



**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 applications are invited for recruitment to the post of Administrative Officer (Group A) (1 Post) (UR) in the Pay Band of ` 15600-39100 with GP of ` 6600. Recruitment is against a permanent post initially for a period of one year (against leave vacancy) likely to continue.

Age: 45 years

Direct Recruitment

Educational qualification:-

Essential:

- (a) A Bachelor's degree with at least 5 years' experience in administrative and establishment matters at the executive or supervisory level.

Application Fee: - Application form and other details are available on website www.nuepa.org. A non-refundable application fee of ` 200/- 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. **Women Candidates are exempted from fee. TA/DA will be paid for appearing of Interview as per NUEPA's rules.**

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 or before **25 September, 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) The University reserves the right to cancel/withdraw this advertisement and recruitment, if circumstances so warrant, without assigning any reason(s).

- iii) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for interview.
- iv) **The University reserves the right:**
 - (a) to fix criteria higher than the prescribed one for screening the applications in order to bring down the number of candidates to a manageable limit for interviews.
 - (b) to relax any of the qualifications/experience on the recommendations of Selection Committee.
 - (c) not to fill up the advertised position, if deemed proper.
- v) Knowledge of Computer Application is necessary for the post.
- vi) On-line application form is available in the University website.
- vii) 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.

REGISTRAR (I/C)