



NATIONAL COUNCIL FOR

Wing II, Hans Bhawan, I, Bahadur Shah Zafar Marg, New Delhi- 110 002

TEACHER EDUCATION

No. 5-1/2015/NCTE/Estt.

VACANCY NOTICE

The National Council for Teacher Education, a statutory body under the Ministry of Human Resource Development, Government of India has been established 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. NCTE has its Hqrs at New Delhi and Regional Committees at Jaipur, Bhopal, Bangalore and Bhubaneswar:-

The Council invites applications for the under mentioned posts which are proposed to be filled by direct recruitment and the eligibility conditions for each post are indicated against each post:-

1.	<p>Assistant : PB- 2 9300-34300 with Grade Pay of Rs. 4200/- FOUR (Reserved for UR-3 and OBC-1)</p> <p>Essential A degree from a recognized university or equivalent.</p> <p>Desirable</p> <ol style="list-style-type: none">Two years experience in general administration / establishment / stores / accounts in Central / State Govt. autonomous or other organizations.Facility in Computer applications.
2.	<p>Stenographer Grade D: PB-1.5200-20200 with Grade Pay: Rs.2400 –FIVE (reserved for UR-4 and OBC-1)</p> <p>Essential</p> <ol style="list-style-type: none">10+2 or its equivalent. The candidates have to appear in the written test. After qualifying the written test the skill test will be held at 80 words per minute in short hand and typing speed 40 words per minute in English or 35 words in Hindi on Computers.
3.	<p>Lower Division Clerk : PB-1 5200-20200 with Grade Pay of Rs.1900/- FOUR – (Reserved for UR-3 and OBC-1)</p> <ol style="list-style-type: none">Essential : 10+2 or its equivalent from a recognized board.A typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on Computers.

4.	<p>Data Entry Operator : Rs. Pay Band (PB-2) 5200-20200* with Grade Pay of Rs.2,400/- One – Reserved for UR Essential</p> <p>I. 10+2 pass in Science Stream with Mathematics as a subject from a recognized Board or equivalent</p> <p>II. Should possess a speed of not less than 15000 key depressions per hour for Data Entry Work to be ascertained through speed test on computer.</p> <p>Note :</p> <p>The speed of 15000 key depressions per hour for Data Entry Work is to be judged by conducting a speed test on the EDP Machines(s) by the competent authority</p>
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Age Limit: For all posts the Age-limit is between 20-27 years as on the last date for receipt of applications. Age relaxable for ST/SC/OBC/Physically Handicapped/Ex-serviceman candidates. **Note :** The crucial date for determining the age limit shall be the closing date of receipt of applications in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Sikkim, Ladhakh Division of State of Jammu and Kashmir Lahul and Spiti and Chamba districts of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep).

2. Apply on plain paper giving following details. Number of vacancies may vary as per recruitment 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-india.org.
5. The application in the Proforma duly signed by the applicant along with all copies of testimonials, caste certificate if any, marks list, experience certificate, Shorthand speed-English and Hindi; Typewriting speed Hindi and English etc and those who are working have to send copies of 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 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, Hans Bhawan, Wing II, Bhadur Shah Zafar Marg, New Delhi - 110 002 within 30 days from the last day of the week of publication of this advertisement in the Employment News. The name of the post applied for may be written in bold letters on the top of the envelope and the bio-data.

6. Incomplete applications or applications not received through proper channel or applications received after last date shall not be considered.

Member Secretary

PROFORMA

APPLICATION PROFORMA

1. Post applied for [In Block letters] :
2. Name in full [In Block letters] :
3. Father's Name/Spouse Name :
4. Date of Birth [in Christian era] :
5. Sex [F/M] :
6. Permanent residential address :
7. Address for correspondence :
8. Educational Qualification :

Details of Education from class X onwards :

Sl.No.	Certificate/Degree	Year of passing	Institution/Board/University	Total Marks obtained	Subject taken

9. Technical Qualification if any :
10. Contact details with STD code :
- (i) Office Phone No :
- (ii) Residence :
- (iii) Fax number if any :
- (iv) Mobile number, if any :
- (v) E-mail :
11. Whether belongs to SC / ST / OBC :

12. (a) In case of employed applicants, details of employment in the chronological order in a separate sheet, duly authenticated by candidate signature in the following format.

Sl. No.	Office /Inst/ Organ	Post held	From	To	Mode of recruitment in the post - whether by direct recruitment/deputation/contract	Scale of pay & basic pay, wherever applicable	Nature of duties
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(b) Please submit NOC from the Employer in case of employed applicants.

13. Present total emoluments per month with breakup of allowances (attach last month pay slip copy)

14. Details of knowledge of Computer :

15. Details of qualifications/ experience as stipulated in the essential qualification/experience :

16. In case present employment is held on deputation / contract basis, please state:

[a] The date of initial appointment on deputation / Contract

[b] Period of appointment on deputation / contract

17. Details of Parent office /organization to which you belong

i. Designation of the authority for contact :

ii. Address for communication :

iii. Contact details of authority to Contact :

a. Office phone No.

b. Mobile No., if any

c. E-mail address

d. Fax No.

iv. Please indicate status of parent Organization viz. Central Government/ State Government /University/ PSU/other Govt. Organization:

18. Details of present employer, if at present on deputation/ ien, etc.

i. Designation of the authority for contact :

ii. Address for communication :

iii. Contact details of authority to Contact :

- a. Office phone No.
- b. Mobile No., if any
- c. E-mail address
- d. Fax No.

iv. Please indicate status of Present employer viz. Central Government/ State Government /University/ PSU/other Govt. Organization.

19. Additional information if any, which you like to mention in support of your suitability for the post (enclose a separate sheet if the space is insufficient).