



NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION
17 - B, SRI AUROBINDO MARG, NEW DELHI - 110016

Applications on prescribed format are invited for the following posts as per detailed instructions and Terms & Conditions given below:-

(A) POST-FINANCE OFFICER

1.	Name of the Post	Finance Officer
2.	No. of Posts	1
3.	Scale of Pay	Pay Band ` 15600-39100 + Grade pay ` 6600
4.	Age	Preferably not more than 55 years (as on the closing date for the receipt of application)
5.	Educational and other qualifications	Essential: At least a 2 nd Class Bachelor's Degree with 10 years experience in supervisory level in accounts and finance in a government organization or an autonomous body. Desirable: 1. CA / ICWA / MBA (Finance)/SAS 2. Knowledge of Computer and Tally Package
6.	Method of Recruitment	Direct recruitment on tenure basis for five years

(B) POST- SYSTEMS ANALYST

1.	Name of the Post	Systems Analyst
2.	No. of Posts	1
3.	Scale of Pay	Pay Band ` 15600-39100 + Grade pay `5400
4.	Age	Not more than 30 years
5.	Educational and other qualifications	(a) Masters degree with a first class or 60% marks in Computer Science/Application/Physics/Statistics /Maths/Operations Research with at least 3 years experience. OR (b) B.E./B.Tech. with at least 3 years experience in Computer field.
6.	Method of Recruitment	Direct recruitment by advertisement, failing which transfer on deputation/transfer.

General Condition applicable to all posts:

1. Pay Band with Grade Pay
Finance Officer – 15600-39100 with AGP of ` 6,600/-
Systems Analyst – 15600-39100 with GP of ` 5,400/-
2. Eligible and interested candidates may submit their applications in the prescribed proforma alongwith enclosures.
3. Mere fulfillment of qualifications and experience requirements will not entitle a candidate to be called for interview.
4. Candidates currently employed in government/semi government organizations/autonomous bodies will have to submit No Objection Certificate (NOC) at the time of interview.

5. Those who are in employment must submit their application through their employer with due endorsement at appropriate place in application form & with attested copies of their last five years Annual Confidential Report/Appraisal Reports.
6. No interim correspondence whatsoever will be entertained about recruitment.
7. Outstation candidates called for interview shall be paid 2nd Sleeper Class Railway Fare from the place of duty/residence to Delhi and back by the shortest route.
8. Kindly use separate Application Form for each post.
9. The application form without application fee and the attested copies of all relevant certificates (both experience and professional) will be summarily rejected.
10. The candidates fulfilling the above qualifications may submit their application on the prescribed Application Form along with testimonials; prescribed fee; and latest passport size photograph to **The Registrar, NUEPA, 17-B, Sri Aurobindo Marg, New Delhi- 110016.**
11. Minimum requirements of qualifications and/of experience may be relaxed in respect of exceptionally outstanding candidate. The University reserves the right to fill up or not to fill up post or to shortlist and select the candidates depending upon the qualification and experience required for the said post.
12. DD of `300/- (Rupees Three Hundred only) should be enclosed (drawn in favour of Registrar, NUEPA, New Delhi payable at New Delhi) towards payment of non-refundable application fee.
13. The services rendered on joining NUEPA after 1.1.2004 by those who are already covered under pension scheme in central universities/colleges and other institutions deemed to be universities under purview of UGC shall be permitted to continue to be governed under CCS (Pension) Rules, 1972 on joining of NUEPA.
14. The services rendered on joining NUEPA after 1.1.2004 by other than that stated at (8) above will be governed under new contributory pension scheme and no conversion shall be allowed.
15. For receipt of application last date is **23rd September, 2016.**