



राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविन्द मार्ग, नई दिल्ली- 110016

National Institute of Educational Planning and Administration

(Deemed-to-be-University)

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

ADVERTISEMENT FOR THE POST OF ADMINISTRATIVE OFFICER

Advt. No. 04/2026-NIEPA

Date: 08.08.2026

Online applications are invited on direct recruitment basis for position of Administrative Officer (01) in the prescribed format in the Institute.

S. No.	Name of the post	Pay Level	Reservation	Max. Age (in yrs.)
1.	Administrative Officer	Pay Level – 11 (With rationalized entry pay of Rs. 67,7000/- as per 7 th CPC Pay Matrix)	01 – Unreserved Against Lien Vacancy	The candidates should not be more than 45 years on the last date of closing of application.
Date and time of commencement of Online Application				08.08.2026 at 09:00 AM
Last date and time of Online application and payment of fees				28.08.2026 at 05:30 PM

Minimum qualification, experience, reservation, relaxation in age, service conditions, emoluments, age of superannuation etc. shall be governed as per the Institute/UGC/Government of India rules and regulations.

Application fee:

- ₹ 1,000/- for UR, OBC, EWS
- Rs. 500/- for SC, ST, PwD



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Minimum Qualifications:

Post, No. of Post, Classification of Post	Minimum qualification and experience
Administrative Officer (01) Group – A	1. A Master Degree with at least 55% of the marks or its equivalent grade of 'B'. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 2. 5 years of administrative experience in level 10 or its equivalent. OR 8 years of administrative experience in level 8 or its equivalent.

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 received incomplete or 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 ADMINISTRATIVE OFFICER

1. Eligible candidates may apply through the given link (Samarth portal) at the website. Applications received through any other mode (offline mode/resume) shall be summarily rejected.
2. Candidates have to submit fee through **online mode**.
3. 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.
4. **The crucial date for determining the age and eligibility shall be the closing date of the application.**
5. **No TA/DA shall be paid to the candidates for attending the Interview.**
6. The Institute reserves the right:
 - a. To withdraw the advertisement either partly or wholly at any time, without giving any reason.
 - b. To fill or not to fill up some or all the posts advertised for any reason whatsoever.
 - c. 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
 - d. To issue corrigendum/addendum as required.
 - e. To increase/decrease the number of posts at the time of selection and make appointments accordingly.
 - f. To decide criteria/procedure for short listing of the candidates



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7. Relaxation in educational qualifications, experience, age, etc. to the reserved category candidates shall be applicable as per Government of India rules.
8. National Institute of Educational Planning and Administration will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate, unsuccessful transaction by Payment Gateway, etc. It shall be responsibility of the applicants to submit their applications well within the time limit and not wait until the last hours of the closing date.
9. Incomplete applications, applications submitted without required documents, and applications submitted after the closing date and time shall be summarily rejected and no communications shall be made in this regard by the Institute.
10. It shall be the responsibility of the candidate to ensure that he is eligible for the post and submit the application duly filled-in, along with the desired information sought therein and also provide documents and other supporting materials accordingly. Suppression of factual information, supply of any fake document, providing false or misleading information or any undesirable action by the candidate may lead to cancellation of his candidature and also termination of his services if it comes to the notice of the employer at a later stage.
11. The candidate should upload the self-attested copies of all certificates relating to his educational qualifications, experience, age, caste and other testimonials along with his application. In case the application of any applicant is not supported by the desired enclosures including certificates, marksheets, his/her candidature shall be summarily rejected and no correspondence shall be entertained thereafter.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
13. Mere possession of eligibility conditions shall not entitle a candidate to be called for the written test/interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement. In other words, no candidate shall be called for written test/interview if he/she does not possess the minimum qualification and experience etc., as on the closing date of the application for the post.
14. The candidature shall be liable to be cancelled at any stage of recruitment if it is found at any stage that the candidate is not meeting the eligibility requirements as per the RRs and or the information provided is found to be incorrect or wrong.
15. 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. Therefore, candidates are required to visit the Institute's website regularly till completion of recruitment process.
16. No candidate shall bring influence or pressure regarding his/her candidature or selection. Canvassing in any form will lead to disqualification.
17. All correspondence from the Institute including interview call shall be sent to the email ID as provided by the candidate. Any future amendment/alteration/modification, in the terms of this advertisement, will be notified on Institute's website only.
18. A written test may be conducted, depending upon the number of candidates applying for the post of Administrative Officer. However, the selection for the post shall be based solely on the performance in the Interview. The written test, if conducted, shall be for the purpose of shortlisting the candidates only and shall not form part of the final selection process.

The indicative details for the written test are placed at Annexure I.



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19. Territorial Jurisdiction: In case of any disputes, the territorial jurisdiction for adjudication shall be Delhi only.
20. 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.
21. The online portal will remain open till **28.08.2026**.

Sd/-
Registrar



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Annexure-I

The indicative details of the written test are as under:

Test Component	Maximum Marks	Time	Number of Questions
Domain Knowledge	100 Marks	01 Hour	100

Indicative syllabus for the post of Administrative Officer.

1. Office Procedure & Office Management
2. General Financial Rules-2017 as amended from time to time.
3. Fundamental Rules & Supplementary Rules
4. Medical Attendance Rules & CGHS
5. Travelling Allowance Rules
6. LTC Rules
7. CCS Leave Rules
8. CCS (CCA) Rules, 1965
9. CCS (Conduct) Rules, 1964
10. CCS (Pension) Rules-2021 & National Pension System
11. Provident Fund Rules
12. Reservation Policy
13. Recruitment Rules
14. Legal proceedings
15. Quarter Allotment Rules
16. Seniority Rules
17. Promotion Rules
18. Centralized Public Grievance Redress and Monitoring System (CPGRAMS)
19. Condemnation of Articles
20. Right to Information Act 2005
21. Implementation of Rajbhasa
22. Pay Fixation
23. Financial Upgradation under MACP
24. Confirmation and Probation
25. Counting of Past services.
26. POSH & POCSO Acts