

National Institute of Public Cooperation and Child Development
Ministry of Women and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi 110 016

NIPCCD is one of the premier Institution in India which functions under the aegis of Ministry of Women and Child Development, continued to deliver quality systems in training and research in the areas of women and child development. Institute has been functioning as an apex Institution for training of functionaries working under Saksham Anganwadi Services Scheme & POSHAN 2.0, Mission Vatsalya, Mission Shakti etc. The Institute has six Regional Centres located at Bengaluru, Lucknow, Guwahati, Indore, Mohali and Ranchi. The Headquarters of the Institute is located at Hauz Khas, New Delhi.

A. Assistant Admn. Officer

1.	Name of the post	Assistant Admn. Officer
2.	Number of vacancy	01 (on deputation basis on foreign service terms initially for one year extendable upto three years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level – 7 (pre-revised GP Rs. 4600/-)
5.	Eligibility	Officers of Central/State/UTs Govt., Autonomous Body, Statutory Organization, recognized University/Institution in the parent cadre or department holding analogous post or officers with five years regular service in the Pay Level – 6 (or equivalent) or officers with eleven years regular service in Pay Level – 5 (or equivalent) with the following qualifications: Educational Qualification: Graduate degree from a recognized University / Institute. Experience: At least three years' experience of Administration in Central/ State/ UT Government, Public Sector Undertaking, Autonomous Body, Statutory Organization, Recognized Universities / Institution.

B. Assistant

1.	Name of the post	Assistant
2.	Number of vacancy	03 (on deputation basis on foreign service terms initially for one year extendable upto three years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level – 6 (pre-revised GP Rs. 4200/-)
5.	Eligibility	Officers under the Central/State/UT Govt., Autonomous Body, Statutory Organization, recognized University / Institutions in the parent cadre or department holding analogous posts or officers with 10 years regular service in Pay Level -4 (or equivalent) having experience of Accounts/Establishment/General Administrative/Finance.

Instructions:-

- a) Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of receipt of application. The last date for receipt of application will be 45 days from the date of publication of advertisement in the Employment News (both Hindi and English)
- b) The period of deputation shall be initially for a period of one year further extendable upto 03 years
- c) Separate applications may be submitted by the applicants for applying to different posts. The envelope may be superscripted "Application for the post of _____".
- d) Experience will be calculated by last date of receipt of application.
- e) The officers who fulfil the above qualifications/eligibility may submit their application should be sent through proper channel to Assistant Admn. Officer (Pers.) National Institute of Public Cooperation and Child Development, 5, Siri Institutional Area, Opposite Hauz Khas Police Station, Hauz Khas, New Delhi-110016
- f) While forwarding in applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. The qualification/eligibility prescribed is minimum requirement and the same does not automatically make candidates eligible for selection. Based on applications, the selection committee will short-list candidates who may be called for Interview. The candidates have to produce all relevant original documents as proof of details furnished in the application at the time of selection. Application of eligible officers may be forwarded through proper channel alongwith **(a) Duly attested photocopies of Confidential Reports of the applicant (last five preceding years); (b) Vigilance Clearance Certificate duly signed by an authorized officer clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned;. Application without vigilance clearance and attested copies of CR Dossiers will not be considered.** The candidates have to produce all relevant original documents viz educational qualification etc as proof of details furnished in their application at the time of Interview. Application not received through proper channel will not be considered for Interview.

- g) The candidate must apply in the prescribed format alongwith two recent passport size colour photographs with self- attested photocopy of certificates/testimonials/experience certificates and caste certificate, if any.
- h) Canvassing in any form will be a disqualification.
- i) The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

5-SIRI INSTITUTIONAL AREA, HAUZ KHAS, NEW DELHI-110 016

Application form

Recent Passport
size Photograph

1.	NAME OF THE POST APPLIED FOR	:				
2.	Full Name (in Capital letters)	:				
3.	Father's Name	:				
4.	Mother's Name	:				
5.	Husband's Name (In case of female married candidates)	:				
6.	Nationality	:				
7.	(a) Address for communication	:				
8.	(b) Permanent Address (c) E-mail ID (d) Mobile phone No. (e) Telephone No.	:				
9.	Date of Birth (DD/MM/YYYY)	:				
10.	Age as on the date of last date of receipt of application	:				
11.	Category (SC/ST/OBC/GEN/PH) (Certificate obtained from Revenue Official not below the rank of Deputy Tehsildar / Competent Medical Authority in case of PH should be attached as evidence)	:				
12.	Details of Educational Qualifications	:				
	Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

13. Details of Professional / Technical Educational Qualifications :
Additional Sheet may be added, if required.

Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

14. Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection) Additional sheet may be added, if required.

Name of Organization	Post held	Pay Scale	Duration of Service		Nature of appointment whether regular/ adhoc/full time/part time	Remarks
			From	To		

15. Have you ever been imposed any penalty. if yes, please give details

16. If any departmental inquiry pending or contemplated against you. If yes please give details

17.	Any other relevant information which you would like to mention in support of your suitability for the post applied for:
18.	DECLARATION: (i) I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature / appointment is liable to be cancelled / terminated. (ii) I have enclosed the required attested copies of the certificates.

Place :

Date :

Signature of the Applicant