

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, Project Publication Officer, Project Assistant, Project Computer Operator/Clerk and Project Multi Purpose Attendant

Applications on prescribed format 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

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

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.

Age Limit: Preferably not above 65 years

2. Project Publication Consultant

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

Age Limit: Preferably not above 65 years

3. Project Assistant

Qualifications:

- 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

Age Limit: Preferably not above 30 years

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

5. Project Multi Purpose Attendant

Qualifications:

- Secondary School Certificate.

Age Limit: Preferably not above 27 years

Terms and conditions:

1. Applications will be accepted on the prescribed form duly filled and attached with copies of credentials in support of qualifications and experience. Incomplete applications will be summarily rejected
2. In the event of candidates employed in any organization, the application should be forwarded through proper channel, failing which straight away rejected.
3. In the event of candidate being employed or undergoing any course/study at any Institution/University/ College, they should furnish a No-Objection Certificate by the concerned Institution/employer along with application, failing which application will be rejected.
4. Last date for receipt of application at the University by Registered Post by **18th September 2011**.
5. Applications received late due to postal delay or any other reasons will not be considered.
6. The maximum amount of monthly all inclusive and consolidated and fixed monthly fee/salary payable shall be as under:

(i)	Project Consultant	-	₹ 30,000/-
(ii)	Project Publication Consultant	-	₹ 30,000/-
(iii)	Project Assistant	-	₹ 20,000/-
(iv)	Project Computer Operator/Clerk	-	₹ 11,000/-
(v)	Project Multi Purpose Attendant	-	₹ 8,000/-

Sd/-

(Binod Kumar Singh)
Registrar