



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

Applications on prescribed form are invited for the following posts latest by 19/01/2010 (by 4:00 PM):-

Post Code	Name of Post(s)	Max Age Limit (Yrs)	Number of Vacancies						Pay Band	Grade Pay	
			SC	ST	OBC	PWD	UR	Total			
01.	Assistant	25	-	-	1	1	1	3	PB 2	9300-34800	4200
02.	L.D.C	25	-	-	1	-	2	3	PB 1	5200-20200	1900
03.	Driver	45	-	-	1	-	1	2	PB 1	5200-20200	1900
04.	Peon	25	-	-	1	1	-	2	1 S	4440-7440	1300
05.	Chowkidar	25	-	-	-	-	2	2	1 S	4440-7440	1300
06.	Mali	25	-	-	1	-	-	1	1 S	4440-7440	1300

Abbreviations:

SC : Scheduled Caste ST : Scheduled Caste PWD : Persons with Disability
OBC : Other Backward Caste UR : Unreserved

Age Relaxation:-

The applicant should not exceed age limit indicated above, as on the last date of receipt of application. However, this age is relaxable as per Govt. of India orders for the candidates of the following categories.

I)	SC/ST	:	5 years
II)	OBC	:	3 years
III)	PWD	:	10 years (15 years for SC/ST candidates and 13 years of OBC)

NAME OF POST	POST CODE	EDUCATIONAL & PROFESSIONAL QUALIFICATION
Assistant	01	Essential: A Bachelor's Degree from a recognized University Desirable: Experience of Establishment/Accounts work and ability to type and proficiency in Computer work. .
L.D.C	02	Essential: a) Matriculation or its equivalent b) Minimum speed of 30 w.p.m. in English Typewriting Desirable: Basic knowledge of Computer.
Driver	03	Essential: i) Professional skill in driving, knowledge of motor mechanics, general smartness and possession of valid permanent licence for

		driving light and heavy vehicles ii) 5 years experience in driving and minor maintenance of such vehicles. Desirable: Higher Secondary Pass
Peon	04	Essential: Middle School Standard Pass Desirable Also Possess elementary literacy and give proof of their ability to read either Hindi or English
Chowkidar	05	Essential: Middle School Standard Pass Desirable: Matric/Higher Secondary or equivalent
Mali	06	Essential: At least 5 years experience in gardening i) Primary Class Pass ii) Sufficient knowledge of various kinds of plants, flowers, seeds and development and maintenance of nursery etc.,

Method of Recruitment

Name of the post	Post code	Method of recruitment
Assistant	01	On the basis of competitive test in a manner as may be prescribed by the University from time to time.
L.D.C	02	Direct recruitment
Driver	03	Direct Recruitment
Peon	04	Direct Recruitment
Chowkidar	05	Direct Recruitment
Mali	06	Direct Recruitment

Application Fee: - for all post

Applications should be on plain paper neatly written or typed with a **Demand Draft of Rs. 200/-** for General & OBC Category and **Rs. 100/- for SC/ST** Category in favour of **The Registrar, NUEPA New Delhi, alongwith** two recent passport size photographs, one pasted on application a self addressed stamped (**Rs.10**) envelope of size 22cm x 10cm. **However applicants belonging to PWD category with minimum of 40 % of disability are exempted from payment of fees.** Candidate must write his/her name and address and Post applied for on back of **Demand Draft. Fees once paid will not be refunded.** No TA/DA will be paid to appear for written test. Relaxation and Reservation for various categories will be available as per Govt. of India Instructions.

Closing Date for Receipt of Applications.

Application complete in all respect must reach **The Registrar, National University of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi-110016** **within one month from the date of publication of the advertisement (i.e., 19/01/2010).** Applications received after the closing date OR NOT accompanied by the prescribed fee (wherever applicable) 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.

Special Instructions to the Candidates

- i) **The Candidate should mention “Application for the Post of _____”, in bold letters on top of the envelope.**
- ii) The candidates are advised to correctly choose the post to which they intend to apply as they may be eligible for more than one post. If a candidate applies for more than one post, he/she will have to fill separate application and submit examination fee for each of the applied post. The candidate should also ensure that the timing fixed for the examinations should not clash while applying for more than one post.
- iii) Maximum age limit in respect of the post specified will be counted as on **31.12.2009**.
- iv) Relaxation and concession in regard to OBCs will be applicable as per GOI rules/orders and amendment thereof.
- v) The candidates are advised only to enclose one self-addressed Envelope with postage stamp (10) and Demand Draft, along with their duly filled in application.
- vi) The candidates are also advised to submit the photo copies of certificates/documents along with application.
- vii) Candidates serving in Government/University/Public Sector Undertakings/Autonomous bodies must apply **‘Through Proper Channel’**. However, they may send an Advance copy of their application alongwith examination fee before the last date of submission of application. The Serving Candidates will be required to produce a **“No Objection Certificate”** at the time of their interview/final selection.
- viii) The Candidates are advised to retain a photocopy of the complete application along with copy of Demand Draft, which may be required for future references.
- ix) Application received after the last date or with incomplete information will be summarily rejected.
- x) Canvassing in any form will debar the candidate from his/her candidature.
- xi) The applicants shall have to appear for the written examination at their own expenses.
- xii) The original degrees/certificates/proof of date of birth and other testimonials towards fulfillment of specified eligibility conditions shall be required to be produced by the candidate, at the time of their interview/final selection.
- xiii) The appointment to any of the posts will be solely subject to fulfillment of all the specified eligibility conditions. The applicants would be provisionally admitted to the examination on the basis of the information furnished by them in their Application. They are, therefore, advised to ensure that they fulfill all the specified eligibility conditions before applying for any of the posts. In case, it is found at a later stage that the information furnished by an applicant is false OR the candidate does not fulfill any of the eligibility conditions, the candidature of such applicants would be summarily cancelled and no correspondence in this regard would be entertained.
- xiv) This University reserves the right to alter/modify any of the terms and conditions regarding Qualifications/Experience etc.