

# **National Institute of Education Planning and Administration**

17-B, Sri Aurobindo Marg, New Delhi-110016

## **Recruitment Notification**

**NOTE:** Online applications on prescribed format are invited for the post of Project Administrative Assistant on temporary basis for NCSL Programme at the Institute as per details given below. This is a short-term contract appointment upto 31.03.2022 or till closure of the project, whichever is earlier and does not entitle for any consideration or adjustment in the Institute vacancies, arising thereon.

### **Name of the Post- Project Administrative Assistant**

Remuneration: `30,000/- per month

Age: Maximum age limit shall be 30 years

### **Essential Qualifications and Experience:**

- A Bachelor Degree with minimum 50% marks.
- Proficiency in computers (MS Office package/Internet).

### **Desirable**

- Three years' experience of working in establishment or personnel, finance and accounts work. Ability of typing on computer in Hindi and English.

**Last date of the Application will be 20<sup>th</sup> July 2021**