

F No. 14-3/2010/Acad.  
**NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION**  
17-B, Sri Aurobindo Marg, New Delhi-110016

**NOTIFICATION OF VACANCY**

**Subject: Engagement of Project Consultant (Academic/Secretarial), Project Consultant (Publications), Project Assistant (Academic/Secretarial), Project Computer Operator/Clerk.**

Online applications are invited for preparation of a panel for temporary engagement in following posts in the current and future sponsored research projects/schemes undertaken at NUEPA.

**1. Project Consultant (Academic/Secretarial)**

**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.

OR

- Retired Govt. employees from Grade Pay of Rs. 6600/- and with Master/Bachelor degree in Social Sciences may also be eligible for consideration.

**Note:**

- Knowledge of Computer applications, MS-Office including Excel, Access and Power Point, etc. and ability to draft/generate well analyzed researched reports will also be desirable.
- Persons with M Phil or additional qualification, research experience, published paper would be preferred.
- Persons with Managerial experience in Secretarial/administrative work may be desired for secretarial field.

**Age Limit:** Preferably not above 62 years.

**2. Project Consultant (Publications)**

**Essential:**

- A Degree from a recognized University.
- A degree or a three-year diploma in printing technology or two-year PG diploma in Book Publishing from a recognised institutions/ university.

**Experience:**

- At least 7 years' experience in printing/ production of books, general publication, journals etc. in a reputed publishing/ printing organization or in a government or autonomous organization. Out of which 2 year's practical experience of pre-press, printing, post-press production (in multi-colour) and publication based on large database such as DISE and out of which one year in a supervisory capacity. (For DISE may be referred to [www.dise.in](http://www.dise.in)).

- Practical knowledge of Corel Draw, PageMaker, Photoshop etc. and proficiency in MS-Word and Excel is essential.

**Age Limit:** Preferably not above 45 years.

### **3. Project Assistant (Academic/Secretarial)**

#### **Qualifications:**

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

**Note:** Retired Govt. employees from the Grade Pay of Rs. 4600/- and above in secretarial work with Master/Bachelor degree may also apply.

**Age Limit:** Preferably not above 30 years  
(60 years for Retired Govt. employees)

### **4. Project Computer Operator/Clerk**

#### **Qualifications:**

- 10+2 Certificate with knowledge of working on computers.
- Persons with graduate degree will be preferred.
- The candidate will have to qualify in skill test on computer for being eligible for interview.

**Age Limit:** Preferably not above 27 years

#### **Terms and conditions:**

1. Only online applications will be accepted.
2. You are required to furnish a No-Objection Certificate if called for.

**5.** The maximum amount of monthly all inclusive and consolidated and fixed monthly fee/salary payable shall be as under:

Project Consultant (Academic/Secretarial)	-	Rs. 30,000/-
Project Consultant (Publications)	-	Rs. 30,000/-
Project Assistant (Academic/Secretarial)	-	Rs. 20,000/-
Project Computer Operator/Clerk	-	Rs. 11,000/-

**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 05.09.2012.**