

Government of India, Ministry of Communications & IT, Department of Posts,
Dak Bhawan, Sansad Marg, New Delhi – 110116

Department of Posts has set up Investment Division in Mumbai under the Postal Life Insurance Directorate of the Department for investment of the Post Office Life Insurance Fund (POLIF) and Rural Post Office Life Insurance Fund (RPOLIF). Applications in the prescribed format from eligible candidates are invited for one ex-cadre post of Chief Investment Officer (HAG level) in the Investment Division to be filled on deputation (ISTC) or contract or absorption from the officers of the Central or State Governments or Union Territories or Universities or recognized research institutions or Public Sectors Undertakings or semi-governments or statutory or autonomous organizations including banking institutions or financial institutions. Applications in the prescribed format (Annex 'B') alongwith copies of all testimonials/ certificates should reach the office of Deputy Director General (Personnel), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi - 110116 within 30 days of publication of this advertisement in the Employment News. No application will be entertained after prescribed time of 30 days. This advertisement can also be viewed on the website of INDIA POST <http://www.indiapost.gov.in>. The particulars regarding name of the post, remuneration, required qualification, job description are given in Annexure 'A'.

Annexure 'A'

Sl. No.	Name of Post	Number of Post	Age Limit	Pay Band and Grade Pay or Pay Scale	Required qualifications and experience	Job description
1.	Chief Investment Officer	One	Not applicable	HAG Rs. 67000-79000	<p>(A)</p> <p>i. Holding analogous post on regular basis in the parent cadre or department; or</p> <p>ii. With three years service rendered after appointment to the grade on regular basis in PB-4, scale of pay of Rs. 37400-67000 and Rs. 10000 grade pay. And</p> <p>(B) Possessing the following educational qualifications and experience:-</p> <p>Essential:</p> <p>i. MBA (Finance) or Post Graduate Diploma in Management (Finance) or Central Financial Analyst or Chartered Accountant;</p> <p>ii. Eighteen years experience in dealing with institutional investment or adviser on</p>	CIO would be responsible for taking day-to-day decisions on investments within the broad guidelines decided by the Investment Board and in the overall framework of IRDA (Investment Regulations). He/ she would be responsible for the implementati

					<p>institutional investment.</p> <p>Desirable: Minimum three years working experience as Chief Investment Banker or Certified Financial Planner.</p> <p>Note 1: Period of deputation (ISTC) including period of deputation (ISTC) in another cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed five years. The maximum age-limit for appointment by deputation (ISTC) shall be not exceeding fifty six years, as on the closing date of receipt of application.</p> <p>Note 2: For the purpose of appointment on deputation (ISTC) or absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	<p>on of the investment policy through the Fund Managers, and determining specific investment contents within the investment strategies. His/ her basic function also includes communication/ liaison with the field and he/ she should be able to maintain high level of confidentiality .</p>
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APPLICATION FORM

1. Post applied for:
2. Name (in block letters):
3. Date of Birth (in Christian Era):
4. Father/ Husband's name:
5. Address for correspondence:
6. Permanent address:
7. Educational Qualification (starting from Highest degree to Matriculation examination, attach attested copies of all certificates)

Affix recent
passport size
photograph

Degree/ Exam	Name of Board/ University	Year of Passing	Subjects	Percentage/ Division
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8. Professional Qualification:
9. Nature of present employment i.e. Adhoc/ temporary/ permanent:
10. In case the present employment is held on deputation/ contract basis, please state:
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/ contract
 - (c) Name of parent office/ organization to which you belongs
11. Additional details about present employment.
Please state whether working under:
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government Undertaking
 - (e) Universities
 - (f) Others (please specify)
12. Additional information, if any, which you would like to mention in support of your suitability for the post.
13. Whether belongs to SC/ ST:

DECLARATION

I hereby solemnly declare and affirm that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information/ facts being found untrue/ false/ incorrect, my candidature may summarily be rejected/ cancelled/ terminated besides taking any other action as deemed fit in this regard. I will have no claim for absorption after termination/ completion of contract period of tenure. I shall abide by the terms & conditions as prescribed.

Place:

Date:

Signature of candidate