National University of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi- 110016

RECRUITMENT NOTIFICATION

Online applications on prescribed format are invited for the following posts on temporary basis in the "***Programme on School Assessment, School Leadership and Strengthening School Statistics***" as per details given below:-

(a) Project Administrative Assistant

Remuneration: ₹ 30,000/- per month (Consolidated)
Age Limit : Maximum age limit shall be 30 years

Essential Qualifications and Experience:

- Master's degree in Social Science/Commerce with two years experience in office work supervision in a Government/reputed establishment.

(b) Project Multi-Purpose Attendant

Remuneration: ₹ 12,000/- per month (Consolidated)
Age Limit : Maximum age limit shall be 27 years

Essential Qualifications and Experience:

- SSC passed preferably with experience of diary/dispatch, cleaning & other office helper related multifarious activities.

Notes:

- Candidates submitting online application are advised to take a print of online application for their record. In case of selection, while joining the post, he/she would submit the hard copy of online application duly pasted with photograph and signed, alongwith NOC from Head of Organisation if employed or pursuing any course of study.

- The posts are purely temporary in project mode and those appointed will not have any claim for regular absorption at NUEPA.

- Minimum requirements of qualifications and experience may be relaxed in respect of exceptionally outstanding candidate. The University reserves the right to fill up or not to fill up any or all the posts or to shortlist and select the candidates for any suitable position depending upon the qualification and experience required for the said post.

- The panel of selected candidate will be valid for one year who may also be engaged in any other project, if required by the University.

- The no. of positions may vary depending upon the requirement of the project.

Last date for submission of online application is 5th April, 2016.

REGISTRAR