

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

Last date of submission of filled-in application through ONLINE portal: **17.12.2023.**

Last date of submission of duly signed hard copy of the online application along supporting documents: **02.01.2024.**

Applications through **ONLINE** mode only (available in ONLINE Recruitment Portal <http://www.niepa.ac.in>) are invited from eligible candidates for the post of Administrative Officer (Unreserved) as per the details below:

Post, No. of Post, Reservation, Classification of Post	Minimum qualification and experience*	Pay	Age Limit (in years)
Administrative Officer (01) (Unreserved) Group – A	1. A Master Degree with at least 55% of the marks or its equivalent grade of 'B'. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 2. 5 years of administrative experience in level 10 or its equivalent. OR 8 years of administrative experience in level 8 or its equivalent.	Level 11 with Rationalised Entry Pay of ` 67,700/- as per 7th CPC Pay Matrix (Pre-revised PB-3: ` 15600-39100/- plus GP of ` 6,600/-)	The candidates should not be not more than 45 years on the last date of closing of applications.

(Full Length Advertisement for publication through NIEPA Website only)

It is to be noted that possession of mere eligibility conditions shall not entitle a person for consideration of the Selection Committee. The decision of the Screening Committee, appointed for the purpose of short-listing the candidates from amongst the total number of applications received, shall be binding on all. Application received incomplete or after the last date of submission or without the application fee shall not be considered. Decision of the Screening Committee shall be final in this regard.

TERMS AND CONDITIONS FOR RECRUITMENT TO THE POST OF ADMINISTRATIVE OFFICER:

- Eligible candidates may apply only as per the valid format of the Institute uploaded on the website. Applications received through any other mode (offline mode/resume) shall be summarily rejected.**
- 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 Online).

3. Candidates have to submit fee through online mode. A proof of submission of fee is to be enclosed in the hard copy of the application. The envelope containing the application should be superscribed "**Application for the post of Administrative Officer**".
4. Candidates currently employed in government/semi government organizations/autonomous bodies/Universities/Higher Education Institutes shall submit through proper channel or will have to submit No Objection Certificate (NOC) at the time of interview.
5. Candidates from outside Delhi-NCR called for interview shall be reimbursed 2nd AC train fare by shortest route from the address mentioned in the application.
6. Minimum requirements of qualifications and/or experience may be relaxed in respect of exceptionally outstanding candidates. The Institute reserves the right to increase or decrease the number of positions, to fill up or not to fill up any or all the posts or to shortlist and select the candidates in any suitable position depending upon the qualification and experience required for the said post.
7. The candidate selected will be under probation for a period of two-year before being considered for confirmation.
8. Relaxation in educational qualifications, experience, age, etc. to the reserved category candidates shall be applicable as per Government of India rules.
9. 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, as accepted thereafter.
10. The services rendered on joining NIEPA after 01.01.2004 by other than that stated at Sr. No. 9 above will be governed under New Contributory Pension Scheme (NPS) and no conversion shall be allowed. The Payment of Gratuity Act, 1972 in Educational Institutions, as notified by the Government of India or endorsed by the Nodal Ministry/Ministry of Education, or as modified time-to-time will be applicable.
11. 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/job link: www.niepa.ac.in ([http://www.niepa.ac.in/recruitment % 20per.aspx](http://www.niepa.ac.in/recruitment%20per.aspx)) Therefore, candidates are required to visit the Institute's website regularly till completion of recruitment process.
12. No candidate shall bring influence or pressure regarding his/her candidature or selection. Canvassing in any form will lead to disqualification.
13. In case of any difficulty in filling the online form, please send an email to: recruitment@niepa.ac.in alongwith the screenshot of the error displayed, if any.
14. The online portal will remain open till **17.12.2023**.

Registrar (I/C)

NIEPA, New Delhi