

F.No. 6-3/2021-22-PMU Vol.I
NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi – 110016

ROLLING ADVERTISEMENT FOR THE RECRUITMENT OF PROJECT
ADMINISTRATIVE ASSISTANT

Institute has undertaken number of projects for which following position occur frequently. To meet such requirements, online applications are invited from eligible candidates. Applicant(s) shall be informed about Skill Test, as and when it is scheduled. No further correspondence on the matter shall be entertained.

Name of the Post- Project Administrative Assistant

Remuneration: ₹40,000/- per month (Consolidated)

Age: 30 years (Maximum)

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 post is purely temporary and in project mode. 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 candidates. 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-Non Creamy Layer (as per the Central list of Government of India), 5 Years For SC/ST and 10 Years for PWD Candidates]
5. NIEPA is an equal opportunity employer. Women candidates and Ex-Servicemen are also encouraged to apply.

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