



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

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.

The Institute has been engaging Consultants in different fields on temporary basis depending upon specific requirements of the work of the Institute. To meet such requirements, online applications are invited from willing and eligible candidates for engagement as Consultant on purely temporary basis.

The position is proposed to be filled up by retired officials of the rank of Director/Deputy Secretary/ Under Secretary/ Section Officer in Government of India/ Central Universities or any other Autonomous / Educational bodies having at least 5 years of experience in the equivalent level.

The details of the post are as under:

1. **Name of the post** : **Consultant (Internal Auditor)**
2. No. of post : 01
3. Remuneration : Last pay drawn minus pension + TA for retired Govt. officials
OR
Equivalent to minimum of Level-10
4. Age : Not more than 62 years as on the last date of application.

Qualification: Graduate in Commerce with minimum 55% marks.

- **Essential:** Candidates retired in scale(s) as per the criteria given below in Central/State Govt./PSUs/ Autonomous Bodies:
(a) Post equivalent in level-10 of the 7th CPC pay matrix with minimum 5 years of experience.
- **Desirable:** Preference will be given to the candidates having Master Degree/ Post Graduation.

Experience:

1. Should be well versed with Establishment/Administration/Finance/RTI/Parliamentary rules and procedure.
2. Experience in financial matters, preparation of annual budget and annual accounts, accounting procedures, processing of purchase and payments files etc. in Central Ministries/ Central Universities.
3. Settlement of outstanding audit para.
4. Computation of income tax and filing of reports and returns.
5. Experience in conducting internal audit and other miscellaneous matters related to finance.
6. Liaisoning with Ministries for seeking funds under PLAN and NON -PLAN.

NOTE:

1. Candidates submitting online application are advised to take a print out of the online application for their record and if called for interview, they should submit the hard copy of duly signed online application affixing a recent passport size photograph.
2. Minimum requirements of qualification and experience may be relaxed in respect of exceptionally outstanding candidate. The Institute reserves the right to fill up or not to fill up the post.
3. The eligible candidates may submit the duly filled application form with required attested documents within 30 days from the date of issue of this advertisement.



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 Consultant (Internal Auditor)

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	Subject(s)	University/ Institute	Year of Passing	Percentage of Marks

[Enclose copy 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 copy of certificates regarding Work Experience]

10. Whether SC/ST/OBC:

Place:

Signature

Date: