

**National Institute of Educational Planning and Administration**

*(Deemed to be University)*

17-B, Sri Aurobindo Marg, New Delhi - 110016

**POST- GRADUATE DIPLOMA IN EDUCATIONAL PLANNING AND ADMINISTRATION  
(PGDEPA) 2022 -23**

**APPLICATION FORM**

(Kindly read the programme **Announcement** on the website of NIEPA at [www.niepa.ac.in](http://www.niepa.ac.in))

Latest  
Photograph  
Self- A ttested

**I. PERSONAL INFORMATION (Capital Letters)**

- a) Name of the candidate Dr./Mr./Ms./Mrs. \_\_\_\_\_
- b) Date of Birth \_\_\_\_\_  
(Note: Applicants should be preferably less than 50 years of age)
- c) Date of promotion/appointment to the present post  
\_\_\_\_\_
- d) Present scale of pay \_\_\_\_\_
- e) Gender: Male                      Female                      Third Gender
- f) Belongs to: General    Scheduled Caste    Scheduled Tribe                      OBC  
(Please put a tick against the relevant category)
- g) Designation: \_\_\_\_\_
- h) Complete official address:  
\_\_\_\_\_

-----Pin code: \_\_\_\_\_

i) Phone (Office with STD Code):\_\_\_\_Fax: \_\_\_\_\_

\_\_\_\_\_

Official Email: \_\_\_\_\_

Mobile No. \_\_\_\_\_

j) Present residential address: \_\_\_\_\_

\_\_\_\_\_ Pin code: \_\_\_\_\_

k) Phone (Residence with STD Code): \_\_\_\_\_

Personal Email ID \_\_\_\_\_

## II. ACADEMIC/PROFESSIONAL QUALIFICATIONS (FROM FIRST DEGREE ONWARDS)

Examination Passed	Examining Authority	Year	Class / Division	Area of Specialization

## III. Computer Knowledge

Participants will join the programme through the web-links generated by NIEPA. Online training will be imparted through the Learning Management System (LMS) used by the institute for assignments and group activities.

During live sessions, participants are expected to have laptops/smart phones with good internet connectivity and the ability to log into Google Meet. Participants should have a Gmail account.

Digital attendance will be taken for each session, based on which the participation certificates will be issued.

## IV. EXPERIENCE/SERVICE RECORD

Name of the Employer	Post Held	Period	
		From	To


**V. TRAINING**

Have you attended / conducted any training programme in educational planning and administration? Please give details.

---

---

**VI. RESEARCH**

Please attach a list of the research projects / studies undertaken / completed by you (if any).

---

---

**VII. PUBLICATIONS**

Please mention important publications/articles/papers written by you (if any).

---

---

**VIII. PLEASE ATTACH A PARAGRAPH EACH ON:**

1. What do you expect to learn from this diploma programme?
2. How does it relate to your previous training, experience and current responsibilities?
3. How do you expect it to be of value to your career and future responsibilities

**IX. ANY OTHER RELEVANT INFORMATION YOU MAY LIKE TO GIVE**

---

---

**X. MEDICAL FITNESS**

Attach herewith a medical fitness certificate from a qualified medical practitioner

## DECLARATION

I have read the Programme Announcement accompanying this application form and agree to abide by its terms and conditions.

I have read and agree to abide by the TA rules governing this Post- Graduate Diploma programme.

Signature and Designation  
of the Candidate

## RECOMMENDATION OF THE COMPETENT AUTHORITY

Signature and Designation  
of the Nominating Authority

Date:

*N.B.: The Scanned copy of form duly recommended by the competent authority should reach latest by 1 July, 2021 at the following Email.*

**Prof. B. K. Panda**  
*Programme Director & Head, DTPDE*

*Or*

**Dr. Mona Sedwal**  
*Programme Coordinator*



Department of Training and Professional Development Education  
**National Institute of Educational Planning and Administration**  
(Deemed to be University)

17-B, Sri Aurobindo Marg, New Delhi - 110016

Email: [bkpanda@niepa.ac.in](mailto:bkpanda@niepa.ac.in), [monasedwal@niepa.ac.in](mailto:monasedwal@niepa.ac.in) and  
[pgdepa@niepa.ac.in](mailto:pgdepa@niepa.ac.in)

## **ELIGIBILITY CRITERIA**

### ***Essential***

- Officers serving only in state and central Government Education Departments as District Education Officers/Inspector of Schools/Basic Education Officers/Block Education Officers/Assistant Inspectors of Schools/Education Officers/SCERT Lecturers/SIEMAT Lecturers/DIET Lecturers are eligible for this programme. And all the officials serving in the capacity of educational administrators at the state and district levels are eligible for participating in the programme.
- The other school personnel such as the primary/middle/secondary school teachers, Special Education teachers, Music Teachers/ PT Teachers etc and Heads of Primary/Middle/Secondary schools serving in the government and private schools are not eligible and will not be considered for the programme.
- A graduation degree from any Indian or Foreign University;
- Age below 50 years;
- Nominated by the state government or appropriate authority;
- Holding regular position or on deputation not on contractual/temporary basis.

### ***Desirable***

- It is desirable that participants should have at least two years of working experience in areas related to educational planning and administration.
- Good knowledge of computers with computer facility for using online material. Knowledge of virtual meeting apps like Google Meet, Microsoft Teams etc.