

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

Last date of submission of filled-in application through ONLINE portal: **17.12.2023.**

Last date of submission of duly signed hard copy of the online application along supporting documents: **02.01.2024.**

Applications through **ONLINE** mode only (available in our ONLINE Recruitment Portal <http://www.niepa.ac.in>) are invited from eligible candidates for the tenure post of Registrar (Unreserved) as per the details below:

Post, No. of Post, Reservation, Classification of Post	Minimum qualification and experience*	Pay	Age Limit (in years)
Registrar (01) (Unreserved) Group – A	<p>1) A Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system in followed.</p> <p>2) Holding analogous post on regular basis in the parent cadre/department</p> <p align="center">Or</p> <p>At least fifteen (15) years of experience as Assistant Professor in the Academic Level 11 (<i>Pre-revised PB-3: ` 15,600-39,100/- plus AGP of ` 7,000/-</i>) and above or with 8 years of service in the Academic Level 12 (<i>Pre-revised PB-3: ` 15,600-39,100/- plus AGP of ` 8,000/-</i>) and above including as Associate Professor along with experience in educational administration.</p> <p align="center">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p align="center">Or</p> <p>Fifteen (15) years of administrative experience, of which eight (08) years shall be as Deputy Registrar or an equivalent post in Level 12 with Rationalised Entry Pay of ` 78,800/- as per 7th CPC Pay Matrix (<i>Pre-revised PB-3: ` 15,600-39,100/- plus AGP of ` 7,600/-</i>)</p>	<p align="center">Level 14 with Rationalised Entry Pay of</p> <p align="center">` 1,44,200/- as per 7th CPC Pay Matrix</p> <p align="center"><i>(Pre-revised PB-4: ` 37,400-67,000/- plus AGP of</i></p> <p align="center"><i>` 10,000/-)</i></p>	<p align="center">The candidates should not be more than 57 years of age on the last date of closing of applications.</p>

* Subject to modification, if any, as per MHRD/UGC Rules and Regulations from time to time.

The Registrar's position is **tenure post** for a period of **five (05) years** from the date of joining. The appointment to the above position shall be on **Deputation/Direct/Contractual** basis (as per existing terms and conditions of deputation prescribed by Government of India). The age of superannuation for the post is **sixty two (62) years**.

It is to be noted that possession of mere eligibility conditions shall not entitle a person for consideration of the Selection Committee. The decision of the Screening Committee, appointed for the purpose of short-listing the candidates from amongst the total number of applications received, shall be binding on all. Application incomplete or received after the last date of submission or without the application fee shall not be considered. Decision of the Screening Committee shall be final in this regard.

TERMS AND CONDITIONS FOR RECRUITMENT TO THE POST OF REGISTRAR:

1. **Eligible candidates may apply only as per the valid format of the Institute uploaded on the website. Application received through any other mode (offline mode/resume) shall be summarily rejected.**
2. The duly signed downloaded copy of the completed application submitted through ONLINE portal must reach "**Registrar, National Institute of Educational Planning and Administration, New Delhi – 110016**" **within three weeks from the closing date of publication of advertisement** by courier/speed post or by hand only along with necessary enclosures including **application fee of Rs. 2,000/- (Rs. 1,000/- for SC, ST, PWD)** (through Online).
3. Candidates have to submit fee through online mode on the link:

http://www.niepa.ac.in/download/niepa_sbi.png

Or in the Bank Account details as given below:

Beneficiary Name	: National Institute of Educational Planning and Administration
Account No.	: 34778757702
IFSC Code	: SBIN0001690
Name of the Bank	: State Bank of India, NCERT Branch
Branch Name	: N.I.E. Campus, Sri Aurobindo Marg, New Delhi – 110016

A proof of submission of fee is to be enclosed in the hard copy of the application. The envelope containing the application should be superscribed "**Application for the post of Registrar**".

4. Candidates currently employed in government/semi government organizations/autonomous bodies/Universities/Higher Education Institutes shall submit through proper channel or will have to submit No Objection Certificate (NOC) at the time of interview.
5. Candidates from outside Delhi-NCR called for interview shall be reimbursed 2nd AC train fare by shortest route from the address mentioned in the application.
6. Minimum requirements of qualifications and/or experience may be relaxed in respect of exceptionally outstanding candidate. The Institute reserves the right to increase or decrease the number of positions, to fill up or not to fill up any or all the posts or to shortlist and select the candidates in any suitable position depending upon the qualification and experience required for the said post.
7. Relaxation in educational qualifications, experience, age, etc. to the reserved category candidates shall be applicable as per Government of India rules.
8. The services rendered on joining NIEPA after 01.01.2004 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, as accepted thereafter.
9. The services rendered on joining NIEPA after 01.01.2004 by other than that stated at Sr. No. 8 above will be governed under New Contributory Pension Scheme (NPS) and no conversion shall be allowed. The Payment of Gratuity Act, 1972 in Educational Institutions, as notified by the Government of India or endorsed by the Nodal Ministry/Ministry of Education, or as modified time-to-time will be applicable.

10. The post of Registrar is on tenure basis; hence, service will not transfer to NIEPA. However, the contribution towards GPF/CPF, GSLIC etc. will be remitted to the selected candidate's parent organization.
11. The Institute reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error etc. before the last date prescribed for the receipt of online applications, for which the candidates are advised to be in the lookout for announcements in the website/job link: www.niepa.ac.in ([http://www.niepa.ac.in/recruitment % 20per.aspx](http://www.niepa.ac.in/recruitment%20per.aspx)) Therefore, candidates are required to visit the Institute's website regularly till completion of recruitment process.
12. No candidate shall bring influence or pressure regarding his/her candidature or selection. Canvassing in any form will lead to disqualification.
13. In case of any difficulty in filling the online form, please send an email to: recruitment@niepa.ac.in alongwith the screenshot of the error displayed, if any.
14. The online portal will remain open till **17.12.2023**.

Registrar (I/C)
NIEPA, New Delh