



Arun Jaitley National Institute of Financial Management
(An Autonomous Institute under Ministry of Finance, Government of India)
Sector-48, Pali Road, Faridabad-121001 (Haryana), India

VACANCY CIRCULAR

Sub: Filling up the post of Assistant Engineer (Civil)/Estate Manager on deputation basis in Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad.

Applications are invited from eligible and willing officers under Central Government/Public Sector Undertakings (PSUs) or other public funded autonomous bodies for filling-up one post of Assistant Engineer (Civil)/Estate Manager on deputation basis as under:-

S. N.	Name of the Post	Pay Scale	No. of Post	Place of Posting
1	Assistant Engineer (Civil)/Estate Manager*	Pay Matrix Level-7	01	Faridabad

*Details mentioned in Annexure-I

- This post is to provide technical assistance/expertise to the Institute in cases involving Civil work, inspection, operational maintenance work etc. and to supervise the work of other allied technical employees working under it.
- The terms & conditions of the officer selected for appointment on deputation basis will be regulated in accordance with the orders contained in Department of Personnel and Training, OM No. 6/8/2009-Est and (Pay) dated 17.06.2010 as amended from time to time.
- Applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied by (i) Duly filled in application form (ii) Attested copies of APARs for the last five years (iii) Vigilance Clearance (iv) Integrity Certificate and (v) Copies of Educational qualification.
- The Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
- The applications of suitable and eligible officers who can be spared in the event of selection may be sent in the prescribed format (**Annexure-II**) to the **Chief Admin. Officer (Email: ajnifm@nifm.ac.in) Arun Jaitley National Institute of Financial Management, Sector-48, Pali Road, Faridabad** latest by 11.03.2024. Applications received after due date will not be entertained.

Chief Administrative Officer
AJNIFM, Faridabad.

Annexure-I

1.	Name of the post	Assistant Engineer (Civil)/Estate Manager
2.	Number of post	01 (One)
3.	Classification of Post	General Central Service
4.	Pay Matirx	Pay Matrix Level-7
5.	Method of Recruitment	By Deputation
6.	Age limit	The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on closing date for receipt of applications.
7.	Qualification & Experience	(i) Diploma in Civil Engineering. (ii) Five year experience in the civil maintenance work in a supervisory capacity in a comparable Institute.
8.	Eligibility conditions for appointment on deputation:	(i) Officers of the Central Government or (ii) Public Sector Undertakings (PSUs) or (iii) Public funded autonomous bodies
(a)	Holding analogous posts on regular basis in the parent cadre or department.	And
(b)	Five year service as Junior Engineer (Civil) or equivalent in Pay Matrix Level-6.	

Application Form**Post Applied for Assistant Engineer (Civil)/ Estate Manager**

Photo

1.	Name (in Block Letters)				
2.	Residential Address				
	Mobile No.				
	E-mail id				
3.	Date of Birth (in Christian era)				
4.	Category				
5.	Educational Qualifications				
	Degree/Diploma/ Certificate	University/Board	Main Subjects	Month & Year of Passing	% Marks/ Division
i)	10 th				
ii)	12 th				
iii)	Diploma				
iv)	Others				

6. Professional Experience (in reverse order, starting from the latest) of similar work done earlier.

Sl. No.	Organisation/ Institution	Post held on regular basis	Period		*Pay Matrix and Pay Level of the post held on regular basis	Nature of Duties (in brief)
			From (date)	To (date)		
i)						
ii)						
iii)						
iv)						

7. Total Experience in years:

8. Any other relevant information:

9. DECLARATION:

I certify that the above information is correct and complete to the best of my knowledge and belief. I hereby undertake that there are no circumstances which may impair my fitness for engagement with AJNIFM.

(SIGNATURE)

Place :

Date :

Certification by the Employer/Cadre Controlling Authority

No.

Date:

The above entries have been verified from the records available in this office and found correct. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. In the event of selection of candidate for the post of Assistant Engineer (Civil)/Estate Manager, he/ she will be relieved of to join AJNIFM, Faridabad for his/her new assignment within 30 days on receipt of the communication from the AJNIFM.

2. It is informed that

- a) Mr./Ms.is clear from vigilance angle.
- b) His/her integrity is certified.
- c) No major / minor penalty has been imposed on him/her during last 10 years.
- d) Attested copies of ACR/APAR for last 05 years is enclosed
- e) Proof of education qualification are enclosed.

Countersigned_____

Name & Designation_____

(Employer/ Cadre Controlling Authority with Seal)

Date: