

Application for Office Manager

Invitation for Application for hiring of Office Manager in Arun Jaitley National Institute of Financial Management (AJNIFM) on Contract basis

Arun Jaitley National Institute of Financial Management (AJNIFM) intends to engage Office Manager on contract basis for its Procurement Research Centre. Only the professionals with requisite qualification and experience as prescribed in Annexure 'A' would be hired. Applicants have to apply in the format as per Annexure 'B'. Completed applications may be sent to ajnifm@nifm.ac.in. The details are as follows:

1. **Qualification:**

Essential/ Desirable qualifications mentioned in Annexure 'A'

2. **Roles & Responsibilities:**

- (i) To assist professor in-charge and other Consultants & Research Associates of the Procurement Research Cell at AJNIFM in discharging the Cell's functions.
- (ii) To manage the office activities of the Procurement Research Cell, including communication, printing, management of equipment, arrangement of meetings and general administration of the Cell.

3. **Term of Engagement:**

The initial period of engagement will for a year, which may be extended one year at a time subject to performance and continuation of the research programme.

4. **Other entitlements/ Conditions:**

4.1 Remuneration

Remuneration will be given as per experience & qualification of the Officer Manager and work assigned.

4.2 Tax deduction at Source

Income tax or any other tax, if any, as per prevailing rules, will be deducted at source before effecting the payment for which AJNIFM will issue a TDS certificate separately.

5. **Termination of Agreement:**

AJNIFM may terminate the contract to which these terms apply if:

- (i) Office Manager is unable to complete the assigned work within the prescribed time limit;
- (ii) Quality of the assigned works is not to the satisfaction of AJNIFM;
- (iii) Office Manager fails in the timely achievement of the milestone as decided by AJNIFM;
- (iv) Office Manager is found lacking in honesty and integrity.

Either party can terminate the contract with one month's notice to the other party.

6. **Application deadline:**

Last Date and Time of submission of application(s) : **27.9.2021/ 17.00 hours**

Chief Administrative Officer

Arun Jaitley National Institute of Financial Management
(An Autonomous organization under Ministry of Finance, Government of India)

Arun Jaitley National Institute of Financial Management, Ministry of Finance, Government of India invites applications for engagement of **Office Manager** on contractual basis.

Requirements are as follows:

S.No.	Name of the Post	Qualifications	Experience	Remuneration
1.	Office Manager (One Position)	<u>Essential:</u> Graduate <u>Desirable:</u> Post Graduate	1. 10 years of Experience in general administration and management of an office in Government/ autonomous body/ PSU at the level of Administrative / Accounts Officer or equivalent or above. 2. Must have knowledge of working on computers (Word , Excel, & Power Point)	Suitable amount according to the previous work experience but not exceeding rupees thirty five thousand consolidated per month.

For candidates with exceptional credentials AJNIFM may, at its sole discretion, relax the criteria of qualification & experience.