

No. F. 5-2/2024-E-II (UDC-LDE)/ 4713-4724
National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi – 110016

Dated: 20th August, 2024

NOTIFICATION

Sub.: Recruitment of Upper Division Clerk under 25% Limited Departmental Competitive Examination (LDE) in NCERT Hqrs.

Applications are invited for filling up 03 posts {01 Post reserved for ST Category as per Pre-Revised RR and 02 posts of UR Category as per Revised RR (out of which 1 post is reserved for HH Category)} of **Upper Division Clerk** in the Pay Level-4 (PB-I of Rs.5200-20200+GP Rs. 2400/-) in the NCERT Headquarter through 25% Limited Departmental Examination through written examination from the following: -

Pre-Revised Recruitment Rules for 01 Posts reserved for ST Category	Revised Recruitment Rules for 02 posts of UR Category
"On the basis of departmental written test in the manner as may be prescribed by the Council from time to time from amongst the LDCs and other employees in the LDC Pay Band-I Rs.5200-20200 Grade Pay Rs.1900 with not less than 5 years of regular service in the Council."	"On the basis of Limited Departmental Competitive Examination from amongst the LDCs having 5 year regular service in the Pay Band-I Rs.5200-20200 Grade Pay Rs.1900 in the Council."

*Note:- 1 post is reserved for HH Category.

The Syllabus / Scheme of examination for the post of Upper Division Clerk is enclosed herewith as Annexure-I.

Eligible Candidates may send their application after obtaining the certificate in point No. 10 of the proforma of application and submit to the Under Secretary, R-II Section, NCERT **within 21 days** from the date of issue of this Notification in the under mentioned prescribed proforma through proper channel.


Applications received "**After the last date will not be entertained**".

Proforma of Application

1.	Name & Designation	
2.	Educational Qualification	
3.	Email ID & Mobile Number	
4.	Present place of posting	
5.	Date of regular appointment in the present post	
6.	Number of completed years of service in the PB-2 with GP of Rs. 1900 /-	
7.	Date of Birth	
8.	Category (SC / ST)	
9.	Signature of the Applicant with date	
10.	Verification of service particulars by the concerned Establishment Section	Certified that Ms. / Shri _____ is working as _____ on regular basis w.e.f. _____ in the GP on regular basis w.e.f. _____ and the same is not granted under MACPS/ACPS. <i>Signature of the Verifying Authority of the concerned Establishment Section with officer seal.</i>

The Joint Director, CIET and Heads of Departments / Sections / Divisions / Cells / Units at NCERT HQ are requested for wider circulation of this Notification amongst their Departments / Sections / Divisions / Cells / Units.

This issues with the approval of the Competent Authority.


20/8/24
Under Secretary (Non-Academic)
Recruitment-II Section

Copy to:

1. All Heads of the Department.
2. All Deputy Secretaries.
3. All Under Secretaries.
4. Chief Account Officer, NCERT.
5. Administrative Officer, Publication Division.
6. PS to Director.
7. PS to Joint Director.
8. PS to Joint Director, CIET.
9. PS to Secretary.
10. Head ICT, CIET with a request to upload on the official website of NCERT.
11. All Notice Boards.
12. Guard File.

विज्ञापन

विषय: परिषद मुख्यालय में उच्च श्रेणी लिपिक 25% सीमित विभागीय परीक्षा के तहत भर्ती के संबंध में।

परिषद मुख्यालय में वेतन स्तर-4 (वेतन बैंड ₹5200-20200 + ग्रेड वेतन ₹2400/-) में 03 पदों (पूर्व-संशोधित भर्ती नियमों के अनुसार अनुसूचित जनजाति श्रेणी के लिए 01 पद आरक्षित और संशोधित भर्ती नियमों के अनुसार अनारक्षित श्रेणी के 02 पद (जिसमें से 1 पद श्रवण बाधित दिव्यांग श्रेणी के लिए आरक्षित है)) को भरने के लिए आवेदन आमंत्रित किए जाते हैं :-

पूर्व-संशोधित भर्ती नियमों के अनुसार अनुसूचित जनजाति श्रेणी के लिए 01 पद आरक्षित	संशोधित भर्ती नियमों के अनुसार अनारक्षित श्रेणी के 02 पद
"On the basis of departmental written test in the manner as may be prescribed by the Council from time to time from amongst the LDCs and other employees in the LDC Pay Band-I Rs.5200-20200 Grade Pay Rs.1900 with not less than 5 years of regular service in the Council."	"On the basis of Limited Departmental Competitive Examination from amongst the LDCs having 5 year regular service in the Pay Band-I Rs.5200-20200 Grade Pay Rs.1900 in the Council."

* नोट :- 1 पद श्रवण बाधित दिव्यांग श्रेणी के लिए आरक्षित है।

उच्च श्रेणी लिपिक पद के लिए परीक्षा का पाठ्यक्रम / योजना अनुलग्नक-I में संलग्न है।

योग्य उम्मीदवार नीचे दिए गए प्रोफार्मा को उचित माध्यम द्वारा बिंदु क्रमांक 10 में प्रमाण पत्र प्राप्त कर इस अधिसूचना के जारी होने की तिथि से 21 दिनों के भीतर अवर सचिव, भर्ती-II अनुभाग, एन.सी.ई.आर.टी. में अपना आवेदन भेजें।

अंतिम तिथि के बाद प्राप्त आवेदनों पर कोई भी विचार नहीं किया जाएगा।

आवेदन का प्रोफार्मा

1.	नाम एवं पद	
2.	शैक्षिक योग्यता	
3.	ई-मेल एवं मोबाइल नं.	
4.	वर्तमान पदस्थान	
5.	वर्तमान पद पर नियमित नियुक्ति की तिथि	
6.	वेतन स्तर-2, ग्रेड वेतन ₹1900/- में सेवा के पूर्ण वर्षों की संख्या	
7.	जन्म तिथि	
8.	वर्ग (अनुसूचित जाति / अनुसूचित जनजाति)	
9.	तिथि के साथ आवेदक के हस्ताक्षर	
10.	संबंधित स्थापना अनुभाग द्वारा सेवा विवरणों का सत्यापन	प्रमाणित किया जाता है कि सुश्री / श्री _____ पद _____ पर आवश्यक ग्रेड वेतन में दिनांक _____ से नियमित आधार पर दिनांक _____ से काम कर रही हैं जो कि उन्हें एम.ए.सी.पी.एस. / ए.सी.पी.एस. के तहत प्रदान नहीं किया गया है। सत्यापन प्राधिकारी के हस्ताक्षर संबंधित स्थापना अनुभाग की अधिकारी मुहर के साथ।

संयुक्त निदेशक, सी.आई.ई.टी. और परिषद मुख्यालय में विभागाध्यक्षों / अनुभागों / प्रभागों / प्रकोष्ठों / इकाइयों से अनुरोध है कि वे अपने विभागों / अनुभागों / प्रभागों / प्रकोष्ठों / इकाइयों के बीच इस अधिसूचना को व्यापक रूप से प्रसारित करें।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

प.क. 2128
20/8/24
अवर सचिव (गैर-शैक्षणिक)
भर्ती-II अनुभाग

प्रतिलिपि:-

- सभी विभागों के अध्यक्ष.
- सभी उप सचिव.
- सभी अवर सचिव.
- मुख्य लेखा अधिकारी, परिषद.
- प्रशासनिक अधिकारी, प्रकाशन प्रभाग.
- निदेशक के निजी सचिव महोदय.
- संयुक्त निदेशक के निजी सचिव महोदय.
- संयुक्त निदेशक, सी.आई.ई.टी. के निजी सचिव महोदय.
- सचिव के निजी सचिव महोदय.
- प्रमुख, आई.सी.टी., सी.आई.ई.टी. (परिषद की वेबसाइट पर अपलोड करने के अनुरोध हेतु).
- सभी सूचना पट्ट.
- गार्ड फाइल.

SYLLABUS/SCHEME OF WRITTEN EXAMINATION FOR THE POST OF UDC

The subjects of the Written Examination, time allowed and the maximum marks for each subject will be as follows:-

S.No.	Subject	Maximum Marks	Time
1.	General Knowledge (Including Geography of India)	50	One Hour
2.	General English	50	One Hour
3.	Written Expression	50	One Hour

The syllabus for the Written Examination will be as follows:-

1.	General Knowledge	General Knowledge which a Matriculation/High School Pass candidate is expected to possess, including simple questions on the reading of daily Newspapers.
2.	General English	General English of Matriculation/ High School standard to test candidate's ability to write English effectively.
3.	Written Expression	Short Essay, Notes to be written either in English or Hindi to test candidate's ability to write coherently.

Note:-

1. General Knowledge Paper and General English Papers will have short answers and objective Type questions.
2. Papers (A) (General Knowledge) and (C) Written Expression will be Bilingual (Hindi and English) and the candidates are allowed the option to answer paper A and C either in Hindi (Devnagari) or English. The option will apply to complete paper and not to a part thereof.

Scheme of Examination

The qualifying marks for each subject individually as well as in the aggregate will be 40%. However, the standard can be relaxed in favour of SCs/STs against vacancies reserved for them in case adequate number of SC/ST candidates do not become available at the Normal standard. In that case the qualifying marks for SCs/STs for each paper will 20% and the aggregate will be 30% marks.

Gautam Kr.

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