The National council for Teacher Education, a Statutory Body under the Ministry of Human Resource Development, Government of India invites applications from eligible persons of Central Government/State Government/Universities/Recognized Research Institutions/ PSUs Statutory/ Semi Govt. Autonomous and other organizations for filling up the following posts on deputation basis (including short term contract) at its Hqrs. and Regional Committees at New Delhi.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Post</th>
<th>Number of Vacancies</th>
<th>Pay Band Grade Pay and Level in 7th CPC Pay Matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Deputy Secretary / Regional Director</td>
<td>Three (3)</td>
<td>Rs.15600-39100 Plus Grade Pay Rs. 7600 (Level 12 in 7th CPC Pay Matrix)</td>
</tr>
<tr>
<td>2.</td>
<td>Accounts Officer</td>
<td>One (1)</td>
<td>Rs.9300-34800 Plus Grade Pay Rs. 4600 (Level 7 in 7th CPC Pay Matrix)</td>
</tr>
<tr>
<td>3.</td>
<td>Section Officer/Programme Officer</td>
<td>One (1)</td>
<td>Rs.9300-34800 Plus Grade Pay Rs. 4600 (Level 7 in 7th CPC Pay Matrix)</td>
</tr>
<tr>
<td>4.</td>
<td>LDPO (Librarian-cum-Documentations Officer)</td>
<td>One (1)</td>
<td>Rs.9300-34800 Plus Grade Pay Rs. 4600 (Level 7 in 7th CPC Pay Matrix)</td>
</tr>
<tr>
<td>5.</td>
<td>CPPMO Computer Programmer-cum-Planning and Monitor Officer</td>
<td>One (1)</td>
<td>Rs.9300-34800 Plus Grade Pay Rs. 4600 (Level 7 in 7th CPC Pay Matrix)</td>
</tr>
<tr>
<td>6.</td>
<td>Junior Accounts Officer</td>
<td>Five (5)</td>
<td>Rs.9300-34800 Plus Grade Pay Rs. 4200 (Level 6 in 7th CPC Pay Matrix)</td>
</tr>
</tbody>
</table>

2. The number of vacancies may vary as per requirement at the time of selection.

3. The NCTE reserves the right to change the number of posts or not to fill up any of the posts advertised if the circumstances so warrant.

4. The details regarding eligibility, service, experience, procedure for submission of application and the PROFORMA OF APPLICATION may be downloaded from NCTE website. www.ncte.gov.in. The last date for receipt of completed applications shall be 45 days from the publication of advertisement in NCTE website.

(T. PRITAM SINGH)
DEPUTY SECRETARY (ESTT.), NCTE
The National Council for Teacher Education is a Statutory body established under the NCTE Act 1993 under the Ministry of Human Resource Development, Department of School Education & Literacy, Govt of India, set up with a view to achieving planned and coordinated development of the teacher education system throughout the country, the regulation and proper maintenance of norms and standards in the teacher education system and for matters connected therewith.

2. Applications are invited in the PROFORMA from eligible officers under the Central/State Governments/Universities/Recognized Research Institutions/Public Sector Undertakings/Statutory, Semi Govt. or Autonomous or other organizations for filling up the following post on deputation (including short-term contract) on foreign service terms subject to fulfilling the eligibility criteria initially for a period of one year and extendable on year to year basis as per the terms of deputation:

(A) Name of the Post – Deputy Secretary/Regional Director – Three (3)

Scale of Pay – (PB-3 Rs. 15,600-39,100 Plus Grade Pay of Rs. 7,600 (Level 12 in the Pay Matrix as per 7th Pay Commission)

Qualifications and Experience:

(a)

(i) Holding analogous posts on regular basis in the parent cadre/department; or

(ii) With 5 years’ regular service in the grade rendered after appointment on regular basis in the Pay Band-3 Rs. 15,600-39,100 alongwith Grade Pay of Rs. 6,600/- or equivalent in the parent cadre/department;

And

(b) Possessing the following qualifications / experience:

(i) Experience in educational administration in various Directorates of Education, SCERT, KVS, NVS or such School/educational systems etc; and

(ii) Knowledge in use of information and communication technology such as handling data-base management system and use of off-line and on-line electronic resources.
Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of Central/State Govt. shall not ordinarily exceed 4 years which can be extended maximum up to 7 years with the concurrence of the lending organization. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.

(B) Name of the Post – Section Officer / Programme Officer – One (1)

Scale of Pay – (PB-2 Rs. 9300-34800 alongwith Grade Pay of Rs. 4600 (Level 7 in the Revised Pay Matrix as per 7th Pay Commission)

a. Holding analogous posts on regular basis in the parent cadre/department; or

(ii) with 3/6 years’ regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. Rs. 9300-34800 Plus Grade Pay of Rs. 4200 or equivalent in the parent cadre/department; and

b. Possessing the following qualifications/experience

Experience in educational administration in various Directorates of Education, SCERT, KVS, NVS or such school/educational systems etc.; and

Knowledge in use of information and communication technology such as handling data-base management system and use of off-line and on-line electronic resources.

(Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of Central/State Govt. shall not ordinarily exceed 3 years which can be extended maximum up to 7 years with the concurrence of the lending organization. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).

(C) Name of the Post – Accounts Officer – One (1)

Scale of Pay – (PB-2 Rs. 9300-34800 plus Grade Pay Rs. 4600 (Level 7 in the Revised Pay Matrix as per 7th Pay Commission)

a. Holding analogous post on regular basis in the parent cadre/department; or
With 5 years’ regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of **Rs. 9300-34800** plus **Grade Pay Rs. 4200** (Rs.5500-9000 pre-revised) or equivalent in the parent cadre/department; and

b. Possessing the following qualification/experience

A. pass in SAS or equivalent examination conducted by any of the organized Accounts Dept. of the Central Govt.;

B. Successful completion of training in the Cash and Accounts work in the ISTM or equivalent and experience in Cash, Accounts & Budget work.

(Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of Central/State Govt. shall not ordinarily exceed 3 years which can be extended maximum up to 7 years with the concurrence of the lending organization. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).

**D) Name of the Post – Computer Programmer-cum-Planning & Monitoring Officer (CPPMO)- One (1)**

**Scale of Pay – (PB-2 Rs. 9300-34800 Plus Grade Pay of Rs. 4600 (Level 7 in the Revised Pay Matrix as per 7th Pay Commission)**

a. Holding analogous post on regular basis in the parent cadre/department

With 3/6 years regular service in the grade rendered after appointment thereto on regular basis in scale of pay of **Rs. PB-2 Rs. 9300-34800 plus Grade Pay Rs. 4200** or equivalent in the parent cadre/department.

b. Possessing the following qualifications/experience;

BCA or equivalent certification of DOEACC.

Three years’ experience of software development for data-base management, Web designing and system management of local area network.

(Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of Central/State Govt. shall not ordinarily exceed 3 years which can be extended maximum up to 5 years with the concurrence of the lending organization. The maximum
age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).

(D) Librarian-cum Documentation and Production Officer (LDPO) - One (1)

Scale of Pay – (PB-2 Rs. 9300-34800 Plus Grade Pay of Rs. 4600 (Level 7 in the Revised Pay Matrix as per 7th Pay Commission)

a. Holding analogous post on regular basis in the parent cadre/department; or
   (ii) With 3/6 years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 9300-34800 Plus Grade Pay of Rs. 4200/- equivalent in the parent cadre/department; and

b. Possessing the following qualifications/experience:

   Essential
   (i) At least a second class master’s degree from a recognized university.
   (ii) A degree in Library Science from a recognised university.
   (iii) 5 years’ experience as Librarian/Asst. Librarian/Documentation Asst. in a reputed Library.
   (iv) Knowledge of use of information and Communication Technology such as handling of Library Software for data base management system and use of off-line and on-line electronic resources.
   (v) Experience in use of digital resources such as CD-ROM/Internet etc.

   Desirable
   Knowledge of modern and sophisticated methods of documentation.

   (Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of Central/State Govt. shall not ordinarily exceed 3 years which can be extended maximum up to 7 years with the concurrence of the funding organization. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).

(E) Junior Accounts Officer (JAO) - Five (5)
Scale of Pay – (PB-2 Rs. 9300-34800 Plus Grade Pay of Rs. 4200
(Level 6 in the Revised Pay Matrix as per 7th Pay Commission)

a. Holding analogous post on regular basis in the parent
cadre/department; or

(ii) With 3/10 years regular service in the grade rendered after
appointment thereto on regular basis in the scale of pay of
Rs. 5200-20200 plus Grade Pay Rs. 2800 or equivalent in the parent
cadre/department; and

b. Possessing the following qualifications/experience:

Essential

Three years' experience of cash, account and budget work, and
Facility in use of information and communication technologies, such as
handling of data base management system.

(Period of deputation (including short term contract) including period of
deputation (including short term contract) in another ex-cadre post held
immediately preceding this appointment in the same or some other
organization/Department of Central/State Govt. shall not ordinarily
exceed 3 years which can be extended maximum up to 7 years with the
concurrence of the lending organization. The maximum age limit for
appointment by deputation (including short term contract) shall be not
exceeding 56 years as on the closing date of the receipt of applications).

GENERAL INSTRUCTIONS

1. THE OFFICERS SELECTED MAY BE POSTED AT NCTE HEADQUARTERS OR ANY
OF ITS REGIONAL COMMITTEES.

2. The application in the PROFORMA enclosed duly signed by the applicant along-
with Annual Confidential Reports/APARs for the preceding five years, vigilance
clearance, integrity certificate, statement of minor/major penalty, if any, imposed
on the officer during the last 10 years and cadre clearance of the applicant, who
could be spared in the event of selection may be sent through proper channel to the
Member Secretary, National Council for Teacher Education (NCTE),
Plot No. G-7, Sector -10, Dwarka, New Delhi – 110 075

3. Only short-listed candidates will be called for interview or for further selection
process. Mere fulfilling the minimum eligibility criteria shall not bestow any right
on the applicants to be called for interview

4. NCTE reserves the right to change the number of posts or not to fill up the posts
advertised, if the circumstances so warrant.
5. The application in the PROFORMA (available on NCTE website: i.e., www.ncte.gov.in. duly signed by the applicant and through Proper Channel should reach NCTE within 45 days. The name of the post applied for may be written in bold letters on the top of the envelope and the biodata.

6. Incomplete applications or applications not received through proper channel or applications received after the last date shall not be considered. The applicants shall have to ensure that the completed application reach the NCTE through Proper Channel by the stipulated date. The advance copy received only be entertained/considered on receipt of NOC from the department concerned.
BIO-DATA/ CURRICULUM VITAE PROFORMA

ANNEXURE-I

FOR THE POST OF ____________________________

<table>
<thead>
<tr>
<th>1. Name and Address (in Block Letters)</th>
<th>Latest passport size photograph of the applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Nos. &amp; Email ID:</td>
<td></td>
</tr>
</tbody>
</table>

| 2. Aadhar No. (UIDAI)                |

| 3. Date of Birth (in Christian era)  | Sex: M/F: |

| 4.i) Date of entry into service     |
| ii) Date of retirement under Central/State Government Rules |

| 5. Educational Qualifications       |

| 6. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) |

| Qualifications/Experience required as mentioned in the advertisement/vacancy circular |

| Qualifications/ experience possesed by the officer |

| Essential |
| A) Qualification |


**B) Experience**

<table>
<thead>
<tr>
<th>A) Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Desirable</strong></td>
</tr>
</tbody>
</table>

6.1 **Note:** This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.

6.2 In the case of Degree and Post Graduate Qualifications, Elective/main subjects and subsidiary subjects may be indicated by the candidate.

7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post,

7.1 **Note:** Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.

8. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient,

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>Pay Band and Grade Pay/Pay Scale of the post held on regular basis</th>
<th>Nature of Duties (in detail) highlighting experience required for the post applied for</th>
</tr>
</thead>
</table>

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and
Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

<table>
<thead>
<tr>
<th>Office/institution</th>
<th>Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

9. Nature of present employment i.e. Adhoc or Temporarily or Quasi-Permanent or Permanent

10. In case the present employment is held on deputation/contract basis, please state:
   a) The date of initial appointment
   b) Period of appointment on deputation/contract
   c) Name of the parent office/organization to which the applicant belongs.
   d) Name of the post and Pay of the post held in substantive capacity in the parent organization

10.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

10.2 Note: Information under Column 9(c
) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation

11. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.

12. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Central Government</td>
</tr>
<tr>
<td>b.</td>
<td>State Government</td>
</tr>
<tr>
<td>c.</td>
<td>Autonomous Organization</td>
</tr>
<tr>
<td>a.</td>
<td>Government Undertaking</td>
</tr>
</tbody>
</table>
a. Universities  
b. Others

13. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

14. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the prerevised scale.

15. Total emoluments per month now drawn

<table>
<thead>
<tr>
<th>Basis Pay in the PB</th>
<th>Grade Pay</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. In case the applicant belongs to an Organisation which is not following the central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

<table>
<thead>
<tr>
<th>Basic Pay with Pay and of increment</th>
<th>Scale of rate</th>
<th>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</th>
<th>Total Emoluments</th>
</tr>
</thead>
</table>
17.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

17.B Achievements:
The candidates are requested to indicate information with regard to;
   i. Research publications and reports and special projects
   ii. Awards/Scholarships/Official Appreciation
       Affiliation with the professional bodies/institutions/societies and;
   i. Patents registered in own name or achieved for the organization
   ii. Any research/innovative measure involving official recognition vi) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

18. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption' Candidates of non-Government Organizations are eligible only for Short Term Contract)

# (The option of 'STC' / 'Absorption'/Re-employment’ are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Reemployment").
I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address

Date