

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION

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

RECRUITMENT NOTIFICATION

Applications on prescribed format are invited for temporary engagement for the following positions on consolidated salary:

Essential Qualification/Pay/Age

A. Project Consultant for Digital Archives of Education Documents

(Rs. 30,000/- consolidated) (1 Post)

Age: Not exceeding 65 years.

1) Essential Qualifications and Experience

- M.A. and Master's Degree in Library & Information Science.
- Good Knowledge of Computer Application.
- A minimum of 05 years' experience of working in an Academic Institution.

B. Editor (English Language) (Rs. 30,000/- consolidated) (1 Post)

Age: Not exceeding 65 years.

1) Essential Qualifications and Experience

- Post-Graduate Degree in English Literature from a recognized University.

OR

Master's Degree in Education

Fairly good knowledge of Indian Education

Knowledge of Computer Application and should be able to do editing and/or corrections and changes on MS Word files in Tracking-mode.

- A minimum of 05 years' experience in editing literary books, research journals and publications in English.

2) Desirable

- Persons with M.Phil and Ph.D. in English Literature or additional qualification, research experience, published paper would be preferred
- Degree/Diploma in Journalism
- Good Knowledge of Hindi

Note: Higher remuneration of Rs. 40,000/- may be considered in case of outstanding candidates.

C. Scanner Operator for digitization work of documents (Rs. 20,000/- consolidated) (1 Post)

Age: Not exceeding 35 years.

1) Essential Qualifications and Experience

- Graduate
- Knowledge of Computer and working on scanners.

2) Desirable

- Experience of working on scanners preferably on Document Management System (DMS)

General Conditions:

1. Those who found themselves eligible and interested may submit their applications along with their curriculum vitae including details of qualifications and employment background etc.
2. Candidates already in employment under government/semi government organizations/ autonomous bodies should send their applications through proper channel.

Notes:

1. The posts are purely temporary in project mode.
2. Mini
mum requirements of qualifications and/or experience may be relaxed in respect of exceptionally outstanding candidate. The University reserves the right to fill up or not to fill up any or all the posts or to shortlist and select the candidates for any suitable position depending upon the qualification and experience required for the said post.
3. Interested candidates may download the application form from our website www.nuepa.org.
4. The last date of submission of applications shall be **06.12.2012**.

REGISTRAR