



NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION
17 – B, SRI AUROBINDO MARG,
NEW DELHI – 110016

Detailed instructions & Terms & Conditions of Recruitment to the post of **Finance Officer**

1.	Name of the Post	Finance Officer
2.	No. of Posts	1
3.	Scale of Pay	Pay Band Rs. 15600-39100 + Grade pay 6600.00
4.	Age	Preferably below 55 year (as on the closing date for the receipt of application)
5.	Educational and other qualifications	<u>Essential:-</u> (a) At least 2 nd Class Bachelor's Degree with at least 10 years experience in supervisory level in accounts and finance in a government organization or an autonomous body. <u>Desirable:-</u> (a) Post Graduate degree/Diploma in Commerce/ Finance / Accountancy (b) Hands on experience of organising Finance & Accounts matters in a computerised environment.
6.	Method of Recruitment	Direct recruitment on tenurial basis for five years failing which by deputation as per GOI norms of deputation

GENERAL INSTRUCTIONS:-

- a) DD of Rs. 100/- (Rupees one hundred only) should be enclosed (drawn in favour of Registrar, NUEPA, New Delhi payable at New Delhi) towards payment of non refundable application fee.
- b) Mere fulfillment of qualifications and experience requirements will not entitle a Candidate to be called for Interview.
- c) No interim correspondence whatsoever will be entertained about recruitment.
- d) Outstation candidates called for interview will be paid 2nd Sleeper Class Railway Fare from the place of duty/residence to Delhi and back by the shortest route.
- e) The application form without application fee and the attested copies of all relevant certificates (both experience and professional) will be summarily rejected.
- f) The candidates fulfilling the above qualifications may submit their application on the prescribed Application Form along with testimonials; prescribed fee; and latest passport size photograph to The Registrar, NUEPA, 17-B, Sri Aurobindo Marg, New Delhi - 110016.
- g) The University reserves the right to withdraw/cancel or amend the above recruitment if circumstances so warrant, without assigning any reason thereof.
- h) Those who had applied earlier to Advertisement published in Times of India dated 6/5/2009 are required to submit fresh application on prescribed format duly completed and alongwith copy of documentary evidence for having paid application fee with their earlier application.
- i) Those who are in employment must submit their application through their employer with due endorsement at appropriate place in application form & with attested copies of their last five years Annual Confidential Report/Appraisal Reports.
- j) The last date for receipt of application at NUEPA is **March 28, 2011 (4:00 PM)**