

# National Institute of Financial Management

## Faculty Recruitment Rules-2002 [Including Amendments upto Year 2019]

### 1. SHORT TITLE AND COMMENCEMENT

- a) These Rules shall be called the National Institute of Financial Management Faculty Recruitment Rules, 2002
- b) These Rules shall come into force from the date to be notified with the approval of the Board of Governors of the Institute.
- c) These Rules shall be applicable to all the faculty posts in the regular employment of the Institute.

### 2. DEFINITIONS

In these Rules unless otherwise specified

- a) "Institute" means the National Institute of Financial Management.
- b) "Government" means the Central Government, Ministry of Finance, Department of Expenditure
- c) "Society" means the National Institute of Financial Management Society.
- d) "Board" means Board of Governors of the Institute.
- e) "Director" means the Executive Head of the Institute.

### 3. POSTS

Faculty posts in the Institute and their level (as per 7<sup>th</sup> CPC Pay Matrix) are detailed below. Other terms and conditions attached to these posts are specified in the Schedules annexed to these rules. The Board shall, subject to any general limitations in this behalf, add to or delete the types of posts, increase or decrease the number of posts, alter the scales attached to the posts, relax the age limits and qualifications prescribed, and alter the mode of recruitment, if in the opinion of the Board such alterations are in the general interest of the functioning of the Institute.

#### Designation and pay levels of Faculty Posts

Sl. No.	Designation	Level as per 7 <sup>th</sup> CPC
1.	Professor	14
2.	Associate Professor (SG)	13
3.	Associate Professor	12
4.	Assistant Professor/ Chief Administrative Officer/ Chief Accounts Officer	11
5.	Faculty Associate/Assistant Librarian	10

#### a) PROCEDURE FOR RECRUITMENT

- i) On and from the commencement of these rules, method of recruitment to the different posts will be as specified in the Schedules.

- ii) Selection of persons for recruitment/deputation shall be made on the recommendations of the Recruitment Committees set up by the Board. Selection of officers from participating services on deputation will be done by Director of the Institute.
  - iii) The procedure to be followed by the Recruitment Committees shall generally be decided by the Chairpersons of the Committees. However, the Board of Governors may also issue additional guidelines in respect of procedure to be followed by the Recruitment Committees in the matter of Selection in general.
- b) **RECRUITMENT NORMS**
- The educational qualification and experience requirement for all posts shall be as specified in the schedules
- c) **MODE OF RECRUITMENT & RECRUITMENT COMMITTEE**
- i) Recruitment shall be by Transfer on Deputation or Direct Recruitment. The permitted categories of Transfer on Deputation cover three different groups of officers:
    - i. Category-1: Group-A officers from the Participating Services (IA&AS, ICAS, IDAS, IRAS, IP&TAFS, ICoAS).
    - ii. Category-2: Group-A officers from Central Government (other than from Participating Services), and the State Government.
    - iii. Category-3: Officers from Public Sector Undertakings / Banks (PSUs/PSBs) or other Public Funded Autonomous Bodies.
  - ii) A Recruitment Committee consisting of following shall be constituted for considering the eligibility of candidates for recruitment or career progression.
    - i. Two members of the Board of Governors.
    - ii. Two outside experts in the discipline for which recruitment is being considered.
    - iii. Director, NIFM

#### **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 Board of Governors shall have the power to relax any of the requirements in the schedules.

#### **5. AGE OF RETIREMENT**

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

#### **6. HEADQUARTERS**

The Headquarters of the Institute will be NIFM complex as Sector-48 Pali Road, Faridabad, Haryana where all the employees shall be posted.

#### **7. PROBATION**

All directly recruited faculty members appointed in the Institute under these Rules shall be on probation for a period of 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 on probation a faculty member can be discharged from the service of the Institute by the Appointing Authority by giving one month's notice or salary in lieu thereof.

#### **8. PROVISION FOR BOND**

Persons inducted to faculty posts on Direct Recruitment after commencement of these Rules shall be required to fill a bond for serving the Institute for a minimum period of 2 years after joining failing which the faculty member will be required to pay a compensation of Rs. One Lakh to the Institute.

#### **9. REGULATIONS & ORDERS**

The Board may make regulations and issue orders consistent with these rules to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these Rules.

#### **10. POWER TO RELAX**

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

#### **11. RESIDUARY MATTERS**

In regard to matters not specifically covered by these rules or any regulations or orders made or issued thereunder, the employees shall be governed by the rules, regulation and orders applicable in Central Civil Services in general.

#### **12. REMOVAL OF DIFFICULTIES**

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

#### **13. 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.

## Qualifications, Pay Level, and Mode of Recruitment to Faculty Posts in National Institute of Financial Management

<b>Schedule 1-Professor</b>			
1	<b>Name of the post</b>		Professor
2	<b>No. of Posts</b>		9
3	<b>Scale of Pay (Rs.)</b>		L-14 of 7 <sup>th</sup> CPC
4	<b>Methods of Recruitment</b>		1) Direct Recruitment or 2) Transfer on Deputation
5	<b>Age Limit</b>	<b>Direct Recruitment</b>	Not Exceeding 55 Years
		<b>Transfer on Deputation</b>	Not Exceeding 58 Years
6	<b>Educational Qualification Requirement</b>	<b>Direct Recruitment</b>	Ph.D or equivalent in relevant discipline First class or equivalent in Master's Degree or qualified as a Chartered Accountant/Company Secretary/Cost Accountant.
		<b>Transfer on Deputation</b>	<u>Category-1</u> : Master's Degree in relevant discipline with minimum 55% marks, or qualified as a Chartered Accountant/ Company Secretary/ Cost Accountant.  In the case of faculty for the subject of Govt. Accounts and Audit, no specific educational qualification required apart from relevant experience.  <u>Category-2 &amp; 3</u> : Master's Degree in relevant discipline with minimum 55% marks, or qualified as a Chartered Accountant/ Company Secretary/ Cost Accountant.
7	<b>Experience Requirement</b>	<b>Direct Recruitment</b>	Minimum experience of 10 years in teaching/ research / industry/ professional of which at least 5 years teaching experience should be at the level of Associate Professor.
		<b>Transfer on Deputation</b>	<u>Category-1 and Category-2</u> : 14 Years' Service in Group-A <u>Category-3</u> : Candidate should be in equivalent grade (L-14 of 7 <sup>th</sup> CPC)

## Schedule 2-Associate Professor [SG]

1	<b>Name of the post</b>	Associate Professor (SG)
2	<b>No. of Posts</b>	2
3	<b>Scale of Pay (Rs.)</b>	L-13 of 7 <sup>th</sup> CPC
4	<b>Methods of Recruitment</b>	1) Direct Recruitment or 2) Transfer on Deputation
5	<b>Age Limit</b>	Not Exceeding 50 Years
	<b>Direct Recruitment</b>	
	<b>Deputation</b>	Not Exceeding 58 Years
6	<b>Educational Qualification Requirement</b>	Ph.D or equivalent in relevant discipline
	<b>Direct Recruitment</b>	First class or equivalent in Master's Degree or qualified as a Chartered Accountant/Company Secretary/Cost Accountant.
	<b>Transfer on Deputation</b>	<u>Category-1:</u> Master's Degree in relevant discipline with minimum 55% marks, or qualified as a Chartered Accountant/ Company Secretary/ Cost Accountant.  In the case of faculty for the subject of Govt. Accounts and Audit, no specific educational qualification required apart from relevant experience.  <u>Category-2 &amp; 3:</u> Master's Degree in relevant discipline with minimum 55% marks, or qualified as a Chartered Accountant/ Company Secretary/ Cost Accountant.
7	<b>Experience Requirement</b>	Minimum experience of 8 years in teaching/ research / industry/ professional of which at least 4 years teaching experience should be at the level of Assistant Professor or equivalent.*
	<b>Direct Recruitment</b>	
	<b>Transfer on Deputation</b>	<u>Category-1 and Category-2:</u> 12 Years' Service in Group-A  <u>Category-3:</u> Candidate should be in equivalent grade (L-13 of 7 <sup>th</sup> CPC)

\*“A position may be considered as equivalent to Assistant Professor provided that:

- a) The essential qualifications of the post held were not lower than the qualifications prescribed in these (NIFM) FRRs for Assistant Professor;
- b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor;
- c) The concerned Assistant Professor (equivalent) should possess the same minimum qualifications as prescribed by the NIFM for appointment to the post of Assistant Professor;
- d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/Institutions concerned, for such appointments;

The previous appointment was not as guest lecturer for any duration.”

### Schedule 3-Associate Professor

1	<b>Name of the post</b>	Associate Professor
2	<b>No. of Posts</b>	5
3	<b>Scale of Pay (Rs.)</b>	L-12 of 7 <sup>th</sup> CPC
4	<b>Methods of Recruitment</b>	1) Direct Recruitment or 2) Transfer on Deputation
5	<b>Age Limit</b>	Not Exceeding 50 Years
	<b>Direct Recruitment</b>	Not Exceeding 50 Years
	<b>Transfer on Deputation</b>	Not Exceeding 58 Years
6	<b>Educational Qualification Requirement</b>	Ph.D or equivalent in relevant discipline
	<b>Direct Recruitment</b>	First class or equivalent in Master's Degree or qualified as a Chartered Accountant/Company Secretary/Cost Accountant.
	<b>Transfer on Deputation</b>	<u>Category-1:</u> Master's Degree in relevant discipline with minimum 55% marks, or qualified as a Chartered Accountant/ Company Secretary/ Cost Accountant.  In the case of faculty for the subject of Govt. Accounts and Audit, no specific educational qualification required apart from relevant experience.  <u>Category-2 &amp; 3:</u> Master's Degree in relevant discipline with minimum 55% marks, or qualified as a Chartered Accountant/ Company Secretary/ Cost Accountant.
7	<b>Experience Requirement</b>	Minimum experience of 8 years in teaching/ research / industry/professional of which at least 2 years teaching experience should be at the level of Assistant Professor or equivalent.**
	<b>Direct Recruitment</b>	Minimum experience of 8 years in teaching/ research / industry/professional of which at least 2 years teaching experience should be at the level of Assistant Professor or equivalent.**
	<b>Transfer on Deputation</b>	<u>Category-1 and Category-2:</u> 7 Years' Service in Group-A  <u>Category-3:</u> Candidate should be in equivalent grade (L-12 of 7 <sup>th</sup> CPC)

\*\*“A position may be considered as equivalent to Assistant Professor provided that:

- a) The essential qualifications of the post held were not lower than the qualifications prescribed in these (NIFM) FRRs for Assistant Professor;
- b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor;
- c) The concerned Assistant Professor (equivalent) should possess the same minimum qualifications as prescribed by the NIFM for appointment to the post of Assistant Professor;
- d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/Institutions concerned, for such appointments;

The previous appointment was not as guest lecturer for any duration.”



### Schedule 4-Assistant Professor

1	<b>Name of the post</b>	Assistant Professor
2	<b>No. of Posts</b>	7
3	<b>Scale of Pay (Rs.)</b>	L-11 of 7 <sup>th</sup> CPC
4	<b>Methods of Recruitment</b>	1) Direct Recruitment or 2) Transfer on Deputation
5	<b>Age Limit</b>	Not Exceeding 40 Years
	<b>Direct Recruitment</b>	Not Exceeding 40 Years
	<b>Transfer on Deputation</b>	Not Exceeding 58 Years
6	<b>Educational Qualification Requirement</b>	Ph.D or equivalent in relevant discipline
	<b>Direct Recruitment</b>	First class or equivalent in Master's Degree or qualified as a Chartered Accountant/Company Secretary/Cost Accountant.
	<b>Transfer on Deputation</b>	<u>Category-1</u> : Master's Degree in relevant discipline with minimum 55% marks, or qualified as a Chartered Accountant/ Company Secretary/ Cost Accountant.  In the case of faculty for the subject of Govt. Accounts and Audit, no specific educational qualification required apart from relevant experience.  <u>Category-2 &amp; 3</u> : Master's Degree in relevant discipline with minimum 55% marks, or qualified as a Chartered Accountant/ Company Secretary/ Cost Accountant.
7	<b>Experience Requirement</b>	Minimum experience of 3 years in teaching/ research/ industry/ professional (may be acquired prior to PhD or after PhD).
	<b>Direct Recruitment</b>	Minimum experience of 3 years in teaching/ research/ industry/ professional (may be acquired prior to PhD or after PhD).
	<b>Transfer on Deputation</b>	<u>Category-1 and Category-2</u> : 5 Years' Service in Group-A  <u>Category-3</u> : Candidate should be in equivalent grade (L-11 of 7 <sup>th</sup> CPC)

## Schedule 5-Faculty Associate

1	<b>Name of the post</b>	Faculty Associate
2	<b>No. of Posts</b>	1
3	<b>Scale of Pay (Rs.)</b>	L-10 of 7 <sup>th</sup> CPC
4	<b>Methods of Recruitment</b>	1) Direct Recruitment or 2) Transfer on Deputation
5	<b>Age Limit</b>	Not Exceeding 35 Years
	<b>Direct Recruitment</b>	
	<b>Transfer on Deputation</b>	Not Exceeding 58 Years
6	<b>Educational Qualification Requirement</b>	Ph.D or equivalent in relevant discipline
	<b>Direct Recruitment</b>	First class or equivalent in Master's Degree or qualified as a Chartered Accountant/Company Secretary/Cost Accountant.
	<b>Transfer on Deputation</b>	Category-1: Master's Degree in relevant discipline with minimum 55% marks, or qualified as a Chartered Accountant/ Company Secretary/ Cost Accountant.  In the case of faculty for the subject of Govt. Accounts and Audit, no specific educational qualification required apart from relevant experience.  Category-2 & 3: Master's Degree in relevant discipline with minimum 55% marks, or qualified as a Chartered Accountant/ Company Secretary/ Cost Accountant.
7	<b>Experience Requirement</b>	-
	<b>Direct Recruitment</b>	
	<b>Transfer on Deputation</b>	Category-1 and Category-2: 5 Years' Service in Group-A  Category-3: Candidate should be in equivalent grade (L-10 of 7 <sup>th</sup> CPC)

### Schedule 6-Chief Administrative Officer

1	<b>Name of the post</b>		Chief Administrative Officer
2	<b>No. of Posts</b>		1
3	<b>Scale of Pay (Rs.)</b>		L-11 of 7 <sup>th</sup> CPC
4	<b>Methods of Recruitment</b>		Transfer on Deputation
5	<b>Age Limit</b>	<b>Transfer on Deputation</b>	Not Exceeding 58 Years
6	<b>Educational Qualification Requirement</b>	<b>Transfer on Deputation</b>	-
7	<b>Experience Requirement</b>	<b>Transfer on Deputation</b>	Officers of Central Government in equivalent pay scale or with 4 years of regular service in pay level - 10

### Schedule 7-Chief Accounts Officer

1	<b>Name of the Post</b>	Chief Accounts Officer
2	<b>No. of Posts</b>	1
3	<b>Scale of Pay (Rs.)</b>	L-11 of 7 <sup>th</sup> CPC
4	<b>Methods of Recruitment</b>	Transfer on Deputation
5	<b>Age Limit</b>	Not Exceeding 58 Years
	<b>Transfer on Deputation</b>	
6	<b>Educational Qualification Requirement</b>	-
	<b>Transfer on Deputation</b>	
7	<b>Experience Requirement</b>	Officers of Central Government in equivalent pay scale or with 4 years of regular service in pay level - 10 with relevant experience in Govt. Accounts and Finance.

## Schedule 8-Assistant Librarian

1	<b>Name of the post</b>	Assistant Librarian
2	<b>No. of Posts</b>	1
3	<b>Scale of Pay (Rs.)</b>	L-10 of 7 <sup>th</sup> CPC
4	<b>Methods of Recruitment</b>	1) Direct Recruitment or 2) Transfer on Deputation
5	<b>Age Limit</b>	Not Exceeding 35 Years
	<b>Direct Recruitment</b>	
	<b>Transfer on Deputation</b>	Not Exceeding 58 Years
6	<b>Educational Qualification Requirement</b>	Ph.D or equivalent in Library Science/Library Information Science
		Master's degree in Library science/Library Information Science
	<b>Transfer on Deputation</b>	Same as for Direct Recruitment
7	<b>Experience Requirement</b>	5 years continuous experience in a reputed and well stocked Library of Universities recognized by University Grants Commission (UGC) or recognized management Institutes of National/International repute.
	<b>Transfer on Deputation</b>	Same as for Direct Recruitment

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