



National University of Educational Planning and Administration

17-B, Sri Aurobindo Marg, New Delhi – 110 016

Advertisement No. 3/2008 for the Post of Registrar

NUEPA is a premier research University fully maintained by the MHRD, GOI. The University is looking for a suitable and dynamic person as its Registrar in the scale of pay of Rs. 16400-450-20900-500-22400 on tenure basis initially for period three-years which may be extended up to five-years.

Educational and other qualifications.

- (a) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- (b) At least 15 years of experience as Lecturer (senior scale)/Lecturer/or with 8 years in Reader's grade along with experience in educational administration.

OR

- (c) 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Note : 1. The minimum requirement of 55% marks shall not be insisted up on in the case of existing incumbents.

Note : 2. In case of persons drawn from administrative cadres, the condition regarding a doctoral degree will not apply.

Note : 3. The benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 shall be admissible on fulfillment of all the conditions under the rules in the case of direct recruits.

Age limit: Preferably below 55 years (as on the closing date for receipt of application)

GENERAL INSTRUCTIONS:-

- a) The last date for submission of application is four-weeks from the date of this advertisement.
- b) DD/IPO of Rs. 100/- (Rupees one hundred only) should be enclosed (drawn in favour of Finance Officer, NUEPA, New Delhi payable at New Delhi).
- c) Mere fulfillment of qualifications and experience requirements do not entitle candidate to be called for Interview.

- d) No correspondence whatsoever will be entertained from candidates regarding result of interview and reasons for not being called for interview.
- e) Outstation candidates called for interview will be paid 3rd AC Railway Fare from the place of duty/residence to Delhi and back by the shortest route.
- f) The application form without the attested copies of all relevant certificates (both experience and professional) will be summarily rejected.
- g) The prescribed application form can be obtained from the Section Officer, Academic Administration, either in person or by sending a self addressed stamped (Rs. 25/-) envelope of 28 x12 cms and outer cover of request should be superscribed "Request for Application Form for the post of the Registrar". Such postal requests should reach NUEPA, New Delhi at least one week before the last date of receipt of application form.
- h) The candidates fulfilling the above qualifications may submit their application on the prescribed Application Form along with testimonials; prescribed fee; and latest passport size photograph to Administrative Officer, NUEPA, 17-B, Sri Aurobindo Marg, New Delhi – 110016. The candidates, who are in the service, may send their application through proper channel.
- i) Interested candidates may visit our **website www.nuepa.org** for more details. The prescribed application form can also be downloaded from the above website.
- j) The University reserves the right to cancel or amend the above advertisement without assigning any reason thereof.

Administrative Officer
Dated 22/08/2008