

**National Council for Teacher Education**  
**G-7, Sector-10, Dwarka, New Delhi-110 075**

**File No: NCTE-Estt015/2/2021-Esst Section-HQ**

The National Council for Teacher Education, a statutory body under the Ministry of Education, Government of India invites applications from eligible persons of Central Government/State Government/Universities/Recognized Research Institutions/ PSUs Statutory/ Semi Govt. Autonomous or other organizations for filling up the following posts on deputation at its Headquarters in New Delhi.

<b>S.No.</b>	<b>Name of Post</b>	<b>Number of Vacancies</b>	<b>Level in the Pay Matrix</b>
1	Deputy Secretary Academic / Vigilance / Legal	Three (3)	Level -12 in the pay matrix (78800 to 209200 as per 7 <sup>th</sup> CPC Pay Matrix)

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 post 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](http://www.ncte.gov.in)**

5. The last date for receipt of complete applications shall be 45 days from the publication of this Vacancy Circular in the Employment News / Hindustan Times.

**(T. PRITAM SINGH)**  
**DEPUTY SECRETARY (ESTT.), NCTE**

**National Council for Teacher Education  
G-7, Sector-10, Dwarka, New Delhi-110 075**

**File No: NCTE-Estt015/2/2021-Esst Section-HQ      Dated.**

## **VACANCY CIRCULAR**

The National Council for Teacher Education is a statutory body established under the NCTE Act 1993 under the Ministry of Education, 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 given from eligible officers under the Central/State Governments/Universities/Recognized Research Institutions/Public Sector Undertakings/Statutory, Semi Govt. or Autonomous organizations for filling up the following post on deputation on foreign service terms subject to fulfilling the eligibility criteria initially for a period of one year and extendable in accordance to DOPT OM. Dated 17.02.2016:-

**(A)      Name of the Post – Deputy Secretary (Academic) - One (1) post**

Scale of Pay – Level -12 in the pay matrix (78800 to 209200 as per 7<sup>th</sup> CPC Pay Matrix)

Qualifications and Experience:

Officers under the Central Govt. or State Govt. or Universities or Recognized Research Institution or Public Sector Undertaking or Statutory, Semi Govt. Autonomous or other organizations.

Or

(a)(i) holding analogous post on regular basis in the parent cadre or department or

Holding the post of Associate Professor on regular basis in UGC Scale level -11 in the pay matrix (Rs. 67700-208700);

Or

Holding posts in level -11 of the pay matrix (Rs. 67700-208700) or equivalent on regular basis in the parent cadre for five years in the grade rendered after appointment thereto

And

(b) Possessing

(i) two years experience in administration or educational administration or finance or legal matters.

and

(ii) Knowledge of using information and communication technology such as handling of database management system and use of off-line and on-line electronics resources.

**Preference will be given to the candidates possessing following qualification / experience :-**

- i. Post Graduate Degree in Education
- ii. Experience in the project areas of Teacher Eligibility Test, Demand Supply Studies / Institutional and faculty data base development / Curriculum and syllabus design / E-Monitoring / Open and distance (ODL) and E-Resources / Accreditation of institutions or programme / Workshop organisation / Online Education and resources from Central / State Government / PSUs / statutory or semi government or autonomous bodies, educational institutions etc.

**(B) Name of the Post – Deputy Secretary (Legal and Vigilance)– One Each  
(2 posts)**

Scale of Pay – Level -12 in the pay matrix (78800 to 209200 as per 7<sup>th</sup> CPC Pay Matrix)

**Qualifications and Experience:**

Officers under the Central Govt. or State Govt. or Universities or Recognized Research Institution or Public Sector Undertaking or Statutory, Semi Govt. Autonomous or other organizations.

Or

(a)(i) holding analogous post on regular basis in the parent cadre or department or

Holding the post of Associate Professor on regular basis in UGC Scale level -11 in the pay matrix (Rs. 67700-208700);

Or

Holding posts in level -11 of the pay matrix (Rs. 67700-208700) or equivalent on regular basis in the parent cadre for five years in the grade rendered after appointment thereto

And

(b) Possessing

(i) two years' experience in administration or educational administration or

finance or legal matters.

and

(ii) Knowledge of using information and communication technology such as handling of database management system and use of off-line and on-line electronics resources.

**Preference will be given to candidates possessing following qualification / experience.**

- i. Graduate in Law from any recognized University
- ii. Should have experience in dealing with Administrative Vigilance Cases and related court cases.
- iii. Should be well conversant with CVC instructions and guidelines
- iv. Should be able to prepare official note independently
- v. Should have educate knowledge of Vigilance procedure to conduct enquiries / investigation and prepare report.
- vi. Experience of working in Vigilance Cell of an organisation for at least five years.
- vii. To assist the CVO to carry out the Vigilance functions as per the guideline of CVC.

**GENERAL INSTRUCTIONS**

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 Deputy Secretary (Establishment), 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](http://www.ncte.gov.in). duly signed by the applicant and through Proper Channel should reach NCTE by \_\_\_\_\_. 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. Advance copy will not be entertained.

7. Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/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).

## BIO-DATA/ CURRICULUM VITAE PROFORMA

### ANNEXURE-I

FOR THE POST OF \_\_\_\_\_

		Latest passport size photograph of the applicant
1.Name and Address (in Block Letters)		
Contact Nos. & Email ID:		
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 possessed by the officer	
Essential		
A) Qualification		
B) Experience		
Desirable		
A) Qualification		
B) Experience		
<p>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.</p> <p>6.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>		
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,

Office/ institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\*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;

Office/ institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
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9. Nature of present employment i.e. Ad-hoc or Temporary 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 re-employment:  Please state whether working under (indicate the name of your employer against the relevant column)  a. Central Government b. State Government c. Autonomous Organization a. Government Undertaking	

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 pre-revised scale	
15. Total emoluments per month now drawn	
Basis Pay in the PB	Grade Pay
	Total Emoluments



<p>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.</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
<p>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)</p>		
<p>17.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>i. Research publications and reports and special projects</li> <li>ii. Awards/Scholarships/Official Appreciation</li> </ul> <p>Affiliation with the professional bodies/institutions/societies and;</p> <ul style="list-style-type: none"> <li>i. Patents registered in own name or achieved for the organization</li> <li>ii. Any research/innovative measure involving official recognition vi) any other information.</li> </ul> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		
<p>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)</p>		
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are</p>		

available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Reemployment").	
19. Whether belongs to SC/ST/OBC	

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