

F No. 14-1/2014 (Acad.) Misc.

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION

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

NOTIFICATION FOR RECRUITMENT OF PROJECT VACANCIES IN PROJECT MANAGEMENT UNIT

(Only online applications will be accepted)

The National University of Educational Planning and Administration (NUEPA) has recently established Project Management Unit .

To make the above Unit operational, it is proposed to fill up project vacancies as detailed below:-

1. Project Consultant (01 post) (Remuneration: ₹ 40,000-49,000/- p.m. Consolidated)

Age Limit: Maximum age limit shall be 65 years.

Qualifications:

Essential:

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

OR

M. Tech/MCA/M.Sc. in the case of requirement of professionals with technical background.

- Persons with M.Phil or additional qualification, research experience, published paper would be preferred.

OR

Retired Govt. employees with Grade Pay of Rs. 6600/- carrying above qualifications would also be eligible for this position.

Job requirements: The incumbent would be required to do the following:-

- (i) To make brief report about the project proposals, organizing meetings, liaison with faculty & others and follow-up.
- (ii) Recruitment of project staff and related matters.
- (iii) Matters regarding release of first instalment & later on second and final instalment to NGOs.
- (iv) Preparation of annual statement of Grants received from Ministry and release of.
- (v) Monitoring of works of Project Manager and other staff attached with PMU and coordinate with Head of the Unit.

2. Project Manager (01 post) (Remuneration: ₹ 40,000-49,000/- p.m. Consolidated)

Age Limit: Not exceeding 65 years.

Qualifications:

Essential:

- Bachelors' degree with 50% marks of a recognized University.
- 5 years' experience of administration/accounts with knowledge of rules and procedures as applicable to government/autonomous organizations.
- Knowledge of handling project accounts in a University/Research Institution.
- Proficiency in computers (MS Office package/Internet).

Job requirements: The incumbent would be required to do the following:-

- (i) Initiate process for recruitment of Project staff and related matters on receipt of requirements.
- (ii) Inform the candidates about interview/skill tests through E-mail & Speed post.
- (iii) Notes regarding extension of Project staff.
- (iv) Maintenance of attendance record , leave account and their salary.
- (v) Processing of request for sanction of advance.
- (vi) Processing of proposals received online and hard-copy from NGOs for GIAC meetings .
- (vii) Preparation of agenda papers/minutes and uploading of minutes on website.
- (ix) Correspondence with NGOs for Bond and PSR before release of first instalment and follow-up.
- (x) Liaison with Government departments.
- (xi) Make coordination with the staff in PMU and report to Project Consultant, in his absence to Unit Head.

2. Project Junior Consultant (01 post) (Remuneration: ₹ 30,000-39,000/- p.m. Consolidated)

Age Limit: Not more than 30 years.

Qualifications:

Essential:

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

OR

- M.Sc. /MCA/B.Tech, if persons with technical background is desired in a project.

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 Organisation if employed or pursuing any course of study.

❖ **Last date for submission of online application is 31st May, 2016.**