



अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान
(वित्त मंत्रालय, भारत सरकार की एक स्वायत्तशासी संस्था)
ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
(An Autonomous Institute of Ministry of Finance, Government of India)

F. No.D-33011/86/2025-Admn./778

Dated: 22.09.2025
08.10.25

Vacancy Notice

Arun Jaitley National Institute of Financial Management, Faridabad an autonomous body under the Department of Expenditure, Ministry of Finance, Government of India, invites applications from eligible candidates for the post of Chief Administrative Officer on deputation /Foreign Service basis. The post carries the Pay Matrix Level 11 (Rs.67,700-2,08,700) of 7th CPC. The initial tenure of Deputation/Foreign Service will be for a period of three years, extendable as per the extant rules and guidelines issued by DoPT.

For eligibility criteria, application format, and other terms and conditions, please visit the official website: www.ajnifm.ac.in

Last date for receipt of applications: 21.10.2025

(Ved Parkash)
Assistant Administrative Officer

1	Post Applied For:	
2	Advertisement No. & Date	
3	Name of the Applicant:	
4	Father's / Husband's Name:	
5	Date of Birth (DD/MM/YYYY):	
6	Age as on Closing Date of Application:	_____ Years ____ Months ____ Days
7	Gender:	☐ Male ☐ Female ☐ Other
8	Nationality:	
9	Permanent Address:	
10	Correspondence Address:	
11	Contact Details:	Telephone No. _____ (Office) Mobile No.: _____ Email ID: _____
12	Educational Qualifications	

Exam Passed Board / University Year of Passing Division / Grade Subjects

13	Professional/Technical Qualifications (if any):	
14	Present Pay Scale (CPC level with Basic Pay)	
15	Service to which the officer belongs	

16	Experience Relevant to the Post Applied For:	
17	Experience Details	

Name of	Post	Pay Level / Pay Band	Period	Total	Nature of
Organization	Held	with Grade Pay	From - To	Experience	Duties

18	Present Employment Details:	Name of Organization Post Held: Date of Joining Present Pay Level and Basic Pay Nature of Appointment (Regular/Deputation):
19	Details of any disciplinary action / criminal case, if any:	
20	Any other relevant information (Publications, Trainings, Awards, etc.):	
21	Whether cadre clearance has been obtained for deputation:	☐ Yes ☐ No ☐ Under Process
22	Whether vigilance clearance and integrity certificate are available:	18. ☐ Yes ☐ No ☐ Under Process

23	Whether any disciplinary proceedings are pending or contemplated:	☐ Yes ☐ No
24	List of Enclosures: Cadre Clearance Vigilance Clearance Integrity Certificate APARs of last 5 years (self-attested copies) Educational & Experience Certificates Others	

Declaration by the Applicant

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I have informed my employer about my application for this post and will produce the necessary documents at the time of interview/selection.

Place: _____

Date: _____

Signature of the Applicant

Name in Full: _____

Certification by the Employer / Cadre Controlling Authority

This is to certify that:

1. The information provided by the applicant has been verified and is correct as per official records.
2. The applicant is clear from vigilance angle.
3. No disciplinary or criminal case is pending or contemplated against the applicant.
4. His/her integrity is certified.
5. The applicant's APAR dossiers/attested copies of APARs for the last five years are enclosed.
6. In the event of selection, the officer will be relieved to take up the assignment on deputation basis.

Signature with Seal

Name & Designation

Date: _____

Phone / Email: _____