



NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
17 – B, SRI AUROBINDO MARG, NEW DELHI – 110016

Applications on prescribed format are invited for the following posts as per detailed instructions and Terms & Conditions given below:-

(A) POST-FINANCE OFFICER

1.	Name of the Post	Finance Officer
2.	No. of Posts	1
3.	Scale of Pay	PB III + Grade pay ₹ 6600 (as per 6 th CPC – to be revised soon)
4.	Age	Preferably not more than 55 years (as on the closing date for the receipt of application)
5.	Method of Recruitment for direct recruitment	Direct recruitment on tenure basis for five years/Transfer on deputation/transfer
6.	Educational and other qualifications for Direct Recruitment	Essential: At least a 2 nd Class Bachelor's Degree with 10 years experience in supervisory level in accounts and finance in a government organization or an autonomous body. Desirable: 1. CA / ICWA / MBA (Finance)/SAS 2. Knowledge of Computer and Tally Package/any other accounting package
7.	Deputation/Transfer	Appointment shall be made on deputation by drawing officers belonging to the Audit and Accounts service or other similar organized services such as Railway Accounts, Defence Accounts etc. not below

		<p>the rank of Senior Accounts Officer or equivalent in the grade of Rs. 15600-39100 + GP Rs. 5400 and possessing at least a graduation degree.</p> <p>failing which officers holding analogous posts on regular basis or with 5 years regular service in the PB-3 + GP 5400/- or with 8 years regular service in the PB-2 + GP Rs. 4600 in the relevant filed of any Central/State Govt./University/Public Sector Undertaking and other Central or state Autonomous Bodies and possessing at lease a graduation degree.</p> <p>Desirable:- CA / ICWA / MBA (Finance)/SAS</p> <p>Age limit:- 56 Years (For deputation)</p> <p>(Period of deputation shall not ordinarily exceed three years)</p>
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(B) POST- SYSTEMS ANALYST

1.	Name of the Post	Systems Analyst
2.	No. of Posts	1
3.	Scale of Pay	PB III + Grade pay ₹ 5400 (as per 6 th CPC – to be revised soon)
4.	Age	Not more than 30 years
5.	Method of Recruitment for direct recruitment	Direct recruitment, failing which transfer on deputation/transfer.
6.	Educational and other qualifications for Direct Recruitment	(a) Masters degree with a first class or 60% marks in Computer Science/Application/Physics/Statistics /Maths/Operations Research with at least 3 years experience.

		OR
		(b) B.E./B.Tech. with at least 3 years experience in Computer field.
7.	Deputation/Transfer	<p>(a) Officers holding analogous post on regular basis from Central/State Governments, Universities, Professional and Research Institutions and bodies; and</p> <p>(b) Possessing qualification prescribed for direct recruits.</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p>

General Condition applicable to all posts:

1. Eligible and interested candidates may submit their applications in the prescribed proforma alongwith enclosures.
2. **Candidates who have applied earlier to the above position(s) need to send the fresh application but without DD, if paid earlier.**
3. Mere fulfillment of qualifications and experience requirements will not entitle a candidate to be called for interview.
4. Candidates currently employed in government/semi government organizations/autonomous bodies will have to submit No Objection Certificate (NOC) at the time of interview.
5. Those who are in employment must submit their application through their employer with due endorsement at appropriate place in application form & with attested copies of their last five years Annual Confidential Report/Appraisal Reports.
6. No interim correspondence whatsoever will be entertained about recruitment.
7. Outstation candidates called for interview shall be paid 2nd Sleeper Class Railway Fare from the place of duty/residence to Delhi and back by the shortest route.
8. Kindly use separate Application Form for each post.
9. The application form without application fee and the attested copies of all relevant certificates (both experience and professional) will be summarily rejected.
10. The candidates fulfilling the above qualifications may submit their application in the prescribed Application Form along with testimonials; prescribed fee; and latest passport size photograph to **The Registrar, NIEPA, 17-B, Sri Aurobindo Marg, New Delhi- 110016.**

11. Minimum requirements of qualifications and/of experience may be relaxed in respect of exceptionally outstanding candidate. The Institute reserves the right to fill up or not to fill up post or to shortlist and select the candidates depending upon the qualification and experience required for the said post.
12. DD for ₹300/- (Rupees Three Hundred only) should be enclosed (drawn in favour of Registrar, NIEPA, New Delhi payable at New Delhi) towards payment of non-refundable application fee.
13. The services rendered on joining NIEPA after 1.1.2004 by those who are already covered under pension scheme in central universities/colleges and other institutions deemed to be universities under purview of UGC shall be permitted to continue to be governed under CCS (Pension) Rules, 1972 on joining of NIEPA.
14. The services rendered on joining NIEPA after 1.1.2004 by other than that stated at (8) above will be governed under new contributory pension scheme and no conversion shall be allowed.
15. Last date for receipt of application is **07th February, 2018.**