



**Government of India
Ministry of Communications
Department of Telecommunications
National Institute of Communication Finance
Ghitorni, New Delhi-110047**

No. 4-22/Estt./Teaching Associates/2019-NICF-III

Dated: 30.05.2024

Subject: Vacancy Circular for 05 (five) posts of Teaching Associates (Research Associates)

This is regarding vacancy circular for 05 (five) posts of Teaching Associates (Research Associates) in O/o DG, NICF, Ghitorni, New Delhi. The National Institute of Communication Finance (NICF) is an apex Level Central Training Institute (CTI) under the aegis of Ministry of Communications (MoC) and holds the prestigious "Utkrisht" accreditation under Capacity Building Commission's (CBC) NSCSTI framework for ranking of CTIs/ATIs across India. NICF functions as the cadre training institute for IP&TAFS Group A & B Civil Servants as well as a specialized training institute in Communications, Spectrum, Technology & Finance sector.

Applications are invited for 05 (five) posts of Teaching Associates (Research Associates) on contractual basis from any of the following 06 (six) fields of (i) Information Technology, (ii) Law, (iii) Management, (iv) Public Policy (v) Telecommunication Engineering/Electronics & Communications Engineering or equivalent, (vi) Psychology (Behavioral Evaluation and Development) for a period of one year further extendable by one year depending on performance. Remuneration is Rs. 60,000/- (Sixty thousand) p.m. (Consolidated).

Job Responsibilities:

1. To assist the DG, DDsG and Directors in various content development and research.
2. To take classes for the trainees in the field of their academic expertise.
3. To help in editing the Research journal and other publications of the NICF.
4. To help in NICF website design/updation.
5. To provide academic inputs to the various national and international training programmes.
6. To Gather feedback from trainers and trainees after each session.
7. Any other related work that may be assigned to them by DG, NICF from time to time.

Qualifications and Terms of Appointment for the post of Teaching Associates (Research Associates)

- a.) **Essential Qualifications/Experience** : Post Graduation or above Degree in discipline relevant to the subject i.e. (i) Information Technology, (ii) Law, (iii) Management, (iv) Public Policy and (v) Telecommunication Engineering/Electronics & Communications Engineering or equivalent and (vi) Psychology (Behavioral Evaluation and Development) with first division (or equivalent grade) and having an aptitude for academics and research. Candidates with prior experience of working with government organizations/think tanks will be given preference.
- b.) **Desirable Qualifications/Experience** : Networking, Research Paper and publication on relevant subjects, Econometric Analysis using Statistical tools/software.
 - i) Maximum age on date of Interview should be less than 50 years.
 - ii) Excellent verbal and written English communication skills.

- iii) Candidates should be proficient in use of computer applications, especially MS Office (Word, Excel and Power Point). Additional knowledge in computer applications and data analysis shall have an advantage.
- iv) Ability to work in a target driven environment.
- v) RA/TAs will be appointed on contract basis for an initial period of one (1) year, which, at the discretion of the competent authority, may be extended for another one (1) year subject to review of performances.
- vi) The initial contract period of one year may be curtailed by DG, NICF due to non-performance or under performance after giving one month notice.
- vii) The contract can also be terminated without notice by the competent authority at any time if the conduct, performance, activities of the individual are found detrimental to the interests of the organization and/or public interest.
- viii) The person will also be required to maintain proper official decorum and discipline at all times.
- ix) The appointment will be made on the basis of written test and/or interview to be conducted and recommended by a Selection Committee constituted for this purpose.
- x) No TA/DA will be provided for attending the interview.
- xi) Ten days casual leave shall be provided to the RA/TA per annum.

Consolidated Remuneration :

- xii) RA/TA will be paid consolidated remuneration of Rs. 60,000/- (Sixty thousand only) per month. Income Tax as applicable will be deducted.
- xiii) NICF may provide hostel accommodation inside campus subject to availability on payment of Rs. 5,000/- (Five thousand only) per month (to be deducted from remuneration).
- xiv) If they are sent on official duty, they will be reimbursed travel expenses as approved by DG, NICF prior to travel, on case to case basis.
- xv) The assignment is on a full time basis and the person will be required to attend the office on all the working days and on holidays.

Last date to receive applications is : 30.06.2024

APPLICATION PROFORMA
FOR THE POST OF TEACHING ASSOCIATE (RESEARCH ASSOCIATE) IN THE
NATIONAL INSTITUTE OF COMMUNICATION FINANCE (NICF), GHITORNI,
NEW DELHI-110047.

FOR THE FIELD OF:

PHOTO

1. Name in Block Letters :

2. Father's Name

3. Address in Block Letters:

4. Telephone No. & E-mail Address:

5. Date of Birth:

6. Educational Qualifications (10th Class and above)

Sl. No.	Standard/ Degree	Name of Board/ University	Year of Passing	Subjects	Overall %age of marks
1.	10 th / Matric				
2.	12 th /Intermediate/ Higher Secondary				
3.	Graduation				
4.	Post Graduation				
5.	M.Phil/Ph.D/ Research Fellow etc.				

7. Are you currently registered as a student? If yes, give details.

8. In case you have qualified UGC/GATE, give details of subjects and marks obtained.

9. Professional experience, if any:

i)

ii)

iii)

10. Why do you wish to join NICF as a Teaching Associate (Research Intern)? Please attach a separate sheet, not exceeding 250 words.

11. Name and contact details of two References (Ex/current teachers):

i)

ii)

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

13. Remarks (The candidates may indicate information with regard to (i) Research Publications and Reports and Special Projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with professional bodies/institutions/societies and (iv) any other information. Enclose a separate sheet, if the space is insufficient.

Signature of the candidate with date

Address:

Mobile /Telephone No. _____

Email Address _____