INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

Log on to http://www.nuepa.org to access the home page of the "ONLINE APPLICATION". The link "**Vacancies for the post of Junior Stenographer, L.D.C., Hindi Typist, Driver and Multi Tasking Staff**" will take you to the page having full details of advertisements and instructions for filling the online application form.

Before filling up the form, candidates are advised to carefully go through the **Advertisement details** published in the Employment News and also as uploaded on website and confirm their eligibility with regard to qualification/experience/age etc. before submitting the online application. The candidates are also required to carefully go through the Instruction for filling the online application form. The given below are some of the points, the candidate has to take care of:

- Applicant has to fill separate form for separate post.
- All the columns in the Application form are mandatory and have to be filled in by the candidate. If you do not have the required information for any specific column then you must enter N/A in that column.
- The system will alert you if any information is missing in the online application form.
- You will not be able to submit your application until all the required information has been provided.
- After filling all the information in the online application form, please be sure to review your application form carefully before submission and hit the "Submit" button. Once you hit the "Submit" button, no more changes can be made.
- After successful submission of the application form, a confirmation page will open which will have **Unique Registration ID** generated from the software. Please note down this Unique Registration ID as this has to be used by you in future communications.
- A link will appear on the bottom of the page specifying to "Print your Application Form". Once you click on the given link, you will be directed to the page having the Application Form with the information filled in each and every column as entered by you. This printed application form will contain your **Unique Registration ID** on the top.
- Kindly go through the Application Form and print the form on A4 sheet. Paste your recent passport size colored photograph in the prescribed space on the printed application form and sign the application form at the bottom in the prescribed space for signature of the candidate.
- If you are employed in Central/State Government/Autonomous/Public Sector Undertaking, the application must be submitted through proper channel. If you are applying through proper channel, then get the filled in printed application form signed and stamped from the authorized signatory from your office.
- Application form and other details are available on website www.nuepa.org. A non-refundable application fee of ₹ **200/-** in the form of Demand Draft/Pay Order from State Bank of India in favour of Registrar, NUEPA New Delhi has to be furnished along with recent passport size photograph pasted on printed version of application. Fee is exempted for all Women Candidates and Candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with Disability for respective reserved posts only and SC, ST & PWD applying against unreserved posts are required to pay the

requisite application fee without which their candidature will be cancelled without assigning any reasons. Reservation will also be applicable to Ex-Servicemen as per GOI Orders. **Send the completed application form along with the Demand Draft by post to the Registrar, National University of Educational Planning and Administration, 17-B, Sri Aurobindo Marg,** New Delhi – 110016.

You must send following items by post super-scribing on top of envelop **"Application for the post of _____."**

Without printed application form pasted with recent passport size photograph and Demand Draft, your application will not be considered and rejected without assigning any reason. No other attachments are required to be enclosed.

You may keep photocopy of printed application with the **Unique Registration ID** for future reference.

The eligible and interested persons are required to apply online in the format available in the University website **www.nuepa.org**

How to Track your Application status?

Log on to http://www.nuepa.org and move to the link "ONLINE RECRUITMENT SYSTEM".

Click on the link "**Track your Application**", which will take you to the page where you have to enter your Unique Registration ID and your Date of Birth (dd/mm/yyyy – Date / Month / Year format) as it was entered in the Online Application form.

After entering the information, click on the Submit button. If the entered information is correct and matches with the information stored in the database, the Application Status will be displayed along with the Application Form.

Important: Last date for applying online is 29/03/2013 by 5:00 PM and printed form must reach to the Registrar, NUEPA on or before 05/04/2013 by closing of office hour. No application will be accepted after above dates.

Registrar