



## NATIONAL PENSION SYSTEM TRUST (NPS TRUST)

14th Floor, IFCI Tower 61, Nehru Place New Delhi – 110019

Website: [www.npstrust.org.in](http://www.npstrust.org.in)

Advertisement No. 4/2023

Date: 07.10.2023

### **DIRECT RECRUITMENT TO THE POSTS OF OFFICER GRADE D (DEPUTY GENERAL MANAGER) IN NPS TRUST**

National Pension System Trust (NPS Trust/Trust) is established by Pension Fund Regulatory and Development Authority (PFRDA/Authority) as per the provisions of the Indian Trusts Act of 1882 for taking care of the assets and funds under the National Pension System (NPS) and other schemes as authorized by PFRDA in the interest of the subscribers. The powers, functions and duties of NPS Trust are laid down under the PFRDA (National Pension System Trust) Regulations 2015 & its subsequent amendments, besides the provisions of the Trust deed dated 27.02.2008. NPS Trust is responsible for monitoring the operational and functional activities of NPS intermediaries' viz. Pension Funds, Trustee Bank, Custodian, Central Recordkeeping Agencies with respect to grievances and exit and withdrawals, as authorized & directed by the PFRDA for protecting the interest of subscribers. NPS Trust is headquartered at New Delhi. NPS Trust may open its offices in other parts of the country as per the requirement in future. The posts advertised are for NPS Trust only and have no linkage with PFRDA.

The selected applicants will have to work for NPS Trust and cannot make claim on any post or any form of employment in PFRDA.

NPS Trust invites applications from eligible Indian citizens for filling up the following posts on direct recruitment basis. NPS Trust reserves the right to increase or decrease, fill or not to fill up the posts or modify the requirements either full or in part or to terminate the process at any stage and accordingly, the applicants shall have no right to participate further in the selection process.

DETAILS OF VACANCIES									
GRADE	STREAM	NUMBER OF POSTS						OUT OF WHICH PwBD	PAY SCALE
		UR/GEN	OBC	SC	ST	EWS	TOTAL		
Grade D (Deputy General Manager)	Risk Management	1	-	-	-	-	1	-	110050-3550(2)-117150-3700(5)-135650-3900(1)-139550 (9 years)

**Abbreviations:** SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, EWS: Economically Weaker Sections UR/GEN: Unreserved/General, PwBD: Persons with Benchmark Disabilities.

**General Manager  
National Pension System Trust**

## SECTION I

### GENERAL INSTRUCTIONS

1. Candidates are permitted to apply for the post as per their eligibility in terms of age, educational qualifications, experience etc.
2. Candidates are expected to be computer literate and conversant with MS–Office (Word and Excel) applications.
  - a. A candidate must not have exceeded the age limit prescribed for the respective post as on 30.09.2023. However, the upper age-limit prescribed will be relaxable as under:
  - b. Relaxation up to a maximum of five years for candidates belonging to a Scheduled Caste or a Scheduled Tribe if the posts are reserved for them;
  - c. Relaxation up to a maximum of three years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates if the posts are reserved for them;
  - d. Relaxation of 10 (ten) years for PwBD candidates shall be applicable whether the post is reserved or not. Relaxation of 13 (thirteen) years for PwBD (OBC) candidates where vacancies are reserved for OBC candidates. Relaxation of 15 (fifteen) years for PwBD (SC/ST) candidates where vacancies are reserved for SC/ST candidates.
  - e. Relaxation of 5 (five) years for Ex-servicemen. Ex-servicemen include Emergency Commissioned Officers/Short Service Commissioned Officers, who have rendered at least five years continuous Military Service and have been released a) on completion of assignment (including those whose assignment is due to be completed within one year from 30.09.2023) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or b) on account of physical disability attributable to Military Service or c) on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment.
  - f. Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under the category of PwBD and Ex- servicemen will be eligible for grant of cumulative age-relaxation.
4. Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as (UR/GEN). Only those candidates belonging to 'Non-Creamy Layer' (NCL) are eligible to apply under OBC Category. Candidates belonging to the OBC (NCL) category should have a valid OBC (NCL) certificate issued on or after 30.09.2022 but earlier than closing date of application.
5. Where there is no vacancy reserved for OBC/SC/ST category candidates, such candidates can still apply. However, they will not be eligible for any relaxations as mentioned above. SC/ST/PwBD candidates are exempted from payment of application fee even in such case. SC/ST/OBC/PwBD/EWS candidates should possess a latest certificate to this effect issued by the Competent Authority in the Format prescribed by Government of India (formats are available on the NPS Trust website).
6. Persons with Benchmark Disabilities (PwBD):
  - a. The specified disabilities are:
    - i. Blindness and Low Vision
    - ii. Deaf and Hard of Hearing
    - iii. Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim and Muscular Dystrophy,
    - iv. Autism, Intellectual Disability, Specific Learning Disability and Mental Illness,

- v. Multiple Disabilities and
- vi. Other Disabilities (as per Rights of Persons with Disabilities Act, 2016)

- b. PwBD candidates may belong to any category (i.e. GEN/SC/ST/OBC/EWS) and they will be eligible for age relaxations. Reservation for PwBD is horizontal and within the overall vacancies for the posts.
- c. PwBD means a person with not less than forty per cent of a specified benchmark disability where specified disability has not been defined in measurable terms and are eligible to apply in the GEN/SC/ ST/OBC/EWS category. They will be eligible for concession in applicable fee.
- d. Reservation to PwBD, if any, shall be as per Section 34 of “Rights of Persons with Disabilities Act, 2016”.

7. Reservation for Economically Weaker Sections (EWSs):

- a. Reservation for candidates belonging to EWS shall be inter-alia subject to prevalent guidelines/instructions/orders/clarification of/by Government of India from time-to-time, which at present, are as given under:
  - I. Persons who are not covered under the scheme of reservations for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh) and fulfilling Government of India criteria for EWSs, are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources, i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.
  - II. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:
    - i. 5 acres of agricultural land and above;
    - ii. Residential flat of 1000 sq. ft. and above;
    - iii. Residential plot of 100 sq. yards and above in notified municipalities;
    - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- b. Reservations for Economically Weaker Sections (EWSs) in recruitment is governed by Office Memorandum No.36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India.

**DISCLAIMER:** “EWS vacancies which may arise (if any) will be tentative and subject to further directives of Government of India and outcome of any litigation on the subject. The appointment would be provisional and subject to the Income & Asset Certificate being verified through proper channels.” Benefit of reservation under EWS category can be availed upon production of an ‘Income and Asset Certificate’ issued by Competent Authority on the format prescribed by Government of India.

## SECTION II

IMPORTANT DATES TO REMEMBER	
Activity	Important Dates
Filled-in physical application form as mentioned at sections II(A) should reach NPS Trust by	07.11.2023 by 6:00 PM
<i>NPS Trust reserves the right to make any changes in dates.</i>	

### 1. **ELIGIBILITY CRITERIA:**

GRADE	STREAM	QUALIFICATION (Any one of the following)	EXPERIENCE	UPPER AGE (As on 30.09.2023)
Grade D (Deputy General Manager)	Risk Management	Full time Master's degree in Business administration or equivalent with specialization in Finance / Associate Chartered Accountant (ACA) or Fellow Chartered Accountant (FCA) from ICAI (Institute of Chartered Accountants of India/ Chartered Financial Analyst (CFA) from CFA Institute.	Minimum 11 years of post-qualification experience in officer cadre in dealing with the problems relating to pension/ financial sectors, special knowledge in Risk Management and Investment Management	45

### 2. **MODE OF SELECTION:**

- A. Scrutiny (Screening) of applications and shortlisting of candidates.
- B. Stage-1: Preliminary Interviews.
- C. Stage-2: Final interviews of the candidates shortlisted from the Preliminary Interview.

#### **Important Notes:**

- a. The selection will be based on shortlisting of applicants followed by Preliminary and Final Interviews. A scrutiny of applications will be conducted by Screening cum Shortlisting Committee to screen the eligible candidates on the basis of prescribed eligibility criteria. In case the number of candidates who are screened in by the Committee are much higher in number vis-a-vis the vacancies for the post, a further shortlisting of such candidates will be carried out before the candidates are called to attend the preliminary interview i.e. Stage-1. Marks obtained by a candidate in Stage-1 (preliminary interview) shall only be considered for accessing the qualification of the candidate for Stage-2 and not for preparation of final merit list. Final selection shall be based on the marks obtained in the Stage – 2 (final interview)
- b. Mere fulfilment of minimum educational qualification and post qualification experience will not vest any right to the candidate for being called for Preliminary Interview. The Screening cum Shortlisting Committee constituted by NPS Trust will decide the shortlisting parameters and thereafter, adequate number of candidates, as may be decided by NPS Trust, will be shortlisted and called to attend the Preliminary

Interview. The decision of NPS Trust in this regard shall be final and binding on all candidates. No correspondence/ representation shall be entertained by NPS Trust in this regard. Also, application fee/ intimation charges shall NOT BE refunded to candidates who fail to get shortlisted. Thus, merely satisfying the eligibility norms do not entitle any candidate to be called for final interview. NPS Trust reserves the right to call only the requisite number of candidates for Final Interview who clear the Screening, Shortlisting and Preliminary Interview.

- c. Competent authority shall constitute a Selection Committee, comprising such number of persons and an outside expert as it may determine for interviewing the candidates. NPS Trust shall not be responsible for any inability on the part of candidate to attend the Preliminary or Final Interview under any circumstances whatsoever. Candidates for Final Interview will be reimbursed Economy 'Y' Class to- and-fro air fare for journey by the shortest route from their place of ordinary residence to New Delhi, subject to submission of necessary documentary evidence.
- d. The candidates will have to secure the minimum marks and also the final mark in Stage-1 for qualifying for Stage-2. A merit list will be prepared in descending order on the basis of scores obtained by candidate in Stage-2. In case more than one candidate scores the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit. However, the selection for the post will be based on their position in respective category-wise merit list for the post.
- e. Appointment of provisionally selected candidate shall be subject to satisfactory medical reports from Hospital/Doctor authorised by NPS Trust for this purpose.
- f. Information pertaining to this recruitment exercise shall be made available under RTI Act, 2005 only after declaration of final result.

### **3. PAY AND ALLOWANCES:**

GRADE	PAY AND ALLOWANCE
<b>Grade D (Deputy General Manager)</b>	<ol style="list-style-type: none"> <li>a. <b>Pay:</b> The pay scale of Officers in Grade D is Rs. 110050-3550(2)-117150-3700(5)-135650-3900(1)- 139550 (9 years) Presently, the gross emolument includes NPS Trust's contribution towards National Pension System (NPS), Grade Allowance, Special Allowance, Dearness Allowance, Local Compensatory Allowance and Housing Allowance.</li> <li>b. <b>Benefits:</b> Other benefits include viz., Leave Fare Concession, Medical Expenses (Hospitalisation and Non-Hospitalisation), Personal Accident Insurance, Eye Refraction/ Cost of Spectacles, Education Allowance, Financial Dailies, Book Grant, Briefcase, Conveyance Expenses, House Cleaning Allowance, Staff Furnishing Scheme, Scheme for Purchasing Computers and all other benefits as are admissible to an Officer Grade D in NPS Trust.</li> <li>c. <b>CTC:</b> Total CTC consisting of Pay and Benefits for the post of Officer Grade D at the beginning of scale of pay would be approx. Rs. 54 Lac per annum.</li> </ol>

#### **4. SERVICE CONDITIONS:**

**a. Probation:** The successful candidates recruited for the post of Officer Grade D (Deputy General Manager) shall undergo probation of 1 year from the date of joining. The Probation period may be extended for unsatisfactory performance at the discretion of the competent authority. The candidates shall be considered for confirmation in the services of NPS Trust subject to satisfactory performance, verification of credentials and antecedents; satisfactory reports from previous employers with regard to experience, verification of caste/tribe/class/disability (for reserved category candidates only) etc. and at the discretion of the Competent Authority at NPS Trust . The candidature of candidate shall remain provisional until his/her services are confirmed in NPS Trust. The services of recruited candidate will be governed by NPS Trust Employee's Service Rules and its amendments from time to time.

**b. Posting:** Posting is at New Delhi. However, the recruited officer may be transferred to any location in India where NPS Trust may open its Offices in future and may also be posted to any department in NPS Trust, irrespective of stream.

#### **5. GENERAL INSTRUCTIONS:**

- a. Candidates are advised to read all the instructions carefully before applying and ensure to fulfil stipulated eligibility criteria as on the date of eligibility.
- b. Applications which are incomplete, or received after the prescribed date or received without supporting documents in respect of age, educational qualification, caste certificate and experience etc., will not be considered and summarily rejected at the screening of application stage itself.
- c. Mode of Selection will be Interview (Refer to para 2 of this section). NPS Trust reserves the right to modify the selection procedure, if deemed fit.
- d. Candidates should satisfy themselves about their eligibility for the post applied for. NPS Trust will call the candidates for interview based on the details furnished in the application. NPS Trust shall determine their eligibility only at the time of Final Interview. At the time of the preliminary interview candidate should invariably be in possession of all the requisite certificates, **IN ORIGINAL**, in support of their claim with regards to their application.
- e. Not more than one application should be submitted by a candidate for the same post. In case of multiple applications received from a candidate for the same post only the latest application of such candidate for that particular post shall be considered.
- f. Candidates who are already in service of Govt./Quasi-Govt. Organizations and Public Sector Banks /Undertakings will have to produce a 'No Objection Certificate' in format prescribed at Section II (B) from their employer, at the time of Final Interview. Such candidates shall also have to furnish Vigilance clearance, list of major/minor penalties, if any, imposed during last 10 years, Integrity Certificate and Annual Confidential Reports (ACRs)/ Annual Performance Appraisal Reports (APARs) for the last 5 years along with application directly to NPS Trust. Before appointment in NPS Trust, a proper discharge certificate from the employer will have to be produced.
- g. NPS Trust reserves the right to raise the minimum standards in respect of qualification and experience in order to restrict the number of candidates to be called for the Interview. Thus, merely fulfilling the eligibility conditions laid down in the advertisement as regards qualifications and experience, would not automatically entitle any candidate to be called for the Interview.
- h. NPS Trust reserves the right to cancel the advertisement fully or partly without assigning any reason.
- i. Canvassing in any form will result in disqualification of the candidature of candidate. Also, NPS Trust may report all such cases to the law enforcement agencies for penal action against such candidate.
- j. If the candidate is not eligible or have knowingly or wilfully furnished incorrect or false particulars or suppressed material information, his/her candidature will be liable to be cancelled at any stage of the

selection. If the candidate qualifies in the selection process and subsequently it is found that he/she does not fulfil the eligibility criteria, his/her candidature will be cancelled and if appointed, his/her appointment will be cancelled without any notice or compensation. Action as deemed fit will be initiated.

- k. Applications received after due date will not be entertained. NPS Trust takes no responsibility for any delay in receipt of application or loss thereof in postal transit.
- l. All Corrigendums / addendum / notices, etc (if any) pertaining to this recruitment exercise shall be made available only on the website of NPS Trust at [www.npstrust.org.in](http://www.npstrust.org.in) and therefore, candidates are advised to regularly visit the website for updates, from time to time, till the exercise is over.
- m. The decision of NPS Trust in all matters would be final and binding, and no correspondence/ representation in this regard would be entertained. Any matter pertaining to this recruitment this recruitment shall be governed by the laws of India. Only courts at New Delhi (with the exclusion of all other courts) shall have the exclusive jurisdiction to decide or adjudicate on any matter of dispute which may arise in connection with this selection process.

## **6. HOW TO APPLY:**

- a. Candidates who strictly satisfy the eligibility norms may apply giving their bio data strictly in the format given in Section II(A) for the post of Officer in Grade D (Deputy General Manager). The candidates are also required to submit a brief profile (not exceeding 3 pages) regarding qualification, experience etc. along with the duly filled application. NPS Trust reserves the right to call for additional documents from the candidate to validate their claim with regard to eligibility for the post by email/post. Failure to furnish the required documentary proof, within stipulated timelines, shall result in disqualification of the candidature of the candidate.
- b. Applications along with supporting documents should be sent by ordinary/ speed post (without AD) in a cover super scribing 'NPS Trust – Application for the post of Officer in Grade D (Deputy General Manager)' to the following address:

**General Manager (Human Resources)**  
**National Pension System Trust**  
**14th Floor, IFCI Tower 61, Nehru Place New**  
**Delhi – 110019**

- c. Applications not in the prescribed format, submitted without paying the requisite fees and /or received after their due dates are liable to be summarily rejected.
- d. The last date and time to reach the application is 07.11.2023 by 06:00 PM.
- e. No other mode of application viz. e-mail, etc. other than that prescribed in this advertisement shall be considered and application received through such mode shall be liable for rejection.

## **7. APPLICATION FEE / INTIMATION CHARGES (NON-REFUNDABLE):**

Category of Applicant	Amount of Fee (Non-Refundable) (in INR)
Unreserved, EWS & OBC	Rs. 1,000/-
SC/ST/PwBD/Women	NIL

**8. PAYMENT OF FEE/ INTIMATION CHARGES:**

- a. The applicable fee/ intimation charges may be paid by submitting a Demand Draft / Banker's Cheque drawn in favour of National Pension System Trust General Administration Account payable at New Delhi or through Net Banking, payable in the account of National Pension System Trust General Administration Account in the Bank account as detailed below:

<b>Particulars</b>	<b>Details</b>
<b>Name of the Account</b>	<b>National Pension System Trust General Administration Account</b>
<b>Account No.</b>	<b>15990100000888</b>
<b>Type of account</b>	<b>Savings Account</b>
<b>Bank Name</b>	<b>Indian Overseas Bank</b>
<b>Branch Name</b>	<b>Vasant vihar</b>
<b>Branch Address</b>	<b>F-75 Vasant Vihar Delhi-110057</b>
<b>IFSC</b>	<b>IOBA0001599</b>

- b. In case of online payment, copy of proof of payment along with reference number may also be submitted along with the application.
- c. Applications without the prescribed Fee/ Intimation Charges shall be summarily rejected.
- d. Fee/Intimation charges once paid shall NOT BE refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.
- e. Fee/ Intimation Charges are required to be paid only in the manner prescribed in this advertisement.
- f. The application once made shall not be allowed to be withdrawn.
- g. Application fee/ Intimation charges once paid shall NOT BE refunded under any circumstances including where the application is rejected or not considered by NPS Trust.
- h. The bank/ transaction charges, if applicable, shall have to be borne by the candidate.



**SECTION II (A)**

**APPLICATION FOR THE POST OF OFFICER GRADE D (DEPUTY GENERAL MANAGER) IN NPS TRUST**

1. Name in full (English-CAPITAL LETTERS)	First Name												
	Middle Name												
	Surname												
2. Father's Name													
3. Gender (Please tick wherever applicable)	M		F		T								
4. Date of Birth	D	D	M	M	Y	Y	Y	Y	Paste Photograph in the box alongside and sign across it				
5. Age as on 30.09.2023	Years			Months									
6. Category, i.e. General/ SC/ST/ OBC/PH (Please tick wherever applicable)	General	OBC	SC	ST	PWD	EWS							
7. Details of Work Experience as on 30.09.2023 (Latest experience shall be mentioned first)													
Employer Name & address	Designation	Job Profile	Period		Duration								
			From	To	Yrs.	Months							
8. Academic Qualification as on 30.09.2023													
Qualification	Examination	Main Subjects	Year of Passing	University/ Institute	Overall (%) of Marks	Class/ Division							
Graduation													
Post-Graduation													
Full time Master's degree in Business administration or equivalent with specialization in Finance / Associate Chartered Accountant (ACA) or Fellow Chartered Accountant (FCA) from ICAI (Institute of Chartered Accountants of India/ Chartered Financial Analyst (CFA) from CFA Institute.													
Any Other													
9. Postal Address (English — in capital letters only)													
								E Mail:					
								Telephone:					
								Mobile:					
Dist.:								STD Code:					
State:								Pin Code:					
10. Any other information considered relevant by the applicant:													
11. Details of Fee Payment:													
<b>Mode of Payment</b>	<b>Amount (In Rs.)</b>	<b>Particulars</b>		<b>Date</b>	<b>Drawn on</b>								
Demand Draft/Banker's Cheque		DD/Banker's Cheque No.											
Net Banking		UTR Ref. No.											

I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, it is found that any information given in this application is false / incorrect or that I do not satisfy the eligibility criteria according to NPS Trust, my candidature/appointment is liable to be cancelled / terminated. I have read and understood the stipulations given in the vacancy circular and hereby undertake to abide by them.

Place:

Date:

Signature

Note: a) Applications should be accompanied by self-attested copies of certificates in support of age, qualifications & experience Caste/Tribe/Community/Physical disability as applicable, with a recent passport size photograph glued to the top right-hand corner of the application form.  
b) The candidates are also required to submit a brief profile (not exceeding 3 pages) regarding qualification, experience etc. along with duly filled application.

**SECTION II (B)**

*(Certificate to be furnished by the Employer/ Head of Office / Competent Authority on Original Letterhead)*

**NO OBJECTION CERTIFICATE**

This is to certify that Shri/ Ms. \_\_\_\_\_ son/daughter/wife/widow of \_\_\_\_\_ is working in this organisation/ institution as \_\_\_\_\_ since \_\_\_\_\_ and this organisation/ institution has no objection to his/her applying for the post of Officer Grade 'D' (Deputy General Manager) in NPS Trust.

2. It is also certified that:

- i) That there is no vigilance/ disciplinary/ criminal case pending or contemplated against Shri/ Ms. \_\_\_\_\_
- ii) That his/ her integrity is certified.
- iii) That the photocopies of ACRs/ APARs for the last five years are enclosed.
- iv) That no minor/ major penalty has been imposed on him/her during the last ten years or a list of minor/ major penalties imposed on him/ her during the last ten years is enclosed (As the case may be).

Place:

Date:

Signature

Name and Designation:

Tel. No. and Email:

Office Seal

List of Enclosures:

- i)
- ii)
- iii)