

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

(Deemed to be University under section 3 of the UGC Act, 1956)

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

website:- www.niepa.ac.in

RECRUITMENT NOTIFICATION ON CONTRACTUAL BASIS

July 18, 2026

National Institute of Educational Planning and Administration (NIEPA) is an Autonomous Body and deemed to be University under the Ministry of Education, fully financed by Government of India, invites applications for contractual engagement from qualified and experienced professionals for various departments.

The Institute has been engaging Staff in different fields on a temporary/Contractual basis depending upon specific requirements of the work of the Institute. To meet such requirements, applications are invited from willing and eligible candidates for engagement as Contractual (**Public Relation Officer/ Internal Auditor/ Law Officer/ Estate Officer**) on a purely temporary/Contractual basis, which may be cancelled any time by the Institute without assigning any reason.

Eligible and interested candidates send their applications on e-mail ID **establishment@niepa.ac.in** in prescribed proforma and attach self attested copies in support of their qualification and experience within 21 days from the date of publication of this advertisement OR the applicants may be sent their applications along with necessary documents to **The Registrar, NIEPA, 17-B, Aurobindo Marg, New Delhi-110016** through registered/speed post.

Sd/-
Registrar

1. Public Relation Officer

1.	Name of Post	Contractual (Public Relation Officer)
2.	No. of Posts	01
3.	Term Of Engagement	The period of engagement shall be 11 months from the date of engagement, which may be extended/ curtailed as per requirement of the Institute and the performance of the individual.
4.	Eligibility Criteria	An Individual possessing a minimum of ten years of professional experience in a reputed private sector organization or media conglomerates, with demonstrated exposure to news editing, public relations etc. Essential educational qualifications: A candidate must possess five years integrated program in Journalism / Mass Communication / Public Relation from recognized University OR 1. Graduate degree in any discipline from a recognized University and 2. Diploma in Journalism / Mass Communication/Public Relation from a recognized University/Board OR Post Graduate Degree in Journalism/Mass Communication/Public Relation from a recognized University.
5	Age Eligibility	Candidates should not be more than 65 years on the last date of advertisement.
6.	Professional Fee	The professional fee shall be in the range of Rs. 80,000/- to Rs. 1,00,000/- per month, depending on experience.
7.	Leave	2.5 paid leave for every completed month.

2. Internal Auditor

1.	Name of Post	Contractual (Internal Auditor)
2.	No. of Posts	01
3.	Term Of Engagement	The period of engagement shall be 11 months from the date of engagement, which may be extended/ curtailed as per requirement of the Institute and the performance of the individual.
4.	Eligibility Criteria	A retired employee from the Central / State Government / Union Territory Administration / Autonomous Bodies / Statutory Bodies / Public Sector Undertakings (PSUs) / Research Organizations, who has served in the capacity of Section Officer (Pay Level-7 of the 7th CPC) or above with previous background in the field of Accounts & Finance along with a comprehensive understanding of Government rules and regulations. Applicant must possess proficiency in MS Office and related computer applications. OR An Individual possessing a minimum of ten years of professional experience in a reputed private sector organization, with demonstrated exposure of Accounts & Finance along with a comprehensive understanding of Government rules and regulations. Applicant must possess proficiency in MS Office and related computer applications. Essential educational qualification A candidate must possess a Bachelor in Commerce / Economics / Business Administration or equivalent. Desirable Qualifications: Chartered Accountant / Cost Accountant / Company Secretary / Masters in Commerce / Masters in Business Studies / Masters in Business Administration (Finance) / Masters in Business Economics. Specialized knowledge in Financial Accounting, economics and sector specific knowledge.
5.	Age Eligibility	Candidates should not be more than 65 years on the last date of advertisement.
6.	Professional Fee	The professional fee shall be in the range of Rs. 80,000/- to Rs. 1,00,000/- per month, depending on experience. For Retired employee: - Basic Pay at the time of retirement minus Basic Pension + Transport Allowance. Example: An employee retired in the Pay Level-13 and the pay at the time of retirement was Rs. 1,55,900/-. Thus, the basic pension will be Rs. 77,950/-. If the employee is appointed on contract basis, including as contractual, the remuneration shall be fixed at Rs. 77,950 (1,55,900-77950).
7.	Leave	2.5 paid leave for every completed month.

The other terms and conditions of Contractual (Internal Auditor) will be as per the OM F. No. 3-25/2020-E.III.A, Government of India, Ministry of Finance, Department of Expenditure dated 09.12.2020.

3. Law Officer

1.	Name of Post	Contractual (Law Officer)
2.	No. of Posts	01
3.	Term Of Engagement	The period of engagement shall be 11 months from the date of engagement, which may be extended/ curtailed as per requirement of the Institute and the performance of the individual.
4.	Eligibility Criteria	A retired employee from the Central / State Government / Union Territory Administration / Autonomous Bodies / Statutory Bodies / Public Sector Undertakings (PSUs) / Research Organizations, who has served in the capacity of Section Officer (Pay Level-7 of the 7th CPC) or above with previous background in dealing with the legal matters along with a comprehensive understanding of the Government rules and regulations. OR An Individual possessing a minimum of ten years of professional experience in a reputed private sector organization, with demonstrated exposure of handling legal matters, legal opinion, litigation management, coordinate with the advocate and monitoring the cases along with a comprehensive understanding of Government rules and regulations. Applicant must possess proficiency in MS Office and related computer applications. Essential educational qualification A candidate must possess a Degree in Law from a recognized university or equivalent.
5.	Age Eligibility	Candidates should not be more than 65 years on the last date of advertisement.
6.	Professional Fee	The professional fee shall be in the range of Rs. 80,000/- to Rs. 1,00,000/- per month, depending on experience. For Retired employee: - Basic Pay at the time of retirement minus Basic Pension + Transport Allowance Example: An employee retired in the Pay Level-13 and the pay at the time of retirement was Rs.1,55,900/-. Thus, the basic pension will be Rs. 77,950/-. If the employee is appointed on contract basis, including as contractual, the remuneration shall be fixed at Rs. 77,950 (1,55,900-77950).
7.	Leave	2.5 paid leave for every completed month.

The other terms and conditions of Contractual (Internal Auditor) will be as per the OM F. No. 3-25/2020-E.III.A, Government of India, Ministry of Finance, Department of Expenditure dated 09.12.2020.

4. Estate Officer

1.	Name of Post	Contractual (Estate Officer)
2.	No. of Posts	01
3.	Term of Engagement	The period of engagement shall be 11 months from the date of engagement, which may be extended/ curtailed as per requirement of the Institute and the performance of the individual.
4.	Eligibility Criteria	A diploma holder or bachelor degree holder individual possessing a minimum of ten years or seven years of professional experience respectively, in a reputed private sector organization, with demonstrated exposure of handling estate matters, maintenance of the buildings / establishments and a comprehensive understating of related Government rules and regulations. Essential educational qualification A candidate must possess a Diploma / Degree in Civil Engineering.
5.	Age Eligibility	Candidates should not be more than 65 years on the last date of advertisement.
6.	Professional Fee	The professional fee shall be in the range of Rs. 80,000/- to Rs. 1,00,000/- per month depending on the experience.
7.	Leave	2.5 paid leave for every completed month.



राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

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

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FORMAT FOR APPLICATION

**Application for engagement as Contractual Public Relation Officer/
Internal Auditor/ / Law Officer/ Estate Officer**

Recent passport
size photograph

1. Name: Mr./Ms./Dr.....

2. Father's Name:

3. Date of Birth:

4. Domicile:

5. Nationality:

6. Mailing Address (with Tel. / Mob. No.& Email address):

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7. Permanent Address:

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8. Educational Qualification

S. No.	Course/Degree	Subject(s)	University/ Institute	Year of Passing	Percentage of Marks/Grade

[Enclose copies of certificates regarding Educational Qualification]



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9. Work Experience (from latest)

S. No.	Organization/ Institute	Period (Years/Months)	Work Experience/ Designation/ Pay Scale/ Pay Drawn

[Enclose copies of certificates regarding Work Experience]

10. Whether SC/ST/OBC/EWS:

Place:

Signature of the Applicant

Date:

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, hereby declare that I have carefully read and understood the particulars advertised, and that all the information provided by me in this application are true to the best of my knowledge and belief. If at any time I am found to have concealed/suppressed any material/information or given any false detail, my appointment/offer (Contractual) shall be liable to be summarily terminated without notice.

Date:

Place:.....

Signature of the Applicant