

National Institute of Education Planning and Administration

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

Recruitment Notification

NOTE: Online applications on prescribed format are invited for the post of Project Administrative Assistant on temporary basis for NCSL Programme at the Institute as per details given below. This is a short-term contract appointment upto 31.03.2022 or till closure of the project, whichever is earlier and does not entitle for any consideration or adjustment in the Institute vacancies, arising thereon.

Name of the Post- Project Administrative Assistant

Remuneration: `30,000/- per month

Age: Maximum age limit shall be 30 years

Essential Qualifications and Experience:

- A Bachelor Degree with minimum 50% marks.
- Proficiency in computers (MS Office package/Internet).

Desirable

- Three years' experience of working in establishment or personnel, finance and accounts work. Ability of typing on computer in Hindi and English.

Last date of the Application will be 20th July 2021