

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 10.10.2025

To

1. All the Heads of Department in IA&AD
2. Principal Director (Commercial)-I
3. Director (P)

Subject: Filling up the post of Chief Administrative Officer (CAO) in Arun Jaitely National Institute of Financial Management, Faridabad on deputation basis.

Sir / Madam,


I am directed to forward the vacancy circular issued by Arun Jaitely National Institute of Financial Management, Faridabad to fill up the post of Chief Administrative Officer (CAO) on deputation basis vide letter No. A-19016/8/08/NIFM/Admin./Part/697 dated 18.09.2025 (*copy enclosed*)

2. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for such posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The recommendations accompanied with the necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 15.10.2025**. Applications received after 15.10.2025 will not be considered under any circumstance.

3. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.

Yours faithfully,

Encls:-As above


(R. K. Singh)
Sr. Administrative Officer (Staff App-I)

प्रवीन कुमार
निदेशक
Praveen Kumar
Director



अरुण जेटली
राष्ट्रीय वित्तीय प्रबन्धन संस्थान
(वित्त मंत्रालय, भारत सरकार)
ARUN JAITLEY
NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
(Ministry of Finance, Government of India)

F. No. A-19016/8/08/NIFM/Admin./Part./697

September 18, 2025

Subject: Nomination of suitable officer for the post of Chief Administrative Officer (CAO) in AJNIFM, Faridabad on Deputation Basis - regarding.

Dear Sir: K.S. Subramanianji

I am forwarding herewith a copy of the vacancy notice for filling up the post of Chief Administrative Officer (CAO) in the Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad. This may be widely published in your Ministry / Department.

2. The post of CAO at AJNIFM is to be filled on deputation from amongst officers of the Central Government who fulfil the prescribed eligibility criteria.

3. The name of a suitable and willing officer, who is clear from vigilance and disciplinary angles, may kindly be forwarded for consideration. The application may reach AJNIFM latest by 21.10.2025, accompanied with the following documents:

- i. Bio-data/CV of the officer in the prescribed format
- ii. Vigilance Clearance
- iii. Integrity Certificate
- iv. Cadre Clearance
- v. Copies of APARs for the last five years (duly attested)

I solicit your kind cooperation in this matter.

Yours sincerely,

(Praveen Kumar)

Shri K S Subramanian, IAAS
Dy. CAG (HR&Trg),
9, Pt. Deen Dayal Upadhyaya Marg,
New Delhi- 110 124

Comp No: 3464947



**ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
SECTOR-48, PALI ROAD
FARIDABAD.**

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

Dated: 22.09.2025

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

(D.K. Chawla)
Chief 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:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> 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	Period	Total	Nature of
Organization	Held	Band 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Under Process
22	Whether vigilance clearance and integrity certificate are available:	18. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Under Process

23	Whether any disciplinary proceedings are pending or contemplated:	<input type="checkbox"/> Yes <input type="checkbox"/> 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: _____