

**A-12026/4/2023-Ad.I**  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated, the 16<sup>th</sup> February, 2023

**CIRCULAR**

**Subject: Filling up of the post of Director, Arun Jaitley National Institute of Financial Management, Faridabad (Haryana) by deputation/re-employment/short-term contract-reg.**

It is proposed to fill up the post of Director, Arun Jaitley National Institute of Financial Management, Faridabad (Haryana), an autonomous body under the administrative control of the Ministry of Finance, Department of Expenditure by deputation/re-employment/short-term contract. The post carries the pay scale of Level-16 in the Pay Matrix [in 7<sup>th</sup> CPC scale] plus various allowances at Central Government rates. Residential accommodation will be provided at the Institute's campus.

2. Eligibility conditions for appointment are as follows:

(A) Officers belonging to Indian Audit & Accounts Service, Indian Civil Accounts Service, Indian Cost Accounts Service, Indian Defence Accounts Service, Indian P&T Accounts and Finance Service and Indian Railways Accounts Service with one year regular service in HAG Grade or with 4(four) years regular service in SAG.

Note (i): Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization shall ordinarily not exceed five years.

Note (ii): Appointment by re-employment would be permissible up to 65 years of age or 5 years whichever is earlier.

(B) The crucial date for determining the eligibility service shall be 11.07.2023. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 58 years as on the closing date of receipt of applications. The applicants who have crossed this age limit shall be considered only on re-employment basis.

3. The terms and conditions for appointment on deputation/re-employment/short-term contract will be regulated in accordance with the Central Government rules.

4. It is requested that the vacancy circular may be given wider publicity amongst the eligible officers. Applications in triplicate in the prescribed proforma (Annexure II) of suitable & eligible officers, who are willing to be considered for appointment against the said post on deputation/Re-employment/Short-term contract basis and whose services could be spared by the cadre immediately may kindly be forwarded along with CR dossiers, Integrity Certificate, Vigilance Clearance Certificate, No Penalty Certificate in the last ten years through proper channel to Under Secretary(Admn.I), Department of Expenditure, Room No. 225-E, North Block, New Delhi-110001, so as to reach within 28 days from the date of publication of this advertisement in the Employment News. Incomplete application will not be considered.



**(Ranjit Kumar Jha)**

Under Secretary to the Govt. of India  
Ph.: 2309 5695

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Government of India  
Ministry of Finance  
Department of Expenditure  
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Applications are invited for filling up the post of Director, Arun Jaitley National Institute of Financial Management, Faridabad (Haryana), an autonomous body under the administrative control of the Ministry of Finance, Department of Expenditure by deputation/re-employment/short-term contract.

2. Applications of only those candidates who fulfil the requisite qualifications and experience as given in Annexure I, duly filled in as per Annexure II will be entertained.

3. Applications of the willing officers who fulfil the prescribed requisite qualification and conditions of eligibility and whose services can be spared immediately may be forwarded so as to reach the Under Secretary (Admn.I), Department of Expenditure, North Block, New Delhi within 28 days from the date of publication of this advertisement in the Employment News. The application must be completed in all respect and should be accompanied by CR dossiers, Integrity Certificate and Vigilance Clearance Certificate, No Penalty certificate during last 10 years of the officers concerned. Applications received after due date or without the CR dossiers and incomplete applications will not be considered. Before forwarding the applications the particulars of the applicant may be carefully checked so as to ensure that candidates fulfil the conditions of eligibility.



**(Ranjit Kumar Jha)**  
Under Secretary to the Govt. of India  
Ph: 2309 5695

**ANNEXURE-I**

POST	Director, Arun Jaitley National Institute of Financial Management, Faridabad, Haryana
SCALE OF PAY	Level-16 in the Pay Matrix [in 7 <sup>th</sup> CPC scale]. Various allowances at Central Government rate. Residential accommodation will be provided at the Institute's Campus.
TERMS OF ELIGIBILITY	<p>(i) Officers belonging to Indian Audit &amp; Accounts Service, Indian Civil Accounts Service, Indian Cost Accounts Service, Indian Defence Accounts Service, Indian P&amp;T Accounts and Finance Service and Indian Railways Accounts Service with one year regular service in HAG Grade or with 4(four) years regular service in SAG.</p> <p>(ii) Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization shall ordinarily not exceed five years.</p> <p>(iii) Appointment by re-employment would be permissible up to 65 years of age or 5 years whichever is earlier.</p> <p>(iv) The crucial date for determining the eligibility service shall be 11.07.2023.</p> <p>(v) The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 58 years as on the closing date of receipt of applications. The applicants who have crossed this age limit shall be considered only on reemployment basis.</p> <p>(vi) The terms and conditions for appointment on deputation/re-employment (including short-term contract) will be regulated in accordance with the Central Government rules.</p>

PROFORMAApplication for appointment by deputation/re-employment/short term contract to the post of Director, Arun Jaitley National Institute of Financial Management, Faridabad.

1. Name of the Candidate (in Block letters) :
2. Father's Name :
3. Date of Birth :
4. Contact Details
  - (a) Address for communication
    - (i) Office :
    - (ii) Residence :
  - (b) Telephone/ Mobile No. :
  - (c) E-mail Address :
5. Service particulars
  - (a) Service & Batch to which the candidate Belongs :
  - (b) Date of entry into service :
  - (c) Date of retirement from service :

## 6. Educational Qualifications

Name of the Examination	Year of Passing	Name of University	Division	Subject
(i)	(ii)	(iii)	(iv)	(v)

## 7. Special Qualifications, if any :

## 8. Details of employment in chronological order

Office/ Institution	Post held on regular basis	From	To	Pay scale of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for
(i)	(ii)	(iii)	(iv)	(v)	(vi)

9. Whether the applicant fulfils the eligibility service as prescribed in the circular :  
 (a) Period of service rendered in SAG :  
 (b) Period of service rendered in HAG :
10. Present employment :  
 (a) Post held at present :  
 (b) Date of appointment to the present post :  
 (c) Present pay scale/scale of pay :  
 (d) Whether it is cadre post or ex-cadre post:
11. In case the present employment is held on Deputation/contract basis,  
 (a) Date of initial appointment :  
 (b) Period of appointment on deputation/ Contract :  
 (c) Name of the parent office/organization to which the applicant belongs :  
 (d) Name of the post and pay scale of the post held in substantive capacity in the parent organization :
12. If any post held on deputation in the past, Date of return from the last deputation and Other details :
13. Details of experience during the last five years (indicate the nature of work done) :
14. Achievements :  
 (i) Research publications, reports and special projects :  
 (ii) Awards/Scholarships/official appreciation:  
 (iii) Affiliation with professional bodies/ Institutions/Societies :  
 (iv) Books published :  
 (v) Training courses attended/conducted :
15. Any other information, which the candidate wishes to mention :
16. Whether the application is for appointment by deputation or re-employment or short-term contract basis :
17. Whether belongs to SC/ST :

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the application duly supported by the documents in respect of work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:

(Signature of the Candidate)  
 Address:

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per facts available on records. He/she possess eligibility service as mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that,

- (i) There is no vigilance or disciplinary case pending or being contemplated against Shri/Smt. \_\_\_\_\_.
- (ii) His/her integrity is certified.
- (iii) His/her ACR/APAR dossier in original is enclosed or Photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above are enclosed (as the case may be).
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with seal)