



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

Applications on prescribed format are invited for recruitment to the following temporary posts. The last date for receipt of application at NUEPA by Registered Post is 31.12.2010 (4:00 P.M)

Name of Post	Age Limit as on 31.12.2010	Number of Vacancies					Pay Band	Grade Pay
		SC	OBC	PWD	UR	Total		
Assistant	27 Yrs	-	1	1	1	3	₹ 9300-34800	4200
L.D.C	27 Yrs	1	2	-	4	7	₹ 5200-20200	1900
Multi Tasking Staff	27 Yrs	1	2	1	5	9	₹ 5200-20200	1800

Abbreviations:

PWD:	Persons with Disability	OBC:	Other Backward Caste	UR:	Unreserved	SC:	Scheduled Caste
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(1) Age Limit:-

The age limit will be counted with reference to last date of receipt of application. However, age is relaxable as per Govt. of India orders as given below:-

I)	Other Backward Caste	:	3 years
II)	Scheduled Caste	:	5 years
III)	Persons with Disability	:	10 years (15 years for SC/ST candidates and 13 years of OBC)

(2) Educational & Professional Qualifications:-

NAME OF POST	EDUCATIONAL & PROFESSIONAL QUALIFICATION
Assistant	Essential: A Bachelor's Degree from a recognized University Desirable: Experience of establishment and accounts work. Ability to type on Computer.
L.D.C	Essential: (a) 12 th Class or its equivalent from recognized board or University. (b) Skill test only on Computer English Typing @ 35W.P.M Or (35 wpm & 30 wpm corresponding to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).
Multi Tasking Staff	Essential : Matriculation certificate or ITI Certificate

(3) Method of Recruitment:-

The applications will be shortlisted and all shortlisted candidates will be subjected to tests as noted below followed by an interview:-

Name of the post	Method of recruitment
Assistant	Written Test : (Knowledge of noting/drafting & Establishment/Accounts Rules.)
L.D.C	Written Test & Skill Test on Computer: (General Intelligence, Reasoning & English Language)
Multi Tasking Staff	Aptitude Test/Trade Test followed by interview.

(4) **Application Fee: -**

Applications on prescribed format should be neatly written or typed and submitted with a non refundable application fee in the form of **Indian Postal Order** of ₹ 200/- in favour of **The Registrar, NUEPA New Delhi, alongwith** two recent passport size photographs, one pasted on application a self addressed stamped (₹ 25) envelope of size 22cm x 10cm. **Fee is exempted for all Women Candidates and Candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with Disability and Ex-Servicemen eligible for reservation.** Candidate must write his/her name and address and Post applied for on back of **Indian Postal Order**. No TA/DA will be paid to appear for Tests/Interview.

Application complete in all respect must reach **The Registrar, National University of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi-110016 by or before 31.12.2010.** Incomplete applications or applications received after the closing date OR NOT accompanied by the prescribed fee (wherever applicable) 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.

(5) **Special Instructions to the Candidates**

- i) **The candidate should mention “Application for the Post of _____”. In bold letters on the top of the Envelope.**
- ii) **In view of the revision in the recruitment rules, those who had applied earlier in response to Advertisement published in the Employment News dated 19-25 December 2009 for the posts of LDC and Assistant are required to submit fresh applications on prescribed format. However such candidates are exempted from paying any application fee, if they had already paid.**
- iii) **In view of the grouping of Group ‘D’ posts under revised Recruitment Rules & with a common designation of “Multi Tasking Staff”, those who had applied for the posts of Peon, Mali, and Chowkidar in response to Advertisement published in the Employment News dated 19-25 December 2009 are required to submit fresh applications. However such candidates are exempted from paying any application fee if they had already paid.**
- iv) The candidates are advised to correctly choose the post to which they intend to apply. If a candidate applies for more than one post, he will have to fill separate application and submit examination fee for each post separately.
- v) The candidates are advised to enclose only one self-addressed Envelope with postage stamp (₹ 25) and Indian Postal Order (₹ 200), along with their duly filled in application.
- vi) The candidates are also advised to submit the copies of certificates/documents along with the application form.
- vii) Candidates serving in Government/Public Sector Undertakings/Autonomous bodies must apply **‘Through Proper Channel’**. However, they may send an Advance copy of their application alongwith examination fee before the last date of submission of application. The serving candidates will be required to produce a **“No Objection Certificate”** at the time of their interview.
- viii) The Candidates are advised to retain a photocopy of the complete application along with copy of Indian Postal Order, which may be required for future references.
- ix) The applicants shall have to appear for the tests & interviews at their own expenses.

- x) The original degrees/certificates/proof of date of birth and other testimonials towards fulfillment of specified eligibility conditions shall be required to be produced by the candidate, at the time of their interview/final selection.
- xi) Candidates are advised to ensure that they fulfill all the specified eligibility conditions before applying for any of the posts. In case, it is found at a later stage that the information furnished by an applicant is false OR the candidate does not fulfill any of the eligibility conditions, the candidature of such applicants would be summarily cancelled and no correspondence in this regard would be entertained.
- xii) This University reserves the right to alter/modify any of the terms and conditions regarding Qualifications/Experience etc.
- xiii) Multi Tasking Staff may be required to perform any or all of the following duties as may be required from time to time:-
 - a) Physical Maintenance of records of the section
 - b) General Cleanliness & upkeep of the Section/Unit
 - c) Carrying of files & other papers within the building.
 - d) Photocopying, sending of FAX etc.,
 - e) Other non-clerical work in the section/unit.
 - f) Assisting in routine office work like diary, dispatch etc., including on computer.
 - g) Delivering of Dak (outside the building)
 - h) Watch & ward duties.
 - i) Opening & closing of rooms
 - j) Dusting of furniture etc.,
 - k) Cleaning of building, fixtures, etc.,
 - l) Work related to his ITI qualifications, if it exists
 - m) Driving of vehicles, if in possession of valid driving licence.
 - n) Unkeep of parks, lawns potted plants etc.,
Any other work assigned by the superior authority.
- xiv) Mere fulfillment of eligibility conditions prescribed will not give a candidate the right to be called for test/interview. The applications may be shortlisted on the basis of higher criteria than the prescribed ones to bring the number of candidates to a manageable limit for holding test/interview.
- xv) This recruitment may be cancelled/withdrawn, if circumstances so warrant, without assigning any reasons

Registrar