



National Institute of Educational Planning and Administration
(Deemed to be University)
17-B, Sri Aurobindo Marg, New Delhi-110016

**RECRUITMENT TO THE POST OF FINANCE OFFICER AND HINDI EDITOR – INVITING
ONLINE APPLICATION**

The National Institute of Educational Planning and Administration (NIEPA), (Deemed to be University) established by the Ministry of Human Resource Development, Government of India, is a premier institution dealing with capacity building and research in planning and management of education not only in India but also in South Asia.

In recognition of the pioneering work done by the organization in the field of educational planning and administration, the Government of India have empowered it to award its own degrees by way of conferring it the status of Deemed to be University in August, 2006. NIEPA is fully maintained by the Government of India.

The National Institute has its origin dating back to 1962 when the UNESCO established the Asian Regional Centre for Educational Planners and Administrators which later became the Asian Institute of Educational Planning and Administration in 1965. After 4 years of its existence, it was taken over by the Government of India and renamed as the National Staff College for Educational Planners and Administrators. Subsequently, with the increased roles and functions of the National Staff College, particularly in capacity building, research and professional support services to governments, it was again renamed as the National Institute of Educational Planning and Administration (NIEPA) in 1979.

Finance Officer

1.	No. of Post	01
2.	Classification	Group 'A'
3.	Scale of Pay	Level 11 (Rs. 67,700-2,08,700/-)
4.	Whether Selection post or Non-selection post	Selection
5.	Age for Direct Recruits	Not exceeding 55 Years
6.	Educational and other qualifications required for direct recruits	a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, or c) Comparable experience in research establishment and/ or other institutions of higher education, or d) 5 years of administrative experience as Assistant Registrar or in equivalent post OR 05 years of administrative/finance experience in Level 10 or 08 years of administrative experience in Level 8 or 9.

7.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	NA
8.	Period of probation, if any	NA
9.	Method of Recruitment (Whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods.	Direct Recruitment Tenure of five years or till attains the age of 60 years, whichever is earlier.
10.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	Deputation/Transfer Appointment shall be made on deputation by drawing officers belonging to the Audit and Accounts service or other similar organized services such as Railway Accounts, Defence Accounts etc. not below the rank of Senior Accounts Officer or equivalent in the grade of Level 10 and possessing at least a Master Degree. Failing which officers holding analogous posts on regular basis or with 5 years regular service in the Level 10 or with 8 years regular service in the Level 8 or 9 in the relevant field of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and possessing at least a graduation degree. AGE LIMIT: 55 Years (For deputation) (Period of deputation shall not ordinarily exceed five years)

Hindi Editor

1.	No. of Post	01
2.	Classification	Group A
3.	Scale of Pay	Level 10 (Rs. 56,100-1,77,500/-)
4.	Whether Selection post or Non-selection post	Selection
5.	Age for Direct Recruits	Not more than 35 years
6.	Educational and other qualifications required for direct recruits	Essential a) Masters' Degree in Hindi with 55% marks b) Should have studied English up to Degree level c) At least five years' experience in writing, editing, compiling, proof reading, translation and publication of journals, books, monographs, etc., in a government organization or private organization of repute.

		<p>Desirable</p> <p>a) Doctoral degree in Hindi</p> <p>b) Knowledge of printing and production</p> <p>c) Degree/Diploma in Journalism/Book-publishing</p> <p>d) At least one modern Indian language other than Hindi</p> <p>e) Knowledge of the provisions of Official Languages Act. 1963 and Rules for increasing the use of Hindi</p>
7.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	Yes
8.	Period of probation, if any	2 years
9.	Method of Recruitment (Whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods.	Direct recruitment by advertisement failing which by transfer on deputation/deputation
10.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<p>Deputation/Transfer</p> <p>a) Officers from Central/State Governments, universities, Professional and Research Institutions and bodies:</p> <p>(i) holding analogous post on regular basis; or</p> <p>(ii) with 5 years regular service as Senior Hindi Translator or in the post in the pay scale of Rs. 5,500-9,000 (pre-revised); and</p> <p>b) Possessing qualifications prescribed for direct recruits in Column 7.</p>

General Conditions:

1. **Eligible candidates may apply as per the valid format of the Institute uploaded on the website. Application received through any other mode (offline mode/resume) shall be summarily rejected.**
2. The duly signed downloaded copy of the completed application submitted through ONLINE portal must reach **“Registrar, National Institute of Educational Planning and Administration, New Delhi - 110016” within three weeks from the closing date of publication of advertisement** by courier/speed post or by hand only along with necessary enclosures including **application fee of Rs. 1,000/- (Rs. 500/- for SC, ST, PWD)** (through Demand Draft in original). The envelope containing the application should be superscribed **“Application for the post of Finance Officer/Hindi Editor”**.
3. Kindly use separate Application Form for each post.
4. Candidates currently employed in government/semi government organizations/autonomous bodies will have to submit their application through proper channel.

5. Candidates from outside Delhi called for interview shall be paid 2 AC train fare by shortest route from the address mentioned in the application.
6. Minimum requirements of qualifications and/of experience may be relaxed in respect of exceptionally outstanding candidate. The Institute reserves the right to fill up or not to fill up the post.
7. Relaxation in educational qualifications, experience, age, etc. to the reserved category candidates will be permissible as per Government of India rules.
8. The post of Finance Officer is on tenure/deputation basis, hence, services will not be transferred to NIEPA. However, the contribution towards GPF/CPF, GIS, NPS, etc. will be remitted to the selected candidate's organization.

For the post of Hindi Editor

- a. The services rendered on joining NIEPA after 01.01.2004 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 NIEPA.
 - b. The services rendered on joining NIEPA after 01.01.2004 by other than that stated at 8 (a) above will be governed under new contributory pension scheme and no conversion shall be allowed.
9. Those who applied earlier, need not apply again. However, they may update their bio-data and send hard copy of the same.
 10. The Institute reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error etc. before the last date prescribed for the receipt of online applications, for which the candidates are advised to be in the lookout for announcements in the website: www.niepa.ac.in.
 11. The online portal will remain open till **19.02.2021**.

Website: www.niepa.ac.in

REGISTRAR