

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

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

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 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 extendable in accordance to DOPT OM. Dated 17.02.2016:-

A. **Name of the Post – Deputy Secretary - Three (03) post**

Scale of Pay – Level -12 of the pay matrix (78800 to 209200 as per 7thCPC 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.

(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.

Note:-

1. The details regarding eligibility, service, experience and procedure for submission of application may be downloaded from NCTE Website www.ncte.gov.in.
2. The last date for receipt of complete applications shall be 45 days from the publication of this Vacancy circular in the Employment News.
3. **The link will be opened on the date of advertisement published in Employment News/Hindi & English National News Papers.**

**Deputy Secretary (Admn),
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 45 days from the publication of this Vacancy circular in the Employment News / Hindustan Times.
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 print out 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 as asked for. 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.
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.