



National Institute of Educational Planning and Administration

(Deemed to be University)

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

F.No. 25-2/2024-Rectt. (LDC)

Date: January 21, 2025

EMPLOYMENT NOTICE

Advt. No. 1/2025/NIEPA

Online Applications are invited from Indian Nationals for the Post of **Lower Division Clerk (LDC)** on **Direct Recruitment basis** (available in our ONLINE Recruitment Portal <https://www.niepa.ac.in>). Last date for submission of filled-in-application is 14.02.2025. Details are as under:

S. No.	Name of the Post/Pay Level/Group	No. of posts	Category	Essential Qualification	Upper Age Limit
1.	Lower Division Clerk Group- 'C' Level-2 (19,900 – 63,200)	Ten (10)	UR-04 OBC-03 SC-02 EWS-01	(i) 12 th Class or its equivalent from recognized Board of University. (ii) Skill test norms only on Computer English Typing @35 W.P.M. or Hindi Typing @ 30 W.P.M. (Time allowed -10 mts) (iii) (35 wpm & 30 WPM corresponding to 10500 KDPH/9000KDPH on an average of 5 key depression for each word.)	Minimum 18 years. Maximum 27 years

2. Method of Recruitment:

The method of Recruitment will be **Written Test and Skill Test etc.** The exact details shall be communicated through email/Institute's website as the case may be.

3. SELECTION CRITERIA AND SCHEME OF EXAMINATION

A. General Description

The selection process shall consist of the following stages

Stage I	Written test - Objective type test
Stage II	Skill test - Typing test on computer

- (a) The objective type test will be conducted first for the candidates after screening of their applications, ascertaining their eligibility.
- (b) Only those candidates who qualify the written test will be called for the Skill test.
- (c) The Skill test will be only qualifying.
- (d) The standard of questions will be of level as per essential qualifying degree / certificate/experience / skills required for the post.
- (e) The question paper will be bilingual (English and Hindi), except for the 'English Language and Comprehension'.
- (f) PwD (VH and Cerebral Palsy) candidates will be allowed to have scribes arranged by the Institute. Extra time to PwD candidates for written test shall be provided as per Government of India rules and guidelines.
- (g) In case of tie, where more than one candidate secures the same or equal in aggregate marks, the tie will be resolved by applying the following methods one after another:
 - (i) By referring to the marks obtained in Stage-II of the typing test.
 - (ii) Date of birth, i.e., the candidate older in age gets preference
 - (iii) By referring to the alphabetic order of the names, taking first name into consideration.

B. Scheme of Examination and Syllabus

The examination will consist of two stages, as described below.

Stage I: Written test — Objective type test

[Total time: 2 hours] / [Total Marks: 100]

Parts	Subject for Written Test (Objective Multiple-Choice Test)	Number of Questions	Marks (each question of one mark each)
Part – I	Proficiency in Computer Operation	20	20
Part – II	General Intelligence and Reasoning	20	20
Part – III	General Awareness	20	20
Part - IV	English Language and Comprehension	20	20
Part - V	Quantitative Aptitude	20	20
	Total	100	100

Indicative syllabus of objective type test will be as follows:

Part I – Proficiency in Computer Operation

Fundamentals of Computer, Hardware & Software, Input and Output devices, M.S. Word, M.S. Excel and Power Point Presentation, Email & Internet.

Part II : General Intelligence and Reasoning

This component may include questions on analogies, similarities and differences, problem solving, analysis judgement, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion, indexing, address matching, date and city matching, classification of centre codes / roll number, small and capital letters / number coding, decoding and classification, critical thinking, emotional intelligence, social intelligence. There can be simple maps, graphs, diagrams and finding correlation or matching.

Part -III : General Awareness

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events

and of such matters of every day observations and experience as may be expected of any educated person. The test may also include questions relating to India and its neighboring countries especially pertaining to history, culture, geography, economics, government policy on education and higher education scenario in India and the university administration.

Part – IV : English Language and Comprehension

There will be questions on spot the error, fill in the blanks, synonyms, antonyms, spellings, detecting misspelt words, idioms, and phrases, one-word substitution, active and passive voice, conversion into direct and indirect narration, shuffling of sentence parts, comprehensive passage.

Part - V : Quantitative Aptitude

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as computation of whole numbers, decimals, fractions and relationships between numbers, percentage, ratio and proportion, square roots, averages, simple and compound interest, profit and loss, discount, time and distance, time and work, basic algebra, identities of school algebra and elementary surds, height, and distances.

Stage II : Skill test — Basic computer skill test

To test typing skills of the candidate, a Skill test will be conducted on computer for duration of 10 minutes:

(a) English typing @ 35 w.p.m

OR

(b) Hindi typing @ 30 w.p.m.

This 35 w.p.m. and 30 w.p.m. respectively in English or Hindi correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depression for each word.

4. Tentative date of Written Exam:

Tentatively the Written Test Shall be conducted in Third/Last week of March, 2025.

5. General Terms & Conditions

- (i) Only Indian Nationals are eligible to apply.
- (ii) **Those who have already applied against advt. No 03/2024/NIEPA published in the employment news on 20.07.2024 need not to apply again as their candidature will be considered automatically.**
- (iii) **The candidates who caught using unfair means in the exam will be debarred from appearing in any exam conducted by the Institute in future.**
- (iv) Candidates may please note that the applications received from a mode other than the online mode shall not be considered and will be liable for rejection.
- (v) A fee of Rs. 1,000/- for the General, EWS & OBC category and Rs. 500/- for the SC, ST, and PWD categories (through Online) is mandatory to apply for the said post.
- (vi) Candidates applying for the reserved posts i.e., SC/ST/OBC must ensure that they are entitled for such reservation as per the eligibility prescribed. They should also be in possession of the necessary caste certificates in support of their claim at the time of filling up of application form.
- (vii) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which candidate belongs is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the NIEPA to change his/her category, such request shall not be entertained by the NIEPA.

- (viii) The OBC candidate must produce a Certificate in the prescribed proforma, as issued for employment in Central Government Offices and they should not be from creamy layer.
- (ix) All educational, professional and technical qualifications should be from a recognized Board/University.
- (x) Persons working in Govt./PSUs/Autonomous Bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of Written Test/Skill Test barring which their candidature will not be considered and will be treated as cancelled.
- (xi) The candidates are required to satisfy themselves before applying that they possess the essential qualifications laid down for the post.
- (xii) No modifications are allowed after candidate submits the online application form including category (SC/ST/OBC). If any discrepancies are found between the data filled by the candidate online and the original testimonials, his/her candidature is liable to be rejected. Hence, no request for change in any particulars of any candidate shall be entertained by the Institute at a later stage.
- (xiii) The prescribed essential qualifications are the minimum and the possession of the same does not entitle candidates to be called for Written/Skill Test etc.
- (xiv) In case, a large number of applications are received, screening will be done to limit the number of candidates to those possessing higher/relevant qualification and experience.
- (xv) Closing date of Online Application will be the CRUCIAL DATE for determining the eligibility with regard to age, essential qualification etc.
- (xvi) Only shortlisted candidates will be called for Written Test/Skill Test etc.
- (xvii) **Pens will be provided to the candidates at the examination Centre by the Institute for the written examination.**
- (xviii) All results/Notifications will be published on our website www.niepa.ac.in (link: <https://www.niepa.ac.in/jobs.aspx>), therefore, the candidates are required to visit the Institute's website regularly till completion of recruitment process.
- (xix) Incomplete online applications, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application, except online, shall be accepted under any circumstances.
- (xx) Candidates are advised not to attempt for registration more than once. In case of multiple Registrations, his/her most recent (current) registration/application will be considered as final.
- (xxi) Canvassing in any form will be a disqualification. No candidate shall bring influence or pressure regarding his candidature or selection.
- (xxii) With regard to any provisions not covered in this Notification, the Government of India rules/regulations shall prevail.
- (xxiii) Any modifications/amendments/corrigendum in respect of the above Notification shall be made available only on Institute's website. No further press advertisement will be published. Hence, prospective applicants are advised to visit Institute's website regularly for this purpose.
- (xxiv) The number of posts advertised may increase or decrease at any stage.
- (xxv) **NIEPA reserves the right to cancel the recruitment at any stage without assigning any reason.**
- (xxvi) All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the Institute's website. Important information regarding recruitment will be available in Institute's website and as such, candidates are advised to visit the same frequently. The Institute will not be responsible for any loss of e-mail sent, due to

invalid/wrong e-mail ID provided by the candidate or due to any other reason. Candidate's e-mail ID and mobile number should remain valid till the recruitment process is over.

(xxvii) The persons selected will be appointed on probation as per rules.

(xxviii) **The previous Question papers are available at:**
https://www.niepa.ac.in/non_teaching_per#collapsewithlink

6. **How to Apply:**

Documents to be kept handy before filling up the online application. All the documents should be in pdf format.

- A soft copy of your passport size photo and signature (jpeg/jpg format only)
- Date of Birth certificate
- Matriculation certificate (equivalent to 10th Standard) and Mark Sheet
- Intermediate certificate (equivalent to 12th Standard) and Mark Sheet
- Any Degree/ Diploma certificate (Graduation/Post Graduation) and Mark Sheet
- Experience Certificate, if any
- Forwarding Letter/NOC from the current employer, in case of candidates working in Govt./PSUs/Autonomous Bodies.
- Caste Certificate in the format prescribed by the Government of India.

Note:

- (i) Fee will be Rs. 1,000/- for the General, EWS & OBC category and Rs. 500/- for the SC, ST, and PWD categories (through Online).
- (ii) Candidates are required to keep a printout of the online application form for their future reference.
- (iii) Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
- (iv) 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 (https://www.niepa.ac.in/non_teaching_per.aspx) Therefore, candidates are required to visit the Institute's website regularly till completion of recruitment process.
- (v) No candidate shall bring influence or pressure regarding his/her candidature or selection. Canvassing in any form will lead to disqualification.
- (vi) In case of any difficulty in filling the online form, please send an email to: ldc@niepa.ac.in along with the screenshot of the error displayed, if any.
- (vii) The online portal will remain open till 14.02.2025.

REGISTRAR