

NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

(AN AUTONOMOUS INSTITUTION)



Government of India - Ministry of Skill Development & Entrepreneurship
Post Box No.3142, CTI Campus, Guindy Industrial Estate, Guindy, Chennai - 600 032.

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No.NIMI/MS/A-20048/Estt/2019

Date:05.04.2019

CIRCULAR

Sub.: Appointment to the Post of Deputy General Manager (Finance) in the National Instructional Media Institute (NIMI), Ministry of Skill Development and Entrepreneurship on Deputation basis for a period of Two years.

National Instructional Media Institute (NIMI), an Autonomous Institution, Government of India under Ministry of Skill Development and Entrepreneurship invites applications for filling up of the following posts on Deputation from Employees of Central Governments / Central Autonomous Bodies. The details of such posts viz, scale of pay, required qualifications / qualifying service and experience etc. are given below:

Details of Essential Qualification, Desirable Qualifications and Experience are as follows :

NAME OF THE POST : **DEPUTY GENERAL MANAGER (FINANCE)**
Pay Band : Pay Matrix Level – 11 (7th CPC)
No. of Post : 1 (One)
Age : Not above 56 years

Essential Qualifications & Experience

Officers under Central Government / Union Territories and Central Autonomous Bodies.

- i) Holding analogous posts on regular basis;
(OR)
With 5 years of regular service in the posts in the scale of pay Rs.15600-39100 Grade Pay of Rs.5400/- (pre-revised as per 6th CPC)
- ii) With 10 years of regular service in Finance / Accounts

Desirable Qualifications & Experience

- i) B.Com / ICWA from Government Recognized University

2. General Terms and Conditions :-

- i) The emoluments will include Pay, Dearness Allowance, HRA, Transport Allowance etc., as applicable to Central Autonomous Bodies.
 - ii) Fixation of pay & allowance shall be governed by instructions issued by Deptt. Of Personnel & Training from time to time.
 - iii) Maximum age limit for appointment on deputation is 56 years as on the last date of receipt of applications.
 - iv) The period of deputation is Two years. However the deputation can be terminated any time at the discretion of the appointing authority in case the performance of the candidate is not satisfactory.
 - v) Person appointed will be on Deputation basis only shall be governed by the general terms and conditions laid down by NIMI, Chennai.
 - vi) Only short listed candidates shall be called for interview.
3. The applications in prescribed format given in Annexure-I duly completed and signed must be forwarded through proper channel and must accompany the following documents / information to the undersigned **on or before 03.06.2019.**
- i) Complete and up to date ACRs/APR (SELF attested copies) of last five years to be sent.
 - ii) A Certificate from competent authority that no disciplinary proceedings / vigilance case is either pending or contemplated and no major / minor penalties were imposed on him / her, to be furnished.
 - iii) Integrity Certificate
4. Applications found incomplete or otherwise received without the above documents / information or received after the last date will not be entertained. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
5. Candidates strictly fulfilling the eligibility conditions and possessing the qualifications and experience as specified and who are actually willing to join the post on selection need only apply.
6. Applications received by e-mail will not be accepted.
7. Application as per Prescribed format along with copies of certificates / testimonials may be forwarded to "The Director, NIMI, CTI Campus, Chennai – 600 032".
8. Place of Posting:- Chennai.

EXECUTIVE DIRECTOR

BIO DATA PROFORMA

- 1. Name and Address in Block letters :
- 2. (a) Date of Birth (in Christian era). :
- (b) Age as on 05.04.2019 :
- 3. Date of Appointment in Government service :
- 4. Date of retirement under Central / State Govt. Rules :
- 5. Educational Qualifications :
- :
- 6. Please state clearly whether in the light of entries made by you above, you meet the requirement for the post :
- :
- 7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held	From	To	Pay Matrix Level	Nature of Duties

- 8. Nature of present employment, i.e. adhoc or Temporary or Quasi permanent or Permanent :
- 9. In case of present employment is held on Deputation / contract basis, please state :

- (a) The Date of Initial appointment :
- (b) Period of appointment on Deputation / contract :
- (c) Name of the parent office / organization to which you belong

10. Additional details about present employment :

Please state whether working under (indicate the name of you employer against the relevant column):-

- (a) Central Government :
- (b) State Government :
- (c) Autonomous Organization :
- (d) Government Undertaking :
- (e) Others :

11. Additional information, if any, which you would :

Like to mention in support of your suitability for
The post applied.

12. Whether belongs to SC/ST/OBC :

(If yes, attach documentary proof)

13. Are you physically handicapped :

(if yes, attach documentary proof)

14. Remarks :

Signature of the Candidate

Date :

Address for communication :

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.....
.....

E-Mail ID

Mobile No.....