

NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
STAFF RECRUITMENT RULES - 2003

1. SHORT TITLE AND COMMENCEMENT:

- 1.1 These Rules shall be called the National Institute of Financial Management Staff Recruitment Rules, 2003.
- 1.2 These Rules shall come into force from the date to be notified with the approval of the Board of Governors of the Institute.
- 1.3 These Rules shall be applicable to all the non faculty posts in the regular employment of the Institute.

2. DEFINITIONS:

In these Rules unless otherwise specified

1. "Institute" means the National Institute of Financial Management
2. "Government" means the Central Government, Ministry of Finance, Department of Expenditure.
3. "Society" means the National Institute of Financial Management Society.
4. "Board" means Board of Governors of the Institute.
5. "Director" means the executive Head of the Institute.

3. POSTS

The posts and their pay scales are specified in the schedules annexed. The Board shall, subject to any general limitation 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.

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/absorption shall be made on the recommendations of the Recruitment Committees set up by the Director, NIFM.

The procedure to be followed by the Recruitment Committees shall generally be decided by the Chairpersons of the Committees or as directed by the Director.

Recruitment Norms

- i) The basic educational qualifications for all the posts shall be as specified in Schedules.
- ii) The expression "experience" specified in the Schedule for the posts shall mean the experience acquired after obtaining the basic educational qualifications.

Recruitment shall be by transfer on deputation/transfer/absorption/direct recruitment.

Recruitment/Committees

A Committee consisting of three faculty members including Chief Administrative Officer will be constituted by the Director for considering the eligibility of candidates for recruitment / promotion. Outside experts may also be included for technical posts, if required.

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 Director, NIFM shall have the power to relax any of the requirements in the schedules if in his opinion such action will be in the interest of the Institute. Such uses may be subsequently placed before the board for information.

5. AGE OF RETIREMENT

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

6. HEAD QUARTERS

The Headquarters of the Institute will be NIFM complex at Sector 48 Pali Road, Faridabad, Haryana where all the employees shall be posted. However, the employees will be liable for posting/transfer anywhere in India if administrative exigencies so require.

7. AD-HOC APPOINTMENT

Notwithstanding anything contained in these Rules, the Director, NIFM shall have the power to make ad-hoc appointments/short term contract appointments.

8. PROBATION :

All directly recruited Staff members appointed in the Institute under these Rules shall be on probation for a period of one year, which can be extended upto 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 Staff member can be

terminated from the service of the Institute by the Appointing Authority by giving one month's notice or salary in lieu thereof.

CAREER PROGRESSION OF STAFF MEMBERS

All regular Staff members other than deputationists appointed in the Institute by Direct Recruitment/Absorption under these Rules shall be eligible for promotion under the NIFM Staff Career Progression Scheme 2002 annexed to these Rules.

10. REGULATIONS & ORDERS

The Board may make Regulations and issue orders not inconsistent with these rules to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these Rules.

11. POWER TO RELAX :

Where the Board of Governors 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.

12. 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, regulations and orders applicable to the members of the Central Civil Services in general.

REMOVAL OF DIFFICULTIES

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

16. 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.

1	2	3	4	5	6	7	8	9	10	11
Name of the Post	No. of Posts	Scale of Pay	Age Limit for Direct Recrt.	Whether Selection or Non selection	Education Qualifications & Experience	Whether age, educational qualifications & experience as for direct recruits will also apply in case of nonrecruits/deputationalists	Period of probation, if any	Method of Recruitment	In case of appointment by deputation, source of deputation	Field of selection for promotion
Assistant - III Protocol Assistant	6	3050-75-3590-85-4590	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years.	Selection	Graduation from any recognised university. 40 W.P.M typing speed preferably with knowledge of computers. In case of Protocol Assistant Diploma in Public Relations from any recognised instn/University is essential.	Educational qualifications & Experience : Yes Age : No	One year for Direct Recruits. 'Nil' for promotees	By Direct Recr/ Deputation	Employees of Government/Public Sector Undertaking (PSUs) or other public funded autonomous bodies holding analogous post	Not applicable
Assistant - II	7	4000-100-6000	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years.	Selection	Graduation from any recognised university. Knowledge of computer is essential	Educational qualifications & Experience : Yes Age : No	One year for Direct Recruits. 'Nil' for promotees	By Promotion/ deputation failing which Direct Recrt.	Employees of Government/Public Sector undertaking (PSUs) or other public funded autonomous bodies holding analogous or with 5 yrs experience in the scale of Rs. 3050-75-4590	5 yrs service in the scale of Rs. 3050-75-4590 as Assistant Gr.III/ Protocol Assistant
Assistant-I	3	5000-150-8000	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years.	Selection	Degree from a recognised University with Knowledge of computer. 5 yrs working in the scale of Rs. 4000-100-6000	Educational qualifications & Experience : Yes Age : No	One year for Direct Recruits. 'Nil' for promotees	By Promotion/ deputation failing which Direct Recrt.	Employees of Government/Public Sector undertakings (PSUs) or other public funded autonomous bodies in analogous post or with 5 yrs experience in the scale of Rs. 4000-100-6000	5 yrs service in the post of Assistant Gr.II in the scale of Rs. 4000-100-6000
Section Officer	1	5500-175-9000	Not applicable	Selection	For Promotion to section Officer for Non-BSA/B.Com. Candidates passing of foundation examination of the ICAMCWA/Inst. of Company Secretary is essential For deputation-passing of SAS examination of an organised accounts department of GOI will be essential.	Educational qualifications & Experience : Yes Age : No	Not applicable	By Promotion/ Deputation	Employees of Government/Public Sector undertakings (PSUs) or other public funded autonomous bodies in analogous post or SAS passed accountants from an organised accounts dept. from Govt. of India	2 years service in the scale of Rs. 5000-150-8000 as Assistant Gr-I
Assistant Accounts Officer/ Assistant Administrative Officer/Public Relations Officer	3	5500-200-10500	Not applicable	Selection	For promotion to AAO/PRO 3 yrs working experience as section officer in the pay scale of Rs. 5500-175-9000 will be essential. For PRO in case of direct recrt. Diploma in Public Relations or Journalism from recognised instn. Or equivalent with minimum 3 years experience in similar assignment will be essential.	Educational qualifications & Experience : Yes Age : No	Not applicable	By Promotion/ Deputation/ Transfer/ Direct Recrt./ Only for PRO	Employees of Government/Public Sector undertakings (PSUs) or other public funded autonomous bodies holding analogous post or SAS qualified with minimum 3 yrs experience in the pay scale of Rs. 5500-1275-9000	3 yrs service in the post of Section Officer in the scale of Rs. 5500-175-9000
Administrative Officer/ Accounts Officer/ Programme Officer	3	7450-225-11500	Not applicable	Selection	For Promotion to AAO/PO 3 yrs experience in the scale of Rs. 5500-200-10500 as Asstt. Accounts Officer/ Asstt. Admn. Officer/PRO.	Not Applicable	Not applicable	By Promotion/Deputation Transfer	Employees of Government/ Public Sector Undertakings (PSUs) or other public funded autonomous bodies holding analogous post or SAS qualified with minimum 3 years experience in the pay scale (5500-200-10500)	3 yrs service in the scale of Rs. 6500-200-10500
Steno'D	3	4000-100-6000	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years.	Selection	Graduation from any recognised University Shorthand speed of 100 w.p.m and typing speed of 50 w.p.m preferably with knowledge of computers	Not Applicable	One year for Direct Recruits.	By Direct Recr/ Deputation	Employees of Government/ Public Sector Undertaking (PSUs) or other public funded autonomous bodies	Not applicable
Steno'C	4	5000-100-8000	Not exceeding 30 years in case of SC/STs, relaxation will be upto 5 years and for OBCs 3 years	Selection	Graduation from any recognised University. Shorthand speed of 120 w.p.m and typing speed of 60 w.p.m preferably with knowledge of computers.	Educational qualifications & Experience : No Age : No	One year for Direct Recruits. Nil for Promotees	By promotion/failing which by deputation failing which by direct recruitment	Employees of Government/Public Sector Undertakings (PSUs) or other public funded autonomous bodies in analogous posts or 5 yrs stenographic experience in the scale 4000-100-6000	5 yrs service in the scale of Rs. 4000-6000 as Steno "D"

Steno 'B'	1	6500-200-10500	Not applicable	Selection	Not applicable	Not applicable	Not applicable	By promotion failing which by deputation	Employees of Government/Public Sector Undertakings(PSUs) or other public funded autonomous bodies in analogous posts or with 5 years Stenographic experience with scale Rs. 5000-8000	5 yrs service in the scale of Rs. 5000-8000 as Steno 'C'
Foreman (E)	1	3200-85-4900	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and or OBCs 3 years	Selection	Holding Electrical Supervisor Licence with two year experience in the field of maintenance of electrical installations	Educational qualifications & Experience : Yes Age : No	One year for Direct Recruits	By deputation failing which direct recruitment	Employees of Government/ Public Sector Undertakings(PSUs) or other public funded autonomous bodies	
Junior Engineer (E)	1	5000-150-8000	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 year.	Selection	Diploma in Electrical Engg. with Minimum of 3 yrs experience in this field of maintenance of electrical installations in a comparable institute. Experience of maintenance of A.C Plant, D.G. Sets, control panel etc is desirable	Educational qualifications & Experience : Yes Age : No	One year for direct Recruits. Nil for promotees	By Promotion/Deputation/transfer failing which direct rect.	Officers of Government/Public Sector Undertakings(PSUs) or other public funded autonomous bodies in analogous posts or in the 8 yrs experience as Foreman (E) in the scale of Rs. 3200-4900	persons holding post of Foreman (E) in scale of Rs.3200-4900 with minimum service of 8 years.
Assistant Engineer(E)	1	6500-200-10500	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and or OBCs 3 years	Selection	Diploma in Electrical Engg. 5 yrs experience in electrical maintenance work in a comparable institute is essential for direct recruitment.	Educational qualifications & Experience : Yes Age : No	One year for Direct Recruits. Nil for promotees	By Promotion/deputation/transfer failing which direct rect.	Officers of Government/Public Sector Undertakings(PSUs) or other public funded autonomous bodies in analogous posts or with 5 yrs experience as JE(E) in the scale of Rs. 5000-150-8000.	5 year service in the scale of Rs. 5000-8000 as JE(E) is essential.
Junior Engineer (C)	1	5000-150-8000	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	Diploma in Civil Engineering Minimum of 3 yrs working experience in the field of project maintenance/Construction	Educational qualifications & Experience : Yes Age : No	One year for Direct Recruits. Nil for promotees	By Deputation/transfer or failing which direct recruitment	Officers of Government/ Public Sector Undertaking(PSUs) or other public funded autonomous bodies holding analogous post.	
Assistant Engineer (C)/ Estate Manager	1	6500-200-10500	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and or OBCs 3 years	Selection	Diploma in Civil Engineering with 5 years experience in the civil maintenance work in a supervisory capacity in a comparable institute.	Educational qualifications & Experience : Yes Age : No	One year for Direct Recruits. Nil for promotees	By Promotion/deputation/transfer failing which direct rect.	Officers of Government/Public Sector Undertakings (PSUs) or other public funded autonomous bodies in analogous post or with 5 years experience as J.E (Civil) in the scale of Rs. 5000-150-8000	5 yrs service in the scale of Rs. 5000-8000 in the capacity of J.E (C)
Computer Assistant	2	5000-150-8000	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	Graduation from any recognised university. Diploma/Certificate in computer applications equivalent to 'DOEACC 'O' Level pattern of Department of Electronics, Government of India	Educational qualifications & Experience : Yes Age : No	One year for Direct Recruits.	By Deputation/transfer or failing which direct recruitment	Employees of Government/ Public Sector Undertaking(PSUs) or other public funded autonomous bodies in analogous posts.	
Programme Assistant	2	6500-200-10500	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	Graduation from any recognised university. Post graduate diploma in computer applications from recognised institution/Univ. 5 yrs experience in similar assignment in a comparable inst. Or Engineering Graduates in computers and related subjects with 3 yrs experience in similar assignment	Educational qualifications & Experience : Yes Age : No	One year for Direct Recruits. Nil for promotees	By promotion failing which by deputation/transfer or failing which by direct recruitment	Employees of Government/Public Sector Undertakings(PSUs) or other public funded autonomous bodies in analogous posts or with 5 years service in computer related jobs in the scale of Rs. 5000-150-8000	5 yrs service in the scale of Rs. 5000-150-8000 as Computer Assistant
Library Attendant	1	2650-65-3300-75-4000	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	10th standard pass and experience of two years working in a standard library.	Not applicable	One year which can be extended to two years.	direct rect.	N/A	

Barber	1	2550-3200	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	8th class pass. Two years of experience in maintenance of gardens in reputed farm houses/institutes	Not applicable	One year which can be extended to two years	direct rect.	N/A
Photocopy Operator	1	2550-3200	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	8th class pass. Two years of experience in photocopying work is desirable.	Not applicable	One year which can be extended to two years	direct rect.	N/A
Hostel Boy	1	2550-3200	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	8th class pass. Two years of experience of catering and house keeping in an academic institute's hostel is desirable.	Not applicable	One year which can be extended to two years	direct rect.	N/A
Mechanic	1	2550-3200	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	10th class pass certificate from ITI in Mechanical Trade and two years of experience of handling the job of machines including PA systems in a comparable organization	Not applicable	One year which can be extended to two years	direct rect.	N/A
Electrician	1	2550-3200	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	10th Class pass and certificate from ITI in Electrical trade and Two years of experience in the field for maintaining electrical installation in a comparable institute/organisation	Not applicable	One year which can be extended to two years	direct rect.	N/A
Assistant Director (Horticulture)	1	6500-200-10500	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	B.Sc. Degree in botany Agriculture/Horticulture from a recognised University with 10 years experience in a supervisory position in the related field is essential. For post graduate holders experience, qualification will be 5 years in supervisory post in the field of horticulture development	Educational qualifications & Experience : Yes Age :No	One year for direct recruits and nil for promotees	By Deputation/transf or falling which direct recruitment	Officers of Government/Public Sector Undertakings (PSUs) or other public funded autonomous bodies holding analogous post
Hostel Manager	1	6500-200-10500	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	Graduation with Diploma in Hotel Management from a recognised Inst./University. 5 yrs experience in a supervisory position in the similar field is essential.	Educational qualifications & Experience : Yes Age :No	One year for direct recruits and nil for promotees	By deputation/transf or falling which direct rect.	Officers of Government/Public Sector Undertakings (PSUs) or other public funded autonomous bodies holding analogous.
Security Officer	1	5500-175-9000	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	Graduation from any recognised University. Experience of working as Care Taker for a minimum of three years Preference will be given to ex-servicemen who possess requisite qualifications	Educational qualifications & Experience : Yes Age :No	One year for direct recruits and nil for promotees	By deputation/transf or falling which direct rect.	Officers of Government/Public Sector Undertakings (PSUs) or other public funded autonomous bodies in analogous posts or 3 years working in the pay scale of Rs. 5000-8000
Sr. Library & Information Assistant	3	5500-175-9000	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	Graduation from any recognised University with Bachelor Degree in Library Science with three years experience in similar assignment.	Educational qualifications & Experience : Yes Age :No	One year for direct recruits and nil for promotees	By Deputation/transf or falling which direct rect.	Officers of Government/Public Sector Undertakings (PSUs) or other public funded autonomous bodies in analogous posts
Receptionist	3	3050-75-3590-80-4590	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	Graduation from any recognised University. Diploma in Front office mgmt from recognised Inst. Proficiency in handling EPABX.	Educational qualifications & Experience : Yes Age :No	One year for direct recruits and nil for promotees	Direct Rect/Deputation	Employees of Government/ Public Sector Undertakings (PSUs) or their public funded autonomous bodies with prescribed qualification and experience.
Staff Car Driver	2	3050-75-3590-80-4590	Not exceeding 30 years in case of SC/STs relaxation will be upto 5 years and for OBCs 3 years	Selection	8th Class Pass Persons with 3 year regular service having experience of driving light/heavy vehicles and having valid driving license from transport authority for persons with additional experience age may relaxed upto 35 years	Not applicable	One year which can be extended to two years	By Direct Rect/ Deputation	Employees Government/Public Sector Undertaking (PSUs) or their public funded autonomous bodies with prescribed qualifications and experience.