



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

On-line application are invited for following 1 (each) Regular posts

Name of Post(s)	Age Limit	Category	Pay Band (₹)	Grade Pay
Assistant	27 years *	Unreserved	9300-34800	4200
Accountant	Below 30 years*	Unreserved	9300-34800	4200

* As on the closing date of receipt of application.

Educational & Professional Qualifications:-

NAME OF POST	EDUCATIONAL & PROFESSIONAL QUALIFICATION
Assistant	Essential: A Bachelor's Degree from a recognized University. Desirable: Experience of Establishment /Accounts work & ability to type & proficiency in Computer.
Accountant	Essential: 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.

Method of Recruitment:

Name of the post	Method of recruitment
Assistant	Direct Recruitment through Written Test & Interview
Accountant	Deputation/failing which by Direct Recruitment through written test and interview. Officials 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.

The applications may be shortlisted on the basis of higher criteria than the prescribed ones to bring the number of candidates to a manageable limit for holding test/interview and university reserves the right to fix any other criteria for recruitment not prescribed above.

Application Fee: - Application form and other details are available on website www.nuepa.org. A non-refundable application fee of ₹ 200/- in the form of **Demand Draft/Pay Order** in favour of Registrar, NUEPA New Delhi, along with recent passport size photograph pasted on application. **Fee is exempted for all Women Candidates.** 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-110016 on or before January 24, 2012. Applications received after the closing date OR NOT accompanied by the prescribed fee 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. 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**'. 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 alter/modify any of the terms and conditions regarding Qualifications/ Experience etc., or to withdraw this advertisement 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 for screening the applications so as to reduce the number of candidates to be called for interview;
 - (b) to conduct written tests to further shortlist the candidates for such posts where no test is prescribed in the recruitment rules and a large number of applications are received;
 - (c) the panel framed shall be normally operative for one year;
 - (d) relax any of the qualifications/experience at its discretion; and
 - (e) not to fill up any of the advertised positions.
- v) Knowledge of Computer Application is necessary for all posts.
- vi) The number of vacancies is subject to change and the University reserves the full right in the matter.
- vii) Application along with prescribed fee is to be submitted for each post separately
- viii) **Incomplete applications shall liable to be rejected**
- ix) On-line application is available in the University website