



VACANCIES

NATIONAL INSTITUTE OF EDUCATION

Applications are invited for the following Posts from qualified Applicants. Please send the duly completed applications to reach the undersigned on or before 20th October 2023.

Please indicate the post on the top left hand corner of the envelope.

- A. Post** :- **Director (Finance)**
I. Salary Scale :- Rs: 80,295 - 15 x 2,270 - 114,345/- monthly
II. Age limit :- Age should be not less than 35 years and not more than 55 years.
III. Category :- **Senior Manager (HM 1-1)**

IV. Qualifications & Experience :

External candidates

1. A Bachelor's Degree obtained from a University / Institution recognized by the U.G.C. in a field of Accountancy/ Commerce/ Management/ Financial Management/ Business Management/ Business Administration.

and

A Postgraduate Degree obtained from a University / Institution recognized by the U.G.C. in a field of Accountancy/ Commerce/ Management/ Financial Management/ Business Management/ Business Administration or Possession of an Associate Membership of a recognized chartered professional Institute.

and

A minimum of 15 years of experience in a field of Accountancy or Financial Management in the managerial level in a Government/ Public Corporation/ Statutory Boards or a recognized Private Establishment.

2. Having obtained full membership of a chartered professional institute in the field of accountancy.

and

A minimum of 15 years of experience in a field of Accountancy or Financial Management in the Middle managerial level in a Government/ Public Corporation or a Statutory Board.

Internal candidates

1. Having obtained the above qualifications mentioned for the external candidates.
- OR
2. A minimum of 5 years of satisfactory service in a Grade I post of in the Middle Managerial level (MM) related to Financial Management.

- B. Post** :- **Legal Officer**
I. Salary Scale :- Rs: 55,925 - 10 x 1,375 - 15 x 1,910- 98,325/- monthly
II. Age limit :- Age should be not less than 22 years and not more than 45 years.
III. Category :- **Middle Manager (MM 1-3)**

IV. Qualifications & Experience :

External candidates / Internal candidates

A Bachelor of Law recognized by the U.G.C., and having taken oaths as at attorney at law of the Supreme Court with a minimum of one year of experience after obtaining the qualifications in the field of law in a Government/ Public Corporation/ Statutory Boards or a recognized Private Establishment.

GENERAL CONDITIONS

- Applications should be forwarded with certified copies of Birth Certificate, Educational/ Professional Certificates and Services Certificates.
- Applicants from the Public Sector, Corporations, Statutory Bodies and Government Departments should forward their applications through the Heads of the Organizations.
- These posts are permanent and the selected candidates will contribute 8% of their salary to EPF and the Institution will contribute 12% to EPF and a further 3% to ETF.
- In addition to the basic salary, other approved allowances shall be paid.
- The upper age limit does not apply to candidates from the Public Sector, Corporations, Statutory Bodies, Government Departments and the National Institute of Education.

**Director General
National Institute of Education**