



**National Institute of Educational Planning and Administration
(Deemed to be University)**

17-B, Sri Aurobindo Marg, New Delhi-110016

RECRUITMENT NOTIFICATION

APPOINTMENT TO THE POST OF STENOGRAPHER GRADE-I ON DEPUTATION BASIS

Applications are invited for filling up the post of 'Stenographer Grade-I' in the Institute on deputation basis. The details of the post are as under:-

1.	Name of the Post	Stenographer Grade-I
2.	Pay Level	Level-6 (Rs. 35,400-1,12,400)
3.	No. of posts	05 (Five)
4.	Group of Service	'B'
5.	Mode of Recruitment	By deputation on fixed tenure basis for a period of three years
6.	Grade from which deputation to be made	Officers holding the post of Stenographer under the Central Government/Universities (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With ten years regular service in the Pay Band I with Grade Pay of Rs. 2400 or equivalent [Stenographer Grade-II in NIEPA at Level-4 (Rs. 25,500-81,100)] (iii) The DoPT guidelines [OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010] and instructions issued time-to-time, will be followed. (iv) Due consideration be given in forwarding applications from eligible candidates, belonging to SC/ST/OBCs.
7.	Maximum Age Limit	Not exceeding 56 years as on the closing date of receipt of applications.

How to Apply:

Candidate fulfilling the eligibility criteria may fill the Application Form annexed with the Recruitment Notification.

The candidates shall enclose all the relevant documents with the Application Form as detailed below:

- Educational Certificates be mentioned in chronological order i.e. SSC/10th, Intermediate/12th, Diploma, UG Degree, PG Degree, Self-attested copies of Marksheets and Degrees etc. be submitted.
- Experience should be mentioned in chronological order i.e. to begin with the latest to initial employment. Self attested copies be enclosed of the experience certificates.

Contd/-

- (c) Self attested copy of the Category Certificate, if any, issued by the Competent Authority on the proforma prescribed by the Government of India.
- (d) Certified copies of ACRs/APARs for the preceding five years, integrity certificate and vigilance clearance certificate, through the Controlling Officer, not below the rank of Deputy Secretary.
- (e) No Objection Certificate from current employer, that in the event of selection, the employee can be relieved to take up the job. Those who are unable to submit 'No Objection Certificate' (NOC) should submit an undertaking with their application that the NOC would be submitted at the final selection.
- (f) Photocopy of one of the following valid Photo Identities (ID) be enclosed: Aadhar-UID (preferable)/Passport/PAN Card/Voter ID Card. You need to produce the original ID proof at the time of joining, for verification.
- (g) Application Form along with self-attested copies of all the above documents are required to be sent through **Speed Post** to **The Administrative Officer, National Institute of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi-110016.**
- (h) To download the Application Form, visit the Institute website at:-

www.niepa.ac.in ⇒ Jobs ⇒ Regular/Permanent Vacancies

GENERAL TERMS AND CONDITIONS

- (a) Minimum requirements of qualifications and experience may be relaxed in respect of exceptionally outstanding candidate. The Institute reserves the right to increase / decrease or fill up or not to fill up any or all the posts.
- (b) The Institute will assess the performance of the officer on yearly basis. In case of unsatisfactory performance, the Institute reserves the right to repatriate the employee to the parent department.
- (c) For any queries/clarification, e-mail may be sent to the Administrative Officer, NIEPA [ao@niepa.ac.in]. For updates or information if any, candidates are advised to refer the institute website, www.niepa.ac.in
- (d) The selection will be subject to medical fitness.
- (e) Incomplete application form or any false declaration or falsification of documents will result into cancellation of candidature at any stage of selection procedure or subsequent to the selection.
- (f) The original certificates/testimonials in support of qualifications and experience are required for verification at the time of final selection.
- (g) Candidates belonging to SC/ST/OBC category shall attach caste certificate issued by the Competent Authority in the prescribed format of Government of India.

- (h) Candidates are advised to satisfy themselves before applying that they possess the minimum experience laid down in the advertisement. However, mere fulfilling the eligibility criteria does not entitle an applicant to be considered for selection.
- (i) Eligibility of the candidate for the post applied shall be considered as on the last date of receipt of application.
- (j) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant in this regard. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- (k) Canvassing in any form will be treated as a disqualification.
- (l) Application Form without photograph, signature and necessary certificates in support of age/educational qualifications/experience etc. shall be summarily rejected.
- (m) No TA will be paid to the applicants for appearing in the selection process.
- (n) The Institute reserves the right to fix the criteria for shortlisting the applications.
- (o) **The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.**
- (p) The candidates are advised to submit their application form well in advance. They should not wait till the last date of submission **to avoid any postal delay.**
- (q) The recruitment process can be cancelled/suspended/terminated without assigning any reason. Decision of the Appointing Authority will be final and no appeal will be entertained.
- (r) The last date to submit the online application **is within 30 days of publication of the advertisement in the Employment News.**

REGISTRAR

