

### F.No.24-1/2011-Pers. National Institute of Educational Planning and Administration

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

July 15, 2025

#### **NOTIFICATION**

It is proposed to fill up two posts of UDC under @25% quota, promotion through Limited Departmental Examination (LDE).

The recruitment and promotion through LDE rules prescribed for this post are as under:

- i) 75% promotion on the basis of seniority, subject to the rejection of the unfit from amongst Lower Division Clerk, Hindi Typist and Lower Division Clerk-cum-Telephone Operator having not less than 5 years regular service in the Institute.
- ii) 25% by promotion through selection on the basis of a departmental written test in the manner as may be prescribed by the Institute from time to time from amongst the Lower Division Clerks and other employees in the LDC scale of pay, with not less than two years regular service in the Institute on that scale.

Those LDC & other equivalent employees at NIEPA are interested and eligible as per Recruitment Rules of NIEPA mentioned in point no. (ii) are advised to submit their willingness in the enclosed proforma for the Written Test to be held in August, 2025 (tentative). The Written Test will be of two hours duration and will relate to subjects like Establishment, General Administration, Finance & Accounts matter and rules and regulations.

The last date for furnishing the duly filled in proforma is - July 31, 2025.

Registrar

To:

#### **NIEPA Staff members**

Copy to:

- 1. PS to VC- for information of Hon'ble VC
- 2. PA to Registrar
- 3. Finance Officer
- 4. Administrative Officer
- 5. All Section heads



# National Institute Educational Planning and Administration 17-B, Sri Aurobindo Marg, New Delhi-110016

## CONSENT FORM FOR WRITTEN TEST FOR PROMOTION TO THE POST OF UPPER DIVISION CLERK

(NOTE: NO ENCLOSURE IS REQUIRED TO BE ATTACHED WITH THIS FORMAT)

1.	Name	-:	*-
2.	Date of Birth		THE STATE OF THE COLUMN THE BANK OF THE SPACE OF
	er sjessige Cess stilles approble		
3.	Designation	:	
4.	Educational Qualifications	-: 1	
5.	Category	;	UR / SC/ST/OBC
	A GLAVIP Magney is most in particular of		(Please Tick as applicable)
6.	Pay Level as per 7 <sup>th</sup> CPC	:	
			1
7.	Date of Appointment/ Promotion in present grade	:	
8.	Due Date of Superannuation	:	
l am w	illing/not willing to appear in the writt	en test	to be conducted for promotion to UDC.  Signature of the employee
lace:			k a landa a la
ate:	Forwa	rded by	
			Signature:
			Name of the Officer:
			Designation:
			Department/Section: