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No.A-35018/01/2009/MF.CGA(A)/Gr.B/-I
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

+h
DATE: 11 JUNE, 2010

CIRCULAR

Enclosed please find the following vacancy circular regarding filling up of the post on deputation basis :-

S.No.	Letter No. & Date	Organisation	Deputation post with scale	Eligibility
	NIFM/ADMN./APPT./CAO/20 09-10/5033 DATED 26.05.2010	NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT	Chief Admn. Officer (Rs.15600- 39100 + GP 6600/- Pay Band -3)	PAO/ Sr.AO

The applications of willing and eligible officers may please be forwarded to this office alongwith Vigilance Clearance Certificate/Integrity Certificate /Statement of Major /Minor Penalty imposed, if any.


(PREM BALLABH)
Sr.Accounts Officer



मनुष्यवृत्ती भूमिरर्थः

जी० पी० गुप्ता

G. P. Gupta, ICAS
DIRECTOR

राष्ट्रीय वित्तीय प्रबन्धन संस्थान

(वित्त मंत्रालय, भारत सरकार)

NATIONAL INSTITUTE OF
FINANCIAL MANAGEMENT

(Ministry of Finance, Govt. of India)

Sector-48, Pali Road, Faridabad-121 001.
INDIA

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DO. No.:NIFM/Admn./Appt./CAO/2009-10/5033
Date: 26.05.2010

Dear Sir,

Kindly refer to my DO Letter No. NIFM/Admn./Appt/ CAO/2009-10/2680-84 dated 20.10.2009 regarding filling up of the post of CAO in NIFM. The post of Chief Administrative Officer is in the scale of Rs.15600-39100 with Grade Pay of Rs.6,600/- and is deemed to be a faculty post. The officer with 5 year's service in Group 'A' in the Central Government is eligible for appointment on deputation.

2. We would need an officer with experience in personnel and administration matters with very good interpersonal skills combined with good academic credentials for this post. The incumbent of this post has to handle administrative and establishment matters including maintenance, security and development in its extensive campus. Chief Admn. Officer is also assigned the duties of Estate Officer under the Public Premises Act. In view of the nature of the work, the incumbent has to mandatory reside in campus for which earmarked accommodation will be provided by the Institute.

3. I would request you to kindly forward nominations of suitable and willing officers for the post of CAO in NIFM along with their ACRs for the past five years as well as their experience profile for consideration. The officers selected will be appointed on deputation on Foreign Service terms under the DOPT O. M. No. 2/29/91-Estt.(Pay-II) dated 5th January, 1994.

Regards

Yours sincerely,

(G.P. Gupta)

Sh. C.R. Sundaramurti
Controller General of Accounts,
Ministry of Finance,
Lok Nayak Bhawan,
New Delhi -110003

Dy CGA (ASW) 387
1-6-2010

Tel. : 2418870 (O). Fax : * 2418867. 011-43021700 (Res.)

(*Preceded by 95129 from Delhi and 0129 on STD)

E-mail : gpgupta10@yahoo.com ; director@nifm.ac.in

27/5/10
31/5/10
426/CGA/10
31/5/10
Dy CGA (GP-A)
AAO (GP-AS)
31/5/10
372/5/10
31/5/10