



**National University of Educational Planning
and Administration**

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

Online applications are invited from eligible candidates for preparation of panel to fill up current and future project vacancies of Project Senior Consultant, Project Consultants, Project Assistants, Project Computer Operators/Clerks and one post each of Marketing & Sales Executive (Publications) and Consultant (Hostel Services).

Interested candidates may kindly visit our website www.nuepa.org for more details. Scrutiny of applications shall start from 10.05.2013.

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NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION
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NOTIFICATION OF VACANCY

Subject: Engagement of Project Senior Consultant, Project Consultant, Project Assistant, Project Computer Operator/Clerk , Marketing and Sales Executive (Publications) and Consultant (Hostel Services)

Online applications are invited for preparation of a panel for temporary engagement in following posts in the current and future sponsored research projects/schemes undertaken at NUEPA.

1. Project Senior Consultant

Name of the Project- 3rd All India Survey of Educational Administration

Qualifications:

Essential:

- Master's Degree with Ph.D Degree in Education, Social Science or allied subjects with a minimum of 5 years of post qualifications/experience in the requisite area.

Persons with additional qualifications, research experience, published papers would get preference.

OR

Retired Govt. employees with Grade Pay of Rs. 8700/-, Rs. 8900/-, Rs. 10,000/- and above with above experience would also be eligible for this position.

Desirable:

- Knowledge of Computer applications, MS-Office including Excel, Access and Power Point, etc. and ability to draft/generate well analyzed researched reports will also be desirable for the Consultants at both levels.
- Senior Educational Administrator/Senior Academic Experience of handling research projects.

Age Limit: Maximum age limit shall be **65 years**.

2. Project Consultant

Name of the Project: (1) "Autonomy in Indian Higher Education Institutions"
(2) "Evaluation Study of the "Centrally Sponsored Scheme of National-Means-cum-Merit Scholarship Scheme

Qualifications:

Essential:

- Master's degree with not less than 55% marks and M Phil./Ph. D in Education, Social Science or allied subjects.

OR

- Retired Govt. employees from Grade Pay of Rs. 6600/- and with Master/Bachelor degree in Social Sciences may also be eligible for consideration.

Desirable:

- Senior Educational Administrator/ Senior Academic Experience of handling research projects.
- Working knowledge of computer applications, SPSS, Excel, MS-Word etc.

Note:

- Knowledge of Computer applications, MS-Office including Excel, Access and Power Point, etc. and ability to draft/generate well analyzed researched reports will also be desirable.
- Persons with M Phil or additional qualification, research experience, published paper would be preferred.

Age Limit: Preferably not above **62 years**.

3 . Project Assistant

Qualifications:

- Master's degree in Education, Social Science or allied subjects preferably with 2 years hands-on experience on secretarial/computation work.

Desirable:

- Experience in handling primary and secondary data and work in research projects.
- Experience in collecting data and analysis.
- Knowledge of SPSS.

Age Limit: Preferably not above **30 years**

4. Publication Department

Marketing and Sales Executive (Publications)

1) Essential Qualifications and Experience

- Graduate with atleast 03 years experience in Marketing/Sales and Sales Promotion in a reputed Publishing House.
- Working knowledge of computers.

2) Desirable

- Experience of maintaining publication inventory, royalty accounts, Journals Subscription and publication display etc.

Age Limit: Not exceeding 35 years.

5. **NUEPA Hostel**

Consultant (Hostel Services)

1) Essential Qualifications and Experience

- A Bachelor's degree in hotel and hospitality management from a recognized University/Institution with three years experience in any Government/Autonomous Bodies Hostels/Guest House.

"OR"

Diploma in Catering/Hospitality/Hotel Management with five years experience in any Government/Autonomous Bodies Hostels/Guest House with

- (i) Good Communication Skills in English and Hindi
- (ii) Knowledge of Computer and working knowledge of hospitality software.

Age Limit: Age not exceeding 62 years.

6. Project Computer Operator/Clerk

Qualifications:

- 10+2 Certificate with knowledge of working on computers.
- Persons with Graduate degree will be preferred.
- The candidate will have to qualify in skill test on computer for being eligible for interview.

Desirable:

- Certificate in computer applications.
- Working experience of two years in MS-Word, Excel and SPSS.

Age Limit: Preferably not above 27 years.

Terms and conditions:

1. Only online applications will be accepted.
2. You are required to furnish a No-Objection Certificate if called for.

7. The maximum amount of monthly all inclusive and consolidated and fixed monthly fee/salary payable shall be as under:

Project Senior Consultant	-	Rs. 40,000/-
Project Consultant	-	Rs. 30,000/-
Project Assistant	-	Rs. 20,000/-
Marketing and Sales Executive (Publications)	-	Rs. 20,000/-
Consultant (Hostel Services)	-	Rs. 30,000/-
Project Computer Operator/Clerk	-	Rs. 11,000/-

Note: Candidates submitting online application are advised to take a print of online application for their record and if called for interview, they should submit the hard copy of online application duly pasted with photograph and signed alongwith NOC from Head of Organization if employed or pursuing any course of study.

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(Online Application form for Project Senior Consultant/Project Consultants/Project Assistants/Project Computer Operators/Clerks, Marketing & Sales Executive (Publications) and Consultant (Hostel Services)

1. Post Applied for
2. Name
3. Father's Name
4. Date of Birth & Age
5. Correspondence Address

Photo

6. Email & Mobile No.
7. Educational/Professional/Technical Qualification (Starting from class 10th onward)

Examination Passed	Discipline/ Specialization/ Subject	Board/ University	Year of Passing	Percentage of Marks	Division

8. Experience if any, Starting from present one:

Employer's Name and Address	Designation	Scale of Pay	Length of Service		Total Experience		Nature of work in brief
			Year	Month	From (Date)	To (Date)	

9. If employed or undergoing any ; Details of NOC attached: Letter No._____Date of issue_____
course of study etc, NOC to be attached Name & Designation of NOC issuing authority_____

Declaration to be signed by the candidate

I hereby certify and declare that I have read the provisions given in the detailed Advertisement and all statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the Applicant)