



**NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND
ADMINISTRATION**
(Declared by the GOI under section 3 of the UGC Act, 1956)
17-B, Sri Aurobindo Marg, New Delhi-110016

Website:- www.nuepa.org

On-line application is invited for recruitment to the post of Section Officer to be filled up by deputation failing which by Direct Recruitment:-

Name of Post(s)	Number of Posts	Category	Age Limit	Pay Band (Rs.)	Grade Pay (Rs.)
Section Officer	1	UR	35 yrs*/ 56 yrs**	Rs. 9300-34800	Rs. 4600

* Age limit for Direct Recruitment.

** Age limit for Deputation.

Educational & Professional Qualifications:-

NAME OF POST	<u>EDUCATIONAL & OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITMENT</u>
Section Officer	Essential: a) A Bachelors' degree with 50% marks of a recognized University. b) 5 years' experience of administration/ accounts with knowledge of rules and procedures as applicable to government/ autonomous organizations
	<u>FOR DEPUTATION</u>
	(a) Officers from Central/State Governments, universities, Professional and Research Institutions and bodies: i) holding analogous post on regular basis; ii) with 3 years regular service in the post in the Pay Band of Rs.9300-34800 with Grade Pay of Rs. 4200/-) iii) With 8 years regular service as Assistant/Stenographer in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200/-) (b) Possessing qualifications as prescribed above for Direct Recruitment

Application Fee: - Online Application form and other details are available on website www.nuepa.org. A non-refundable application fee of Rs. 500/- in the form of **Demand Draft/Pay Order from State Bank of India** in favour of Registrar, NUEPA New Delhi, has to be furnished alongwith recent passport size photograph pasted on printed version of application. **Fee is exempted for all Women Candidates and for the persons applying on deputation. No TA/DA will be paid for appearing in written test.**

Application complete in all respects must reach **The Registrar, National University of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi - 16 on by or before October 21st , 2013. No other enclosures except printed application form pasted with recent passport size photograph and original Demand Draft/ Pay Order are required to be attached.**

Special Instructions to the Candidates:-

- i) Candidates who are already employed must apply **‘Through Proper Channel’ and ACR for the last five years are required to be attached.** The serving candidates will be required to produce a **“No Objection Certificate”** at the time of their interview/final selection, if they do not submit application through proper channel.
- ii) This University reserves the right to cancel/withdraw this advertisement and recruitment, if circumstances so warrant, without assigning any reasons.
- iii) **The University reserves the right:**
 - (a) to fix criteria higher than the prescribed ones for screening the applications in order to bring down the number of candidates to a manageable limit for tests/interviews.
 - (b) to relax any of the qualifications/experience on the recommendations of Selection Committee.
 - (c) Not to fill up any of the advertised positions, if deemed proper.
- iv) Knowledge of Computer Application is necessary.
- v) On-line application is available in the University website.
- vi) Application received after the closing date or incomplete in any respect shall be summarily rejected and no communication shall be entertained from any of the candidates in this regard. NUEPA shall not be responsible for any postal delay/loss.

REGISTRAR