

F.No. 14-3/2010 Acad. (Vol.IV)
NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi – 110016

November 06, 2023

Recruitment Notification

Online applications on prescribed format are invited for the following post on temporary basis for NCSL Programme at the Institute. Applicant(s) shall be informed about interview, as and when the same is scheduled. No further correspondence in the matter shall be entertained.

Name of the Post- **Project Administrative Assistant**

Remuneration: ₹30,000/- per month

Age: Maximum age limit shall be 30 years

Essential Qualifications and Experience:

- A Bachelor Degree with minimum 50% marks.
- Proficiency in computers (MS Office package/Internet).

Desirable

- Three years' experience of working in establishment or personnel, finance and accounts work. Ability of typing on computer in Hindi and English.

Note:

1. 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 along with NOC from Head of Organization, if employed or pursuing any course of study.
2. The posts are purely temporary in project mode and those appointed will not have any claim for regular absorption at NIEPA.
3. Minimum requirements of qualifications and experience may be relaxed in respect of exceptionally outstanding candidate. The institute reserves the right to fill up or not to fill up any or all the posts or to shortlist and select the candidates for any suitable position depending upon the qualification and experience required for the said post.
4. Age relaxations as per government norms (3 Years for OBC, 5 Years for SC/ST and 10 Years for PWD Candidates).



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5. NIEPA is an equal opportunity employer. Women candidates and Ex-Servicemen are also encouraged to apply.
6. Last date of submission of applications is **05.12.2023**



Registrar (I/c)

Copy to:-

1. Sr. PS to VC, NIEPA
2. PA to Registrar, NIEPA
3. Head, PMU, NIEPA
4. Administrative Officer, NIEPA
5. Finance Officer, NIEPA
6. System Analyst, NIEPA- with a request to uploading the Notification on the Institute's website.
7. Secretary, NCERT, New Delhi
8. Registrar , IGNOU, Maidan Garhi, New Delhi-110068
9. Registrar, Jamia Millia Islamia, New Delhi -110062
10. Registrar, Jawaharlal Nehru University, New Delhi-110017
11. Registrar, Guru Gobind Singh University, Sector 16C, Dwarka, New Delhi-110078
12. Registrar, Indian Institute of Technology, New Delhi
13. Registrar, University of Delhi, New Delhi-110007