			handling EPABX.		<u> </u>		public funded autonomou
taff Car Driver	2	3050-75-3590-80-4590	Not amond and		<u> </u>	;	į (4	DOCIEZ WILL PRESCRIBED
	-		TANK EXERCING 30	Selection	5th Class Pass Persons with 3 year	Not acclicable			qualification and experies
ļ		1	years.in case of SCISTs		If BOUGH' Service having avendance of !	AN APPROXIME	One year which can	37 UYSCI Kect/ I	Employees Government
Ī		i 1	refexation will be upto 5		ditying light/heavy vehicles and	•	be extended to two		
I		; i	years and for OBCs 3		Annual Municipal Assucies sing	ì	Years		Sector Undertaking (PSI
1			yeers		having valid driving Roomse from		l,1	i.	ther public funded autom
. !]			I PARTOCK BUSTINGLY for necessary with	F	·	ĺ	bodies with prescribed
		L I	j		editional experience age may released upto 35 years	* •	ł		qualifications and experie

//

i,