



NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, SRI AUROBINDO MARG,
NEW DELHI – 110 016

Recruitment Rules for the post of **Finance Officer** (Under SR 9[1])

Finance Officer

1.	Name of the Post	Finance Officer
2.	No. of Posts	1
3.	Classification	Group 'A'
4.	Scale of Pay	Pay Band Rs. 15600-39100 + Grade pay 6600.00
5.	Whether Selection post or non-selection Post	N.A.
6.	Age	Preferably below 55 year (as on the closing date for the receipt of application)
7.	Educational and other qualification required for direct recruits	<u>Essential:-</u> At least 2 nd Class Bachelor's Degree with at least 10 years experience in supervisory level in accounts and finance in a government organization or an autonomous body.
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion.	--
9.	Period of probation, if any	--
10.	Method of Recruitment (whether by directed recruitment or by promotion or by deputation /transfer) and percentage of the vacancies to be	There will be direct recruitment only fixed tenure basis. The tenure will be for a fixed period of 5 years. If any incumbent superannuates before the expiry of this

	filled by various method	term, the tenure will also come to an end from the date of superannuation.
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made.	N.A

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 Registrar, 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 2nd Sleeper Class 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 Finance Officer". 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) The University reserves the right to cancel or amend the above advertisement without assigning any reason thereof.
- j) The last date of receipt of completed application is **May 20, 2009.**