

F. No. D-33026/Admin./28/2019/NIFM/



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

Dated:26.02.2021

AJNIFM invites applications for the post of Junior Engineer (Electrical) in Level-6 of New Pay Matrix of 7th CPC **on deputation basis** for a period of three years. The particulars of the post, eligibility conditions etc. are given in annexure-I

The Pay and others terms & conditions of selected officer will be regulated in accordance with DoPT Office Memorandum No. 06/08/09/ (Estt.) (Pay) dated 17.06.2010, as amended from time to time.

The applicant should not be more than 56 years of age on the closing date of the application.

Application in the enclosed pro-forma (Annexure-II) along with complete and up-to-date CR/APAR dossier of the officer, who can be spared in the event of his / her selection, may be sent to the Chief Administrative Officer, AJNIFM by 25.03.2021. Application received after last date or without proper channel & ACR/APAR or otherwise found incomplete will not be considered. While forwarding the application, it may also be verified and certified that the particulars furnished by the officer are correct and no disciplinary case is either pending or contemplated against his / her. The integrity of the officer may also be certified.

(D. K. Chawla)
Chief Administrative Officer



ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
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1	Name of Post	Junior Engineer (Electrical)
2	Number of Post	01
3	Pay Level	Level – 6 of New Pay Matrix of 7 th CPC
4	Classification	General Central Service Group 'B' Non-Gazetted, Non Ministerial
5	Essential qualifications	Diploma in Electrical Engg., with Minimum of 3 years' experience in the field of maintenance of electrical installation in comparable Institute, Experience of Maintenance A.C. Plant, D.G. Gets, control panel etc. is desirable.
6	Eligibility Criteria	Officers of Government / Public Sector Undertakings (PSUs) or other Public Funded Autonomous Bodies in analogous post or in 8 years' experience as Foremen (E) in level-3 of New Pay Matrix of 7 th CPC.
7	Job particulars:	<ol style="list-style-type: none"> 1. Repair & Maintenance of Electrical Substation comprising of HT & LT Panels, HT VCBs, Transformers, Generator Sets, AMF Panels, APFC Panels, Change over switch, Feeder Pillars, and other electrical accessories. 2. Window, Spilt & Cassette ACs, Centre Air Conditioning Plant, Telephone Exchange, Public Address / Audio System; and 3. Preparation of Estimates, Schedule of Electrical Works, Scope of work and analysis of rates etc. and execution of works, Tendering works etc.. 4. Any other item of work assigned for time to time.

BIO-DATA PROFORMA

1. Name in Block letters :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Govt. rules :
4. Contact Details:
Present Address:
Permanent Address :
- Tel./ Mob. No: :
- Email ID :
5. Educational Qualifications :
6. Whether Educational and other qualifications :
required for the post are satisfied. (If any
qualification has been treated as equivalent
to the one prescribed in the rules, state the
authority for the same)
Qualification/ Experience required
Qualifications/ Experience
Possessed by the officer
Essential (1)
(2)
(3)
Desired (1)
(2)
7. Please state clearly whether in the light of :
entries made by you above, you meet the
requirements of the post.
8. Details of Employment, in chronological order. Enclose :
A separate sheet, duly authenticated by your signature,
if the space below is insufficient.

Office/ Instt/ Orgn.	Post held	From	To	Scale of Pay and basic pay	Nature of Duties

9. Nature of present employment, i.e. ad-hoc or temporary or Regular :
10. In case the present employment is held on deputation/
Contract basis, please give following details: :
(a) The date of initial appointment to deputation post :
(b) Period of appointment on deputation/ contract :
(c) Name of the parent office/ organization to which :
you belong
11. Additional details about present employment :
Please state whether work under -----
(a) Government
(b) Public Sector Undertakings
(c) Other Public Funded Autonomous Bodies

12. Are you in Revised Scale of Pay? If yes, please give the date from which the revision took place and also indicate the pre-revised scale
13. Detail of Pay as per New Pay Matrix
(a) Pay Matrix Level
(b) Basic Pay :
14. Additional information, if any, which you would like to mention in support of your suitability for the post.
Please enclose a separate sheet, if the space is insufficient
15. Whether belongs to SC/ ST :
16. Remarks :

Signature of the Candidate

Date:
Address: _____

Countersigned (Employer) : _____

(TO BE FILLED BY FORWARDING OFFICE)

Certificate to be furnished by the employer/ Head of Office/ Forwarding Authority:-

1. Certified that the particulars furnished by _____ are correct and he/ she possess educational qualifications and experience mentioned in the circular.
2. Certified that the Cadre Clearance in respect of the applicant has been obtained from concerned authority and he/ she would be relieved in the event of selection.

Also certified that:-

- (a) There is no vigilance case pending/ contemplated against him/ her.
- (b) His/ her complete CR dossier/ ACRs/APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary to the Government of India or equivalent are enclosed.
- (c) His/ her Integrity is beyond doubt.
- (d) No major/ minor penalties have been imposed on him/ her during the last 10 years/ list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed.
(Strike out which is not applicable)

Signature:

Date:
Place:

(Name & Designation of the employer)
(with seal)