



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

SPECIAL RECRUITMENT DRIVE FOR BACKLOG VACANCIES
Advt. No. 01/2022/Backlog/NIEPA

F. No. 51-1/2022/Pers./NIEPA

Date : October 15, 2022

1. Online Applications are invited from Indian Nationals for the following post on **Direct Recruitment basis**. Last date for receipt of application is within 30 days of publication of the advertisement in the Employment News:-

S. No.	Name of the Post/Pay Level/Group	No. of posts	Category	Essential Qualification	Upper Age Limit (As on last date for submission of application)
1.	Lower Division Clerk (LDC) Level-2 (Rs. 19,900 – 63,200/-) Group- 'C'	Two (02)	SC - 01 OBC - 01	(a) 12 th Class or its equivalent from recognized Board of University (b) Skill test norms only on Computer English Typing @35W.P.M. Hindi Typing@30 W.P.M. (Time allowed -10 mts.) (35 wpm & 30 wpm corresponding to 10500 KDPH/9000KDPH on an average of 5 key depression for each word.)	For SC Not exceeding 32 years For OBC Not exceeding 30 years

2. **Method of Recruitment :**

The method of Recruitment will be **Written Test followed by Skill Test.**

3. **Age Limit:** Age limit for direct recruitment is **18-27 years**. Candidates belonging to SC 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/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 shortlisted candidates. The written test will comprise of objective type questions in four parts as given below in the scheme of examination. The question paper will be bilingual except for English Language and comprehension. The duration of written test will be 120 minutes.

Phase-I : Written Test

Parts	Subjects for Written Test (Objective Multiple Choice Test)	No. of questions	Marks
Part-I	General Intelligence & Reasoning	25	25
Part-II	General Awareness	25	25
Part-III	English Language and Comprehension	25	25
Part-IV	Quantitative Aptitude	25	25
	Total	100	100

Phase-II – Skill Test

Total marks - 100

A Skill Test will be conducted on computer for a duration of 10 Minutes.

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.

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

1. Only Indian Nationals are eligible to apply.
2. Candidates applying for the reserved posts i.e. SC/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.
3. 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.
4. All educational, professional and technical qualification should be from a recognized Board/University.

5. 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.
6. The candidates are required to satisfy themselves before applying that they possess the essential qualifications laid down for the post.
7. No modifications are allowed after candidate submits the online application form including category (SC/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.
8. The prescribed essential qualifications are the minimum and the possession of the same does not entitle candidates to be called for Written/Skill Test.
9. 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.
10. Closing date of Online Application will be the CRUCIAL DATE for determining the eligibility with regard to age, essential qualification etc.
11. 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.
12. Only shortlisted candidates will be called for Written Test/Skill Test.
13. 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.
14. 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.
15. 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.
16. Canvassing in any form will be a disqualification.
17. With regard to any provisions not covered in this Notification, the Government of India rules/regulations shall prevail.
18. 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.
19. 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.

7. 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)/Mark Sheet
- Intermediate certificate (equivalent to 10th Standard)/Mark Sheet
- Any degree certificate (Graduation/Post Graduation)/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.

8. 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) In complete 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 recruitment1@niepa.ac.in along with 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”