



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

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

**Dated: 01.2025**

**Subject: Vacancy Circular for 04 (four) posts of Teaching Associates (Research Interns)**

**Applications are invited for 04 (four) posts of Teaching Associates/  
Research Associates on contractual basis in the domains of**

- Accounting
- Telecommunication Engineering/Electronics & Communication Engineering
- Public Policy
- Economics/Statistics
- Information Technology

for a period of one year, further extendable by one year with the approval of  
DG, NCA-F, based on the RA/TA's work performance during the year.

**1. Job Responsibilities:**

- To assist the DG, DDGs and Directors/ Dy Directors in content development and research
- To take classes for the trainees as per requirements of NCA-F in areas of domain, functional and behavioral competencies
- To provide academic inputs to the various national and international training program and assist in conduct of various training programs & workshops
- To help in NCA-F website design/update
- To assist NCA-F in regular publications of white papers, policy briefs, evidence based research papers and other articles as part of Centre for Policy Studies & research (CPSR) & Journal of Communications Finance and function as part of Managing/ Associate Editorial team of Journal of Communications Finance.
- To assist NCA-F in regular content creation areas of domain, functional and behavioral competencies for IGOT portal and coordination with Content

Development agency and functioning as Subject Matter Experts for the same as far as possible.

- Gather feedback from trainers and trainees after each session.
- Any other related work that may be assigned to them by DG, NCA-F from time to time.

## **II. Qualifications/ Experience:**

- a. Essential Qualifications/Experience :** Post Graduation or above Degree in discipline relevant to the subject (Accounting, Economics/Statistics, Public Policy & Information Technology) with first division (or equivalent grade) and having an aptitude for academics and research. Candidates with prior experience of working with government organizations, reputed research institutions & think tanks will be given preference.
- b. Desirable Qualifications/Experience :** The other indicative desirable criteria are
  - Research Papers and publications on relevant subjects in reputed journals
  - Certifications from accredited/ reputed institutions in various domain specific areas
  - Certifications of Business Intelligence tools
  - Maximum age on date of interview should be less than 40 years.
  - Excellent verbal and written English communication skills.
  - Ability to work in a target driven & multi tasking environment.
  - 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

## **III. Consolidated Remuneration :**

- RA/TA will be paid consolidated remuneration of Rs. 60,000/- (Sixty thousand only) per month. Income Tax as applicable will be deducted.
- 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).
- If they are sent on official duty, they will be reimbursed travel expenses as approved by DG, NCA-F prior to travel, on case to case basis

## **IV. General terms of Appointment:**

- 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.

- The initial contract period of one year may be curtailed by DG, NCA-F due to non-performance or under performance after giving one month notice.
- The contract can also be terminated without notice by the competent authority at any time the conduct, performance, activities of the individual are found detrimental to the interests of the organization and/or public interest.
- The person will also be required to maintain decorum and discipline at all times.
- 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.
- No TA/DA will be provided for attending the interview.
- Ten days casual leave shall be provided to the RA/TA per annum.
- The assignment is on a full time basis and the person will be required to attend the office on all the working days and may be required to work on holidays.

**Last date to receive application is 7<sup>th</sup> March, 2025.**

**For other details and proforma for application, please visit our website [www.nicf.gov.in](http://www.nicf.gov.in).**