

University Grants Commission
Vacancy Announcement
First Date of Publication:-2069/05/27

University Grants Commission (UGC) is seeking to appoint competent, committed and self motivated individuals for the following positions. The application forms and the curriculum for written test are available at UGC Website www.ugcnepal.edu.np. Applicant should submit the application form along with attested copies of certificates including Nepali Citizenship, CV and other related testimonials. The applicants must submit evidence of equivalence if the degree is from other than Nepalese University. No conditional applications will be accepted. The original certificates must be produced at the time of submission of the application for verification.

Type of Service: - Permanent/Regular (One year probation period)
Ad.No.1/069/70

S.N.	Post	Qty.	Age Limit	Exam Fee (Rs.)	Types of Exam	Minimum Qualification & Experience	Remarks
1.	Administrative Officer (Officer Level III class)	1	21-45	400	Written Test & Interview	Masters in any subject from recognized university or higher education institutions.	
2.	Planning and program Officer (Officer Level III class)	1	21-45	400	Written Test & Interview	Masters in any subject from recognized university or higher education institutions.	
3.	Monitoring and Evaluation Officer (Officer Level III class)	1	21-45	400	Written Test & Interview	Masters in any subject from recognized university or higher education institutions.	
4	Account Officer (Officer Level III class) <i>only women candidates can apply</i>	1	21-45	400	Written Test & Interview	Masters in Management with specialization in Accountancy from recognized university or higher education institutions	
5.	Senior Assistant/ Senior Administrative Assistant (Non officer I Class)	2	18-45	200	Written Test & Interview	Bachelors in any subject from recognized university or higher education institutions	
6.	Senior Assistant/ Senior Administrative Assistant (Non officer I Class) <i>only women candidates can apply</i>	1	18-45	200	Written Test & Interview	Bachelors in any subject from recognized university or higher education institutions	

Last date for submission of application: - **2069/06/25**

Contact Date:-2069/06/28

Candidates with adequate computer competency and having excellent communication skill in Nepali and English are requested to apply. Candidates who are already employed should submit approval letter from the employer.

For Further Information
Contact

UGC Office, Sanothimi Bhaktapur. Phone:- 6638550 Fax:- 6638552 E-mail:- ugc@ugcnepal.edu.np

