



**NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI-110016**

Eligibility Criteria for the Post of Professional Assistant

1	Name of the Post	Professional Assistant
2	No. Vacancy	One – on Deputation/Lien vacancy basis only
3	Pay Band + Grade Pay	9300-34800 + 4200
4	Duration	Initially for One Year
5	Age	21-30 years
6	<u>Educational Qualification:-</u>	1 st or 2 nd Class B.A./B.Sc./B.Com Degree + 1 st or 2 nd Class M. Lib. Science degree OR 1 st or 2 nd Class M.A./M.Sc./M. Com. Degree, and 1 st or 2 nd Class B. Lib. Science or Diploma in Library Science
	Experience	Officers from Central/State Governments, Universities, Professional and Research institutions and bodies i) Holding analogous post on regular basis; or ii) With 5 years regular service as Semi-Professional Assistant in the pay scale of Rs. 4,500-7,000 (pre- revised). (Period of deputation shall not ordinarily exceed 3 years)

Application Form or other details can be downloaded from our website www.nuepa.org and duly filled in application form may be submitted alongwith two recent passport size photographs, one pasted on the application. **No TA/DA will be paid for appearing of interview.**

Closing Date for Receipt of Applications

Application complete in all respect must reach **The Registrar, National University of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi-110016** within 10 days from date of publication of the advertisement i.e. by 12.7.2010. Applications received after the closing date OR NOT accompanied by the desired documents OR incomplete in any respect shall be summarily rejected and no communication shall be entertained in this regard. **NUEPA** shall not be responsible for any postal delay/loss.

It is requested that applications in duplicate in the given proforma along with complete and up-to-date CR dossiers of the officials who can be spared immediately in the event of their selection may be forwarded to **The Registrar, National University of Educational planning and Administration, 17-B Sri Aurobindo Marg, New Delhi - 110016** within 10 days from the date of publication of this advertisement i.e. by 12.7.2010. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

While forwarding the application, it may also be verified and certified that the particulars furnished by the officials are correct and no disciplinary case is either pending or contemplated against the official and no major or minor penalty was imposed during the last 10 years. The integrity of the officer may also be certified.

Special Instructions to the Candidates

- i) The candidates are also advised submit the copies of any certificates/documents along with application.
- ii) The Serving Candidates will be required to produce a **“No Objection Certificate”** at the time of their interview/final selection.
- iii) The Candidates are advised to retain a photocopy of the complete application along with copy of Demand Draft, which may be required for future references.
- iv) Application received after the last date or with incomplete information will be summarily rejected.
- v) The applicants shall have to appear for the interview at their own expenses.
- vi) The original degrees/certificates/proof of date of birth and other testimonials towards fulfillment of specified eligibility conditions shall be required to be produced by the candidate, at the time of their interview/final selection.
- vii) This University reserves the right to alter/modify any of the terms and conditions regarding Qualifications/Experience etc.

(NUEPA)