

National Innovation Foundation – India (NIF)
(Autonomous Institute of the Department of Science & Technology, Government of India)
Grambharti, Amrapur, Gandhinagar–Mahudi Road, Gandhinagar, Gujarat – 382650
Website: www.nif.org.in

Advertisement No.: Adv/03/2026

Dated: 26.09.2026

ADVERTISEMENT FOR RECRUITMENT OF ADMINISTRATIVE POSTS

Applications are invited from eligible Indian citizens for filling up various Administrative posts at NIF through Direct Recruitment and/or Deputation/ absorption through open competition on all India basis, as per the details given below.

“The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.”

1. IMPORTANT DATES

Opening date for submission of online applications	26.09.2026
Closing date for receipt of online applications	30 days from the date of publication of the advertisement in Employment News/Rozgar Samachar, till 23:59 hrs

2. NAME OF POSTS, NUMBER OF VACANCIES, PAY LEVEL AND AGE LIMIT

S. No.	Name of Post	Pay Level (7th CPC)	No. of Posts*	Mode of Recruitment	Reservation	Upper Age Limit
1	Administrative Officer	Level-08 (₹ 47,600 – 1,51,100)	01	Direct Recruitment and / or Deputation/ absorption	UR -01	Direct Recruitment - Not exceeding 35 Years Deputation/ absorption - Not exceeding 56 Years
2	Finance Officer	Level-08 (₹ 47,600 – 1,51,100)	01	Direct Recruitment and / or Deputation/ absorption	UR -01	Direct Recruitment - Not exceeding 35 Years Deputation/ absorption - Not exceeding 56 Years
3	PS to Director	Level-08 (₹ 47,600 – 1,51,100)	01	Direct Recruitment and / or	UR -01	Direct Recruitment - Not exceeding 35 Years

				Deputation/ absorption		Deputation/ absorption - Not exceeding 56 Years
4	Admin Assistant	Level-06 (₹ 35,400 – 1,12,400)	01	Direct Recruitment	UR -01	Not exceeding 30 years
5	Finance Assistant	Level-06 (₹ 35,400 – 1,12,400)	01	Direct Recruitment	UR -01	Not exceeding 30 years

***Note 1:** The number of posts to be filled may vary. NIF reserves the right to fill vacancies arising subsequent to this advertisement under this recruitment process till the validity of the panel of recommended candidates, and also reserves the right to cancel the recruitment process in part or full without assigning any reason.

Note 2: Reservation for Ex-servicemen shall be implemented in accordance with the orders and guidelines issued by the Government of India in respect of Central Autonomous Bodies, as amended from time to time.

3. ELIGIBILITY CONDITIONS

3.1 Nationality: The applicant must be a citizen of India.

3.2 Qualifications:

Post (Post Code)	Essential Qualifications	Desirable
Admini strative Officer (PC-01)	For Direct Recruitment i) Graduate Degree in any discipline from a recognized University or Institute. ii) At least five years of experience at level 7 or equivalent in a Central Government Organization/ Autonomous Body/ PSU/ University in a managerial and supervisory capacity. For Deputation / Absorption i) Graduate Degree in any discipline from a recognized University or Institute. ii) Experience of working in the Central Government or State Governments or Universities or recognized research Institutions or Semi Government or Statutory /Autonomous organizations in India and - a) holding analogous posts on a regular basis;	Thorough knowledge of Financial Management/ Budgeting/ Accounting & Audit/ Civil works/ Procurement Procedures and knowledge of computer-aided management.

	or b) having 5 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-7 and above or c) having 6 years of combined service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-6 and above or d) having 8 years of combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-5 and above	
Finance Officer (PC-02)	For Direct Recruitment i) Graduate Degree in commerce from a recognized University or Institute. ii) At least five years of regular service in the finance and accounts cadre/establishment rendered after appointment thereto on a regular basis in the Pay Matrix Level-7 or equivalent in the parent cadre or department. For Deputation / Absorption i) Graduate Degree in commerce from a recognized University or Institute. ii) Experience of working in the Central Government or State Governments or Universities or recognized research Institutions or Semi Government or Statutory /Autonomous organizations in India, and - a) holding analogous posts on a regular basis; or b) having 5 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-7 and above or c) having 6 years of combined service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-6 and above or	Thorough knowledge of Financial Management/ Budgeting/ Accounting & Audit/ Procurement Procedures and knowledge of computer-aided management.

	d) having 8 years of combined service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-5 and above.	
PS to Director (PC-03)	For Direct Recruitment i) Graduate Degree in any discipline from a recognized University or Institute. ii) Minimum typing speed of 40 words per minute in English and 30 words per minute in Hindi on a computer, and proficiency in word processing, spreadsheet, and database management applications. iii) Stenographic skill (shorthand) at the rate of 80 words per minute. iv) 5 years of experience as Personal Assistant or equivalent in Central/ State Government Organizations, PSUs, Research Institution or Central / State autonomous bodies other recognized institutes of repute For Deputation / Absorption i) Graduate Degree in any discipline from a recognized University or Institute. ii) Experience of working in the Central Government or State Governments or Universities or recognized research Institutions or Semi Government or Statutory /Autonomous organizations in India and- a) holding analogous posts on a regular basis; or b) having 5 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-7 and above or c) having 6 years of combined service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-6 and above or d) having 8 years of combined service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-5 and above	

Admin Assistant (PC-04)	i) Graduate Degree in any discipline from a recognized University or Institute. ii) Two years of experience of working in a Government/Semi-Government organization, autonomous institutions or PSU.	Preference will be given to candidates who have experience in general administration/ establishment/ purchase/ store
Finance Assistant (PC-05)	i) Graduate Degree in Commerce from a recognized University or Institute. ii) Two years of experience of working in a Government/Semi-Government organization, autonomous institutions or PSU.	Preference will be given to candidates who have experience in finance, accounting and Tally software.

4. APPLICATION FEE

- (i) Candidates belonging to the UR/OBC/EWS categories are required to pay a non-refundable application fee of ₹1,000/- (Rupees One Thousand only).
- (ii) Candidates belonging to the SC/ST/PwBD, and Women candidates are exempted from payment of the application fee.
- (iii) The application fee shall be paid through the prescribed online payment gateway using the modes available on the recruitment portal. Any applicable bank charges, transaction charges, or taxes shall be borne by the candidate.
- (iv) The application fee shall be paid on or before the last date prescribed for submission of online applications. Applications submitted without successful payment of the fee, wherever applicable, shall be treated as incomplete and summarily rejected.
- (v) The application fee, once paid, shall not be refunded or adjusted under any circumstances, including withdrawal of candidature, ineligibility, rejection of application, or cancellation of the recruitment process.
- (vi) Candidates claiming fee exemption must ensure that they fulfil the prescribed eligibility conditions and possess valid documentary evidence in support of their claim. Such evidence shall be produced as and when required by the NIF.

5. AGE LIMIT AND RELAXATIONS

- (i) The crucial date for determining the age limit and eligibility in all respects shall be the closing date for receipt of applications. Documents in support of eligibility furnished after the closing date shall not be considered.
- (ii) Relaxation in the upper age limit shall be admissible in accordance with the orders and instructions issued by the Government of India from time to time.
- (iii) The date of birth as recorded in the Matriculation/Secondary School Leaving Certificate or an equivalent certificate shall only be accepted.

6. PROCESS OF SELECTION

- (i) The applications received shall be scrutinized, and eligible candidates will be called for the written examination.

- (ii) The written examination shall be conducted by NIF, either directly or through a Central Government agency or any other organization having the requisite expertise and experience in conducting such examinations.
- (iii) Final selection shall be made on the basis of the candidates' performance in the written examination, in accordance with the NIF Recruitment Rules, 2026.
- (iv) A reserve panel of candidates, in order of merit based on their performance in the written examination, shall be prepared and shall remain valid for a period of one year from the date of approval of the panel. The reserve panel may be utilized to fill the advertised vacancies as well as vacancies arising subsequently due to resignation, retirement, or any other contingency, subject to the provisions of the NIF Recruitment Rules, 2026.
- (v) No correspondence shall be entertained from candidates who are not called for the written test or who are not selected for appointment.
- (vi) Canvassing in any form shall be treated as a disqualification and will result in rejection of the candidature.
- (vii) The Institute reserves the right to:
 - a) Withdraw the advertisement either partly or wholly at any time without assigning any reason.
 - b) Fill or not fill some or all of the posts advertised, for any reason whatsoever.
 - c) Increase/decrease the number of posts without giving any reason.
 - d) Make any addition/deletion and changes to the terms and conditions given in this notification.
 - e) Hold Written test / Skill Test / Presentation and/or Interview for selection, whenever circumstances so warrant.
 - f) Restrict the number of applicants to be called for any stage of the selection process based on qualifications and experience higher than the minimum prescribed or any other criteria it may deem fit. The Institute shall also have the right to change the criteria to call the eligible applicants for the various stages of selection, depending upon the response received against the advertised posts.
 - g) Decide upon the qualifying marks of the Written Test/ Skill Test/ Job Suitability Test/ Interview or any other mode of selection process, at any stage.

7. GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION & CLARIFICATIONS

- (i) Applicants are advised to ensure before applying that they possess the essential qualifications & experience for the post.
- (ii) The candidate must possess the prescribed educational qualification from a University incorporated by an Act of the Central or State Legislature in India, or from an educational institution established by an Act of Parliament or declared to be a Deemed University under Section 3 of the University Grants Commission Act, 1956, or possess an equivalent qualification recognized by the competent authority, as on the closing date for receipt of applications.
- (iii) Candidates possessing qualifications from foreign Universities/Institutions must produce an equivalence certificate issued by the Association of Indian Universities (AIU), New Delhi, or by the concerned statutory/professional council recognized by the Government of India, as applicable.
- (iv) The prescribed experience shall be counted after acquiring the minimum essential educational qualification, unless otherwise specified.
- (v) The prescribed essential qualifications are the minimum eligibility requirements. Mere possession of these qualifications shall not entitle a candidate to be called for the written examination, presentation/interview (if needed).
- (vi) Any experience gained while pursuing a full time degree will not be counted as professional experience.
- (vii) The eligibility of candidates shall be determined on the basis of the prescribed essential and desirable qualifications, experience and other conditions as specified in the advertisement.
- (viii) Candidates serving in Government Departments, Public Sector Undertakings (PSUs), Autonomous Bodies, Statutory Bodies, Universities, or Government-funded Research Institutions shall apply through the proper channel or upload a No Objection Certificate

(NOC) issued by the competent authority. In the absence of an NOC, the candidate shall upload an undertaking to produce the NOC at the time of appointment, failing which the candidature shall be cancelled.

- (ix) The number of vacancies notified is provisional and may vary depending upon the requirements of NIF.
- (x) No person shall be eligible for appointment who has entered into or contracted a marriage with a person having a spouse living, or who, having a spouse living, has entered into or contracted a marriage with any person, except where such marriage is permissible under the applicable personal law or where exemption has been granted by the competent authority in accordance with the applicable rules.
- (xi) A candidate's admission to the written examination, presentation/interview (if needed), and the subsequent selection process shall be strictly provisional. The mere issuance of a call letter shall not imply that the candidate's eligibility or candidature has been finally accepted by NIF. NIF reserves the right to reject any application or cancel a candidate's candidature at any stage of the recruitment process if it is found that the candidate does not fulfil the prescribed eligibility criteria, has furnished any false, incorrect, or fabricated information or documents, or has suppressed any material fact. If any such deficiency is detected after appointment, the services of the candidate shall be liable to be terminated in accordance with the applicable rules.
- (xii) Request for change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances. The Institute will not be responsible for any loss of e-mail, loss of any communication due to incorrect address provided by the candidates.
- (xiii) The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respects for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
- (xiv) The Institute shall verify the antecedents and documents submitted by candidates at any stage of the recruitment process, at the time of appointment, or during the tenure of service. If it is found that a candidate has submitted false, forged, or fabricated documents, suppressed any material information, or has undesirable antecedents or background that were not disclosed, his/her candidature shall be cancelled or, if already appointed, his/her services shall be liable to be terminated, in accordance with the applicable rules.
- (xv) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of an appointment letter, the Institute reserves the right to modify/ withdraw/cancel any communication made to the applicants.
- (xvi) Candidates should have good working knowledge of Hindi in addition to the prescribed qualifications.
- (xvii) Appointments under Direct Recruitment are regular in nature with a probation period as per the norms of the institute and the same shall be confirmed depending upon satisfactory performance of the incumbent.
- (xviii) Records of the non-selected candidates shall not be preserved beyond six months from the date of declaration of final results. Thereafter, no queries/ RTI on the subject shall be entertained.
- (xix) Multiple applications by an applicant for the same post shall lead to the cancellation of the candidature.
- (xx) No TA/DA and accommodation shall be provided for attending written test.
- (xxi) Candidates are advised to visit the NIF website (www.nif.org.in) regularly. Any addendum, corrigendum, or update relating to this recruitment shall be published only on the NIF website.

- (xxii) Candidates are advised to submit their online applications well before the closing date to avoid the possibility of technical issues or inability to submit the application due to heavy traffic on the portal during the closing days.
- (xxiii) The decision of the Competent Authority, NIF, on all matters relating to eligibility, acceptance or rejection of applications, the selection process, and appointment shall be final and binding. Any dispute arising out of this recruitment shall be subject to the exclusive jurisdiction of the competent courts at Ahmedabad, Gujarat.
- (xxiv) In the event of any discrepancy or inconsistency between the English and Hindi versions of this advertisement, the English version shall prevail.

8. HOW TO APPLY

- (i) Eligible candidates are required to submit their applications online only through the NIF Recruitment Portal: <https://jobs.nifindia.org/candidate/login>, using a valid e-mail ID and mobile number. Applications submitted through any other mode shall not be accepted. Submission of hard copies of the application is not required.
- (ii) Candidates shall apply for only one post for which they fulfil the prescribed eligibility criteria. In case a candidate submits applications for more than one post, only one application shall be considered. Where the applications are for posts carrying different Pay Levels, the application for the post carrying the lowest Pay Level shall be considered. Where the applications are for two or more posts carrying the same Pay Level, the application for the post for which the candidate possesses the most relevant and suitable qualifications, as determined by the Screening-cum-Shortlisting Committee, shall be considered. No claim or request for consideration of more than one application or for consideration of a particular post shall be entertained in such cases.
- (iii) The online application portal shall remain open for 30 days from the date of publication of the advertisement in Employment News/Rozgar Samachar.
- (iv) Candidates shall upload self-attested copies of documents in support of their date of birth, educational qualifications, experience, etc. Original documents shall be produced for verification as and when required.
- (v) Experience certificates shall clearly indicate the designation(s), period of service (date of joining and date of relieving), nature of duties, and pay level/pay scale, wherever applicable. In cases where a candidate has served in different posts/levels in the same organization, the certificate shall clearly specify the period of service in each post/level.
- (vi) Uploading of incomplete, illegible, or incorrect documents may result in rejection of the candidature. Furnishing any false, fabricated, or misleading information or suppressing any material information shall render the candidature liable to cancellation at any stage of the recruitment process and, if appointed, to termination of service without prejudice to any other action permissible under law.

For any queries relating to this recruitment advertisement, candidates may write to [jobs\[at\]nifindia\[dot\]org](mailto:jobs[at]nifindia[dot]org) or contact the National Innovation Foundation – India (NIF), Grambharti, Amrapur, Gandhinagar–Mahudi Road, Gandhinagar, Gujarat – 382650. Telephone: +91-6357028096.

S/D Director

ANNEXURE-1
PROFORMA – NO OBJECTION CERTIFICATE
(To be given by the Head of Organisation/Office)

- (i) Certified that Shri/Smt./Ms. _____ joined this organisation as _____ (name of the post) with effect from _____ and is presently working as _____ (name of the post).
- (ii) It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is certified.
- (iii) The application of Shri/Smt./Ms. _____ for the post of _____ at National Innovation Foundation – India is recommended. In case of his/her selection, the organisation will relieve him/her.

Place: _____

Date: _____

Signature of the Head of the Organisation/Office with Office Seal