



NATIONAL COUNCIL FOR TEACHER EDUCATION
G-7, SECTOR – 10, DWARKA, NEW DELHI – 110 075

F. No. NCTE-Estt015/1/2023-Esst Section-HQ

Dated: 03.08.2023

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 invites application from eligible persons of Central/ State Governments/ Universities/ Recognized Research Institutions/Public Sector Undertakings / Statutory / Semi Govt./ Autonomous organizations and other organisations for filling up the following posts on deputation basis at its Hqrs. and Regional Committees at New Delhi.

Sl. No.	Name of post	No of vacancies	Band Pay and Pay Matrix Level under 7 th CPC
1	Deputy Secretary	04	Level -12 in the pay matrix (78800 to 209200 as per 7 th CPC)
2	Under Secretary	01	Level -11 in the pay matrix (67700 to 208700 as per 7 th CPC)
3	Junior Accounts Officer (JAO)	02	Level -06 in the pay matrix (35400 to 112400 as per 7 th CPC)

- The number of vacancies may vary at the time of selection.
- NCTE reserves the right to change the number of posts or not to fill up the posts advertised, if the circumstances so warrant.
- The details regarding eligibility, service, experience and procedure for submission of application may be downloaded from NCTE Website www.ncte.gov.in/jobportal
- The last date for receipt of complete applications shall be 31.08.2023.


Deputy Secretary (Admn.), NCTE



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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 through online mode from eligible officers/ officials under the Central / State Governments/ Universities/ Recognized Research Institutions/ Public Sector Undertakings/ Statutory, Semi Govt. Autonomous or other organizations for filling up the following posts on deputation on foreign service terms subject to fulfilling the eligibility criteria initially for a period of one year extendable in accordance with DOPT OM. Dated 17.02.2016:-

A. Name of the Post – Deputy Secretary - Four (04) Posts

Scale of Pay – Level -12 in the pay matrix Rs.78800 to 209200 as per 7th CPC)

(a) Qualifications and Experience:

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

(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 Scales 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. 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 – Under Secretary - One (01) post

Scale of Pay – Level -11 in the pay matrix Rs.67700 to 208700 as per 7th CPC)

(a) Qualifications and Experience:

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

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

OR

(ii) Holding the post of Assistant Professor on regular basis in UGC Scale in level -10 in the pay matrix (Rs. 56100-177500) for five years;

OR

(iii) Holding posts in level -10 in the pay matrix (Rs. 56100-177500) or equivalent on regular basis in the parent cadre for five years in the grade rendered after appointment thereto;

OR

(iv) Holding posts in level -08 in the pay matrix (Rs. 47600-151100) or equivalent on regular basis in the parent cadre for seven 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;

(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.

C. Name of the Post – Junior Accounts Officer - Two (02) posts.

Scale of Pay – Level - 06 in the pay matrix (Rs. 35400 to 112400) as per 7th CPC)

Essential Qualifications:

1. Degree of a recognised University or Institute.
2. Two years' experience in cash, accounts and budget work in a Government office or Public Sector Undertaking or Autonomous bodies or Statutory body.

3. (a) Holding analogous post on regular basis.

OR

- (b) With ten years regular service in the post in the Level – 4 in pay matrix Rs. 25500 – 81100.

Note:-

1. The number of vacancies may vary at the time of selection.
2. NCTE reserves the right to change the number of posts or not to fill up the post advertised, if the circumstances so warrant.
3. The details regarding eligibility, service, experience and procedure for submission of application may be downloaded from NCTE website www.ncte.gov.in.
4. The last date for receipt of complete applications shall be 30 days from the date of uploading the advertisement on the NCTE website.
5. The hyperlink for this advertisement is – <http://ncte.gov.in/jobportal>


Deputy Secretary (Admn.I)
NCTE, New Delhi.

GENERAL INSTRUCTIONS

The print out of submitted application 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 (Administration), National Council for Teacher Education (NCTE), Plot No. G-7, Sector -10, Dwarka, New Delhi – 110 075.

2. The last date for receipt of complete applications shall be 30 days from the date of Advertisement in NCTE website.
3. Only short-listed candidates will be called for interview 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 printout of online application proforma after submission on NCTE Website i.e. www.ncte.gov.in, duly signed by the applicant and through Proper Channel should reach within 15 days of online submission alongwith the documents. The name of the post applied for may be written in bold letters on the top of the envelope and the biodata.
6. While forwarding the application, it may be certified by the prescribed authority in the parent organisation of the person concerned that the particulars furnished by the applicant in the proforma are correct and that no disciplinary case is either pending or contemplated against the applicant. **APPLICATIONS NOT RECEIVED THROUGH PROPER CHANNEL OR NOT IN PRESCRIBED PROFORMA OR RECEIVED AFTER THE LAST DATE OR FOUND DEFICIENT IN ANY MANNER SHALL NOT BE ENTERTAINED.**
7. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department shall ordinarily not exceed four years for the post of Deputy Secretary and Under Secretary.
8. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.
