

ADVERTISEMENT INVITING APPLICATION FOR VARIOUS POSTS

(Deputation or Open recruitment)

Post details, Pay, allowances, minimum qualification, selection procedure and application format for posts advertised.

(I) Post Details:

S.No	Post	No. of Posts	Category		
			UR	ST	OBC
1.	Chief Manager (Administration)	1	-	1	-
2.	Manager Publication (English)	1	1	-	-
3.	Deputy Manager (HR & Stores)	1	1	-	-
4.	Deputy Manager (Finance)	1	-	1	-
5.	Deputy Manager (IT)	2	-	1	1
6.	Assistant Manager (Admin)+(Estate)	2	1	-	1
7.	Assistant Manager (Finance)	1	-	1	-
8.	Personal Assistant	2	1	1	-
9.	Executive Assistant – Finance	1	1	-	-
	Total	12	5	5	2

(II) Minimum Qualification

(a) For the post of Chief Manager (Administration):

- (1) In case of deputation the officer should have been drawing basic pay at level 12th in 7th pay commission in a government / quasi government organization.
- (2) Essential Qualifications A graduate with experience of at least 8 years dealing in administration/ Personnel/HR in case of open recruitment on tenure basis.
- (3) Desirable: Post graduation or MBA (HR) in case of open recruitment on tenure basis.
- (4) Maximum Age: A candidate shall be eligible for applying upto maximum age of 62 years.

(b) For the post of Manager (Publication):

- (1) In case of deputation the officer should have been drawing basic pay at level 11th in 7th pay commission in a government / quasi government organization.
- (2) Essential Qualifications: Minimum postgraduation in English Literature from a recognized university (with minimum 60% marks) with excellent literary knowledge of English language, in case of open recruitment.
- (3) Desirable: a) Postgraduation in Hindi Literature. (b) Diploma in journalism or mass communication. (c) Outstanding command in English writing, copy editing and content management. (d) Ability for timely coordination with faculty members, peer reviewers, designing team, printers, publishers, finance & administration and handling print, electronic and social media. (e) Strong organizational skills and an extraordinary attention to detail. (f) Experience in Hindi to English/ English to Hindi translation, in case of open recruitment.
- (4) Experience: Minimum 6 years of experience in the field of copy editing/publication in a reputed English newspaper/publication house or having experience of copy editor/publication of inhouse journals in a reputed university/institute/organization, in case of open recruitment.
- (5) Maximum Age: A candidate shall be eligible for applying upto maximum age of 62 years.

(c) For the post of Deputy Manager (HR & Stores):

- (1) In case of deputation the officer should have been drawing basic pay at level 9th in 7th pay commission in a government / quasi government organization.
- (2) Essential Qualifications: A graduate, with good academic record. Minimum required experience is 4 years in dealing with administration/HR for HR and Stores and /Estate matters/hospitality for Estate, in a reputed organization, in case of open recruitment.
- (3) Desirable: Post graduate or MBA (HR) /graduation in tourism/ hospitality. Knowledge of Computer applications and capabilities to work for office automation for above positions, in case of open recruitment.
- (4) Maximum Age: A candidate shall be eligible for applying upto maximum age of 62 years.

(d) For the post of Deputy Manager (Finance):

- (1) In case of deputation the officer should have been drawing basic pay at level 9th in 7th pay commission in a government / quasi government organization.
- (2) Essential Qualifications: Commerce graduate, with good academic record with 4 years working experience in accounting based on double entry system, taxation and audit, drawing above mentioned basic pay in government/quasi government organization dealing with finance in case of deputation. He /she should possess good working knowledge of any accounting software preferably Tally, in case of open recruitment.
- (3) Desirable: M.com or MBA (Finance), in case of open recruitment.
- (4) Maximum Age: A candidate shall be eligible for applying upto maximum age of 62 years.

(e) For the post of Deputy Manager (IT):

- (1) In case of deputation the officer should have been drawing basic pay at level 9th in 7th pay commission in a government / quasi government organization.
- (2) Essential Qualifications: B.tech ~~OR~~ BE with minimum 55% marks in CS/IT/EC or MCA having 4+ years relevant experience in maintenance, design, development and implementation of IT infrastructure in the govt/quasi govt or a private organization of repute with excellent track record, in case of open recruitment.
- (3) Desirable: Experience in maintenance, design, development and implementation of IT infrastructure software development/ web designing/ in the govt/quasi govt or a private organization of national repute with excellent track record. Knowledge of network, security, DNS, DHCP, VLAN, Operating systems (Linux, Windows), database and web development. Experience with Cisco switches and routers. MCSE certification along with CISSP/CCNA/CCNP certification, in case of open recruitment.
- (4) Maximum Age: A candidate shall be eligible for applying upto maximum age of 62 years.

(f) For the post of Assistant Manager (Administration)/ (Estate):

- (1) In case of deputation the officer should have been drawing basic pay at level 7th in 7th pay commission in a government / quasi government organization.
- (2) Essential Qualifications: Graduate with minimum 55% marks with CPCT and PGDCA. 0+ years of work experience, in case of open recruitment.
- (3) Desirable: Post graduate or MBA(HR), in case of open recruitment.
- (4) Maximum Age: A candidate shall be eligible for the appointment till he /she attains the age of 62 years in case of deputation and in case of open recruitment maximum age limit for applying will be 40 years.

(g) For the post of Assistant Manager (Finance):

- (1) In case of deputation the officer should have been drawing basic pay at level 7th in 7th pay commission in a government / quasi government organization.
- (2) Essential Qualifications: Commerce graduate with minimum 55% marks. 0+ years of work experience, good knowledge of accounting software preferably Tally, in case of open recruitment.
- (3) Desirable: M.com or MBA (Finance), in case of open recruitment.
- (4) Maximum Age: A candidate shall be eligible for the appointment till he /she attains the age of 62 years in case of deputation and in case of open recruitment maximum age limit for applying will be 40 years.

(h) For the post of Personal Assistant :

- (1) In case of deputation the officer should have been drawing basic pay at level 7th in 7th pay commission in a government / quasi government organization.
- (2) Essential Qualifications: A graduate with minimum 55 % marks with PGDCA and CPCT. 0+ years of work experience, in case of open recruitment.
- (3) Desirable: Diploma in shorthand and typing from government recognized institutions, in case of open recruitment.
- (4) Maximum Age: A candidate shall be eligible for the appointment till he /she attains the age of 62 years in case of deputation and in case of open recruitment maximum age limit for applying will be 40 years.

(i) For the post of Executive Assistant (Finance):

- (1) In case of deputation the officer should have been drawing basic pay at level 6th in 7th pay commission in a government / quasi government organization.
- (2) Essential Qualifications a commerce graduate with minimum 55% marks for finance with knowledge of accounting software preferably Tally, in case of open recruitment.
- (3) Maximum Age: A candidate shall be eligible for the appointment till he /she attains the age of 62 years in case of deputation and in case of open recruitment maximum age limit for applying will be 40 years.

(III) For all above positions.

- (a) Initial period of engagement will be for three years (all the appointments for any post shall be on probation for a period of 1 year from the date of joining).
- (b) Reservation policy will be applicable as per M.P. State Government rule.



(IV) Pay, Allowances and other facilities:

(I) For the Positions: as mentioned below: (Subject to changes as per decision taken by authorities from time to time)

S. No	Facilities	Chief Manager (Administration)	Manager Publication (English)	Deputy Manager HR & Stores / Finance / IT
1.	Tenure Pay	Rs.100000	Rs.60000	Rs.45000
2.	Pay for deputationists	As drawn by their parent department.	As drawn by their parent department.	As drawn by their parent department.

(II) For the Positions: as mentioned below: (Subject to decision taken by authorities from time to time)

S.No	Facilities	Assistant Manager Administration / Finance	Personal Assistant	Executive Assistant
1.	Tenure Pay	Rs.35000	Rs.32000	Rs.25000
2.	Pay for deputationists	As drawn by their parent department.	As drawn by their parent department.	As drawn by their parent department.

- For medical allowance and leave, the employees on deputation will be governed by the rules of their parent department.
- Accommodation in the Institute campus will be provided, if available, to the eligible officers as per Institute norms.
- A retired government employee, if appointed by the institute on tenure basis, shall be eligible for payment under the pay minus pension scheme of the Central or State Government in accordance with the service rule of the Institute.

(V) Selection Procedure:

- (1) The advertisement will be active for a period of 15 days from the first date of publication of the advertisement.
- (2) The cut off date for calculation of maximum age limit, wherever applicable, will be the date of publication of this advertisement for recruitment.
- (3) Applicants will be shortlisted strictly on the basis of documents submitted along with the application. *(Please ensure to submit copy of certificates/testimonials along with the application)*. Without certificate copies application may be rejected summarily.
- (4) Short listed candidates may be required to go through a selection process of written test and or interview at Bhopal office.
- (5) Final list of successful candidates will be displayed on the institute's website.
- (6) The Institute will not meet the travel or any other expenses for attending written exam and or interview.
- (7) If a person is applying for more than one post then he/she will have to apply separately for each position in a separate envelope.
- (8) On top of each envelope the post for which the candidate is applying must be mentioned prominently. **("Applying for the Post of")**.
- (9) **If the person is applying on deputation then the same may be mentioned prominently on top of the envelope. "APPLYING ON DEPUTATION"**

3

(VI) Note:

1) Applications along with self attested copies of certificates and testimonials as well as through proper channel with an advance copy in case of deputationists, should reach the Office of the Chief Manager (Administration), Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis, Bhadbada Chouraha, TT Nagar, Bhopal 462003 by Speed post or Registered Post before 5:00 pm on (24th July 2022 being Sunday) 25th July 2022.

2) Applications received after the due date and time, and/or incomplete in any manner, whatsoever the reason thereof, will be liable for rejection.

Disclaimer: Institute's administration reserves the right to cancel or stop the process for recruitment for all or any posts at any stage without assigning any reason.

5



APPLICATION FOR THE POST OF

.....
.....

Name (in capital Letters)	:		Recent Passport Size Color Photo with signature on it
Father's / Husband's Name	:		
Date of Birth (In numbers)	:		
(In words)	:		
<u>Address for correspondence</u>		<u>Permanent Address</u>	
<u>PinCode:.....</u>		<u>PinCode:.....</u>	
Contact No.	:		
Email Address	:		

Educational Qualifications:

Qualification	Board/University	Year of Passing	%age of Marks (rounded up to 2 decimals)	Subjects
HSSC / Sr. HSC				
Graduation				
Post Graduation				
Diploma				
Any other				

(Self attested copies of mark sheets ought to be attached along with application)

Working Experience:

Name of Employer/ Department with address (City & State)	Date of Joining	Date of Relieving/ Retirement	Experien ce in Years & Months	Job Title/ Designation	Job Responsibilities	Name, designation & no. of 2 references in the organization.

Note: Application should be submitted through Proper Channel, if applicant is working with Govt/Quasi government organization. Copy of Retirement order is to be attached, if applicant is a retired person.

Note: Please attach a 2 page CV including any other relevant information in a separate sheet.

9

Declaration

I, solemnly declare that the above information is true to the best of my knowledge and belief. There is no Court Case/Departmental Enquiry/Legal action held against me so far and/or pending against me under any Department/Court of Law.

Place:.....

Date:.....

Signature:.....

Name of Applicant:.....

9