



राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविन्द मार्ग, नई दिल्ली- 110016

National Institute of Educational Planning and Administration

(Deemed-to-be-University)

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

Advt. 04/2023/NIEPA

**EMPLOYMENT NOTICE FOR RECRUITMENT OF
DATA ENTRY OPERATOR 'B'**

S. No.	Name of the Post/Pay Level/Group	No. of posts	Category	Essential Qualification	Upper Age Limit
1.	DATA ENTRY OPERATOR 'B' Group- 'C' Level-5 (29,200- 92,300)	Two (02)	OBC-01 EWS-01	Bachelor's degree with training in word processing, data entry and Desktop publishing work with at least 5 years experience in relevant field for direct recruits.	Not more than 30 years

(IMPORTANT)

ONLINE RECRUITMENT APPLICATIONS (ORA) ARE INVITED FOR DIRECT RECRUITMENT APPLY THROUGH WEBSITE <http://www.niepa.ac.in> TO THE ABOVE POST.

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH WEBSITE IS 23:59 HRS ON 22.05.2023.

THE LAST DATE FOR TAKING PRINT OF APPLICATION AFTER SUBMITTING ONLINE APPLICATION IS UPTO 23:59 HRS ON 25.05.2023.

DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE RECRUITMENT APPLICATION (ORA). THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE RECRUITMENT APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION THROUGH COMPUTER BASED SHORTLISTING PROCESS APART FROM DEPARMENTAL SCRUTINY BY NIEPA

2. Method of Recruitment :

The post will be filled by Direct Recruitment. There will be **Written test followed by a Skill test.**

- 3. Age Limit:** Age limit for direct recruitment is **30 years**. Candidates belonging to SC and ST category will get relaxation upto 5 years and OBC will get relaxation upto 3 years. Ex-Serviceman and other categories will be entitled for age relaxation (belonging to SC/ST/OBC category) as per DoP&T orders and Govt. of India guidelines.



4. Scheme of Examination

The examination will be conducted in two phases: Written Test and Skill Test.

A written test will be conducted for the candidates submitting valid applications as verified by the Screening Process. The written test will comprise of objective type questions in four parts as given below under the scheme of examination. The question paper will be bilingual except for English Language and comprehension. The duration of written test will be 2 hours (120 minutes).

Phase-I : Written Test

Parts	Subjects for Written Test (Objective Multiple Choice Test)	No. of questions	Marks
Part-I	GENERAL ENGLISH	25	25
Part-II	OFFICE PROCEDURES	25	25
Part-III	SIMPLE ARITHMETIC	25	25
Part-IV	GENERAL AWARENESS	25	25
	Total	100	100

Phase-II : Skill Test

Total marks - 100

A Skill Test will be conducted on computer for a duration of 120 Minutes. It will test the candidate's basic computer skills and competency.

Selection Criteria:

1. The minimum qualifying marks for both written and skill test will be 50 %.
2. Only those candidates who qualify in the written test will be called for the skill test.
3. A merit list will be prepared with the sum total of marks obtained by the candidate in Written Test and Skill Test.
4. The merit list/ final results and list of candidates to be called for written test and skill test will be notified on the Institute's website.

5. Schedule of Examination

The date and time of the examination will be intimated along with the Admit Card. Detailed examination schedule will also be notified on Institute's website www.niepa.ac.in in due course. No candidate will be admitted for the Written Examination/Skill Test without proper Admit Card. Candidates will also be required to bring one valid ID Proof (in original) such as Voter ID Card/ AADHAR Card/Driving License/Passport/PAN Card and two passport size photographs along with the Admit Card. **Without identity proof, the candidates will not be allowed to appear for the examination under any circumstance.**



6. General Terms & Conditions

- a. Only Indian Nationals are eligible to apply.
- b. Candidates applying for the reserved posts i.e. SC/ST/OBC must ensure that they are entitled for such reservation as per the eligibility prescribed. They should also be in possession of the necessary caste certificates in support of their claim at the time of filling up of application form.
- c. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the NIEPA to change his/her category, such request shall not be entertained by the NIEPA
- d. The OBC candidate must produce a Certificate in the prescribed proforma, as issued for employment in Central Government Offices and they should not be from creamy layer.
- e. All educational, professional and technical qualification should be from a recognized Board/University.
- f. Persons working in Govt./PSUs/Autonomous Bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of Written Test/Skill Test barring which their candidature will not be considered and will be treated as cancelled.
- g. The candidates are required to satisfy themselves before applying that they possess the essential qualifications laid down for the post.
- h. No modifications are allowed after candidate submits the online application form including category (SC/ST/OBC). If any discrepancies are found between the date filled by the candidate online and the original testimonials, his/her candidature is liable to be rejected. Hence, no request for change in any particulars of any candidate shall be entertained by the Institute at a later stage.
- i. The prescribed essential qualifications are the minimum and the possession of the same does not entitle candidates to be called for Written/Skill Test.
- j. In case, a large number of applications are received, screening will be done to limit the number of candidates to those possessing higher/relevant qualification and experience.
- k. Closing date of Online Application will be the CRUCIAL DATE for determining the eligibility with regard to age, essential qualification etc.
- l. Only shortlisted candidates will be called for Written Test/Skill Test.
- m. All results/Notifications will be published on our website www.niepa.ac.in (link: <http://www.niepa.ac.in/recruitment%20per.aspx>), therefore, the candidates are required to visit the Institute's website regularly till completion of recruitment process.
- n. Incomplete online applications, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application, except online, shall be accepted under any circumstances.
- o. Candidates are advised not to attempt for registration more than once. In case of multiple Registrations, his/her most recent (current) registration/application will be considered as final.
- p. Canvassing in any form will be a disqualification. No candidate shall bring influence or pressure regarding this candidature or selection.



- q. With regard to any provisions not covered in this Notification, the Government of India rules/regulations shall prevail.
- r. Any modifications/amendments/corrigendum in respect of the above Notification shall be made available only on Institute's website. No further press advertisement will be published. Hence, prospective applicants are advised to visit Institute's website regularly for this purpose.
- s. All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the Institute's website. Important information regarding recruitment will be available in Institute's website and as such, candidates are advised to visit the same frequently. The Institute will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidate or due to any other reason. Candidate's e-mail ID and mobile number should remain valid till the recruitment process is over.
- t. The persons selected will be appointed on probation as per rule.

7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the NIEPA to be guilty of:

- a) obtaining support of his/her candidature by any means, or
- b) impersonating, or
- c) procuring impersonation by any person, or
- d) submitting fabricated documents or documents which have been tampered with, or
- e) making statements which are incorrect or false or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- g) using unfair means during the test, or
- h) writing irrelevant matter including obscene language or pornographic matter, in the script(s), or i) misbehaving in any other manner in the examination hall, or
- j) harassing or doing bodily harm to the staff employed by the Institute for the conduct of their test, or
- k) bringing mobile phone/communication device in the Examination Hall/Interview room.
- l) attempting to commit or, as the case may be, abetting the Institute of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - i) to be disqualified by the Institute from selection for which he/she is a candidate, and/or
 - ii) to be debarred either permanently or for a specified period, by the Institute from any examination or selection held by them, by the Central Government from any employment under them, and
 - iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.



8. How to Apply:

Documents to be kept handy before filling up the online application. All the documents should be in pdf format.

- A soft copy of your passport size photo and signature (jpeg/jpg format only)
- Date of Birth certificate
- Matriculation certificate (equivalent to 10th Standard) and Mark Sheet
- Intermediate certificate (equivalent to 12th Standard) and Mark Sheet
- Any degree certificate (Graduation/Post Graduation) and Mark Sheet
- Experience Certificate, if any
- Forwarding Letter/NOC from the current employer, in case of candidates working in Govt./PSUs/Autonomous Bodies.
- Caste Certificate in the format prescribed by the Government of India.

9. Procedure for filling up online application:

- The eligible and interested candidates may apply online at the Institute's website www.niepa.ac.in ⇨ **Jobs** ⇨ **Regular/Permanent Vacancies**. Applications through any other mode will not be accepted.

The following will be the step wise procedure:-

- Step-1 : Register on the web portal with your login/password and mobile number
- Step-2 : To fill up the details of the applicant in the application form
- Step-3 : To fill up the details related to educational qualification/ experience
- Step-4 : Uploading the documents related to educational qualification/experience/Forwarding Letter/No Objection Certificate (NOC)
- Step- 5 : Uploading of photograph and signature
- Step- 6 : Uploading of caste certificate
- Step- 7 : Check the entries, confirm declaration and finally submit the application.

Note:

- (i) Candidates are required to keep a printout of the online application form for their future reference.
- (ii) Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
- (iii) In case of any difficulty in filling up the online form, please send an e-mail to recruitment@niepa.ac.in alongwith the screenshot of the error displayed (if any)

Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply

SYLLABUS FOR EXAMINATION (DIRECT RECRUITMENT)

POST : DATA ENTRY OPERATOR 'B'

LEVEL : LEVEL-5 (GROUP-C)

STEP 1 : WRITTEN TEST (100 MARKS) : 2 Hours

A. LANGUAGE COMPREHENSION – 25 Marks

1. Questions out of comprehension passage (short passage)
2. Fill in the blanks, para-jumbles, spotting the error, spellings, phrase idiom
3. Grammar, tense, active and passive voice, direct - indirect speech, punctuation
4. Questions out of letter or an email communication on a given context / topic
5. Meaning, synonyms and antonyms, sentence correction

B. OFFICE PROCEDURES – 25 Marks

1. Basic knowledge of the Institute (NIEPA), Deemed University and University system, UGC, Memorandum of Association or Acts & Statutes, Service Rules.
2. Basic knowledge about admission procedures and academic programmes, provisions under the NEP-2020.
3. Basic knowledge of CCS Rules relating to Establishment, Service Rules, Leave Rules, LTC, TA, Constitutional provisions.
4. Filing system and record keeping, maintenance and archiving of files.

C. SIMPLE ARITHMETIC – 25 Marks

1. Simplification of fractions, summations, subtraction, multiplication, division
2. Simple interest and compound interest
3. Profit / Loss account and percentages, work- time- distance, tables and graphs
4. Basic arithmetic, reasoning, ratio and proportions, number series, data interpretation with questions on tabulation, pie-chart, line-chart, bar-graph, line-graph.

D. GENERAL AWARENESS – 25 Marks

1. India and the states, democracy and governance system, public administration, science, society and technology, earth and environment, educational institutions in India.
2. Current events and such matters of everyday observation or importance
3. India and its neighbouring countries, matters pertaining to history, art, culture, geography, economic growth, games & sports, general policy and scientific research

STEP II : COMPUTER SKILL TEST (100 MARKS) : 2 Hours

1. Strong understanding of MS Excel
2. Knowledge of Word processors, like Microsoft Word
3. Data entry of numerical fields (ten-key data entry test)
4. Data entry of approx 8000 key depressions (time allowed - 15 minutes)
5. Data analysis, transcribing, entering accounting records.
6. Sending e-mail and reply, knowledge of power point, info-graph, internet, website