



**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](http://www.nuepa.org)**

**On-line application are invited for recruitment to following posts to be filled up by deputation failing which by Direct Recruitment:-**

Name of Post(s)	Number of Posts	Category	Age Limit	Pay Band (₹)	Grade Pay (₹)
Section Officer	1	UR	35 yrs*/ 56 yrs**	9300-34800	4600
Accountant	1	UR	30 yrs*/56 yrs**	9300-34800	4200

\* Age limit for Direct Recruitment.

\*\* Age limit for Deputation.

**Educational & Professional Qualifications:-**

NAME OF POST	EDUCATIONAL & OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITMENT
<b>Section Officer</b>	<b>Essential:</b> a) A Bachelors' degree of a recognized University. b) 5 years' experience of administration/ accounts with knowledge of rules and procedures as applicable to government/ autonomous organizations <b>Desirable qualifications:</b> a) A recognized Degree/Diploma of not less than 2 years duration in Management/ Law/ Finance. b) Supervisory experience of 3 years and above in Establishment matters preferably at an University in a post carrying Grade Pay of ₹ 4600/4200 in the Pay Band of ₹9300-34800.
<b>Accountant</b>	<b>Essential:</b> a) A Bachelor's Degree in Commerce b) 5 years experience in maintenance of accounts, preparation of budget etc. in Government /autonomous/ organizations Public Sector undertakings.

Name of the post	Educational & other qualifications required for recruitment by Deputation
<b>Section Officer</b>	(a) Officers from Central/State Governments, universities, Professional and Research Institutions and bodies: i) holding analogous post on regular basis; ii) with 3 years regular service in the post in the pay scale of ₹ 5,500-9,000; (Revised to Pay Band of ₹ 9300-34800 with Grade Pay of ₹ 4200/-) or iii) With 8 years regular service as Assistant/Stenographer in the pay scale of ₹ 5,000-8,000. (Revised to Pay Band of ₹ 9300-34800 with Grade Pay of ₹ 4200/-) (b) Possessing qualifications as prescribed above for Direct Recruitment

**Accountant**

- (a) Assistants with 5 years' service in the grade or 10 years' combined service in the grade of Assistant/UDCs who have undergone training in cash and accounts work in the Institute ISTM or equivalent and possessing 3 years' experience of cash, accounts and budget work
- (b) Failing (a) above, officers under the Central Govt. holding analogous posts of SAS Accountants or SAS passed clerks from any of the organized accounts department. The period of deputation shall ordinarily not exceed 3 years.

**Application Fee:** - Application form and other details are available on website [www.nuepa.org](http://www.nuepa.org). A non-refundable application fee of ₹ 200/- in the form of **Demand Draft/Pay Order from State Bank of India** in favour of **Registrar, NUEPA New Delhi** has to be furnished alongwith recent passport size photograph pasted on printed version of application. **Fee is exempted for all Women Candidates and for the persons applying on deputation. No TA/DA will be paid for appearing of written test.**

Application complete in all respects must reach **The Registrar, National University of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi -16** on or before **August 30<sup>th</sup> 2012**. **No other enclosures except printed application form pasted with recent passport size photograph and original Demand Draft/ Pay Order are required to be attached.**

**Special Instructions to the Candidates:**

- i) Candidates who are already employed must apply **'Through Proper Channel' and ACR for the last five years are required to be attached.** The serving candidates will be required to produce a **"No Objection Certificate"** at the time of their interview/final selection, if they do not submit application through proper channel.
- ii) This University reserves the right to cancel/withdraw this advertisement and recruitment, if circumstances so warrant, without assigning any reasons.
- iii) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
- iv) **The University reserves the right:**
  - (a) to fix criteria higher than the prescribed ones for screening the applications in order to bring down the number of candidates to a manageable limit for tests/interviews.
  - (b) to relax any of the qualifications/experience on the recommendations of Selection Committee.
  - (c) Not to fill up any of the advertised positions, if deemed proper.
- v) Knowledge of Computer Application is necessary for all posts.
- vi) The number of vacancies is subject to change and the University reserves the right to fill up any additional vacancy from the panel of select candidate during the validity period of one year.
- vii) On-line application is available in the University website.
- viii) Application received after the closing date or incomplete in any respect 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.

**REGISTRAR**