



**ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
SECTOR-48, PALI ROAD
FARIDABAD.**

F. No.D-33011/86/2025-Admn./

Dated: 26.11.2025

Vacancy Notice

Arun Jaitley National Institute of Financial Management, Faridabad, an autonomous body under the Department of Expenditure, Ministry of Finance, Government of India, invites applications from eligible candidates for the post of Chief Administrative Officer on deputation /Foreign Service basis. The post carries the Pay Matrix Level 11(Rs.67,700-2,08,700) of 7th CPC. The initial tenure of Deputation/Foreign Service will be of three years, extendable as per the extant rules and guidelines issued by DoPT.

2. Eligibility Condition: Officer of Central Government in Pay Matrix Level 11 or with 04 years of regular service in Pay Matrix Level-10.
3. The candidate shall submit the application through the Cadre Controlling Authority or the Parent Department / Organization in the format enclosed. The Certification by the Employer/Cadre Controlling Authority" forming part of the prescribe application format should be signed by the concerned Authority while forwarding the application to AJNIFM.
4. The last date of receiving the application is 31.12.2025. Applications received after the last dated will not be entertained.
5. The eligibility of the applicant will be determined on the last date of receipt of applications in AJNIFM.
6. The applications, complete in all respects, should reach the office of Chief Administrative Officer, Sector-48, Pali Road, Faridabad-121001 by 31.12.2025. Incomplete/late applications will not be considered and will be rejected

Enclosed: 1. Application Format

1	Post Applied For:	
2	Advertisement No. & Date	
3	Name of the Applicant:	
4	Father's / Husband's Name:	
5	Date of Birth (DD/MM/YYYY):	
6	Age as on Closing Date of Application:	_____ Years _____ Months _____ Days
7	Gender:	☐ Male ☐ Female ☐ Other
8	Nationality:	
9	Permanent Address:	
10	Correspondence Address:	
11	Contact Details:	Telephone No. _____ (Office) Mobile No.: _____ Email ID: _____
12	Educational Qualifications	

Exam Passed	Board / University	Year of Passing	Division / Grade	Subjects

13	Professional/Technical Qualifications (if any):	
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14	Present Pay Scale (CPC level with Basic Pay)	
15	Service to which the officer belongs	
16	Experience Relevant to the Post Applied For:	
17	Experience Details	

Name of Organization	Post Held	Pay Level / Pay Band with Grade Pay	Period From - To	Total Experience	Nature of Duties

18	Present Employment Details:	Name of Organization Post Held: Date of Joining Present Pay Level and Basic Pay Nature of Appointment (Regular/Deputation):
19	Details of any disciplinary action / criminal case, if any:	
20	Any other relevant information (Publications, Trainings, Awards, etc.):	

21	Whether cadre clearance has been obtained for deputation:	☐ Yes ☐ No ☐ Under Process
22	Whether vigilance clearance and integrity certificate are available:	☐ Yes ☐ No ☐ Under Process
23	Whether any disciplinary proceedings are pending or contemplated:	☐ Yes ☐ No
24	List of Enclosures: Cadre Clearance Vigilance Clearance Integrity Certificate APARs of last 5 years (self-attested copies) Educational & Experience Certificates Others	

Declaration by the Applicant

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I have informed my employer about my application for this post and will produce the necessary documents at the time of interview/selection.

Place: _____

Date: _____

Signature of the Applicant

Name in Full: _____

Certification by the Employer / Cadre Controlling Authority

This is to certify that:

1. The information provided by the applicant has been verified and is correct as per official records.
2. The applicant is clear from vigilance angle.
3. No disciplinary or criminal case is pending or contemplated against the applicant.
4. His/her integrity is certified.
5. The applicant's APAR dossiers/attested copies of APARs for the last five years are enclosed.
6. In the event of selection, the officer will be relieved to take up the assignment on deputation basis.

Signature with Seal

Name & Designation

Date: _____

Phone / Email: _____