



**National Council for Teacher Education  
New Delhi**

**VACANCY CIRCULAR**

The National Council for Teacher Education is a statutory body under the Ministry of Human Resource Development 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 enclosed **PROFORMA** from eligible officers under the **Central / State Governments / Universities / Recognized Research Institutions/ PSUs / Statutory, Semi Govt. or Autonomous or other organizations** for filling up the following posts 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 as mentioned below for the post of: -

**1. Deputy Secretary – Two**

{However number of vacancies may vary as per the requirement at the time of selection}

[Pay Scale Rs. 15600 – 39100 along with the Grade Pay of Rs.7600/-] PB-3 {The post will be operated in the UGC scales applicable to Reader/Associate Professor if they are occupied by incumbents who were in UGC scales prior to joining NCTE}

(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 scale of pay of Rs.15600 – 39100 with Grade pay of Rs.6600 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.

(2) **Under Secretary / Research Officer – FIVE**

(However number of vacancies may vary as per the requirement at the time of selection)

**(PB 3 : Pay Scale: Rs. 15600 – 39100 along with the Grade Pay of Rs.6600/-)**

(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 thereto on regular basis in the pre-revised scale of pay of Rs.8000-13500 or equivalent in the parent cadre / department; or

- (iii) With 8 years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs.6500-10500 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.

3 **STENOGRAPHER GRADE 'C' - THREE (on deputation basis)**

(However number of vacancy may vary as per the requirement at the time of selection)

**(Pay Scale: Rs.9300-34800 along with the Grade Pay of Rs.4200/-)**

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

- (ii) With 8 years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of pay of Rs.4000-6000 or equivalent in the parent cadre / department and having a speed of 100 wpm in English / Hindi Stenography.



### **GENERAL INSTRUCTION**

1. 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.
2. **THE OFFICERS SELECTED MAY BE POSTED AT NCTE HEADQUARTERS, NEW DELHI OR ANY OF THE REGIONAL COMMITTEES AT JAIPUR, BHOPAL, BHUBANESHWAR AND BANGALORE OR ANY OTHER REGIONAL COMMITTEE THAT MAY BE SET UP LATER. THE OFFICERS MAY ALSO BE TRANSFERRED FROM ONE OFFICE TO ANOTHER DEPENDING ON ADMINISTRATIVE EXIGENCIES.**
3. The application in the **PROFORMA** enclosed duly signed by the applicant alongwith Annual Confidential Reports 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, Hans Bhawan, Wing – II, 1, Bahadur Shah Zafar Marg, New Delhi – 110 002**. The name of the post applied for may be written in bold letters on the top of the envelope and the bio-data.
4. Only short listed candidates will be called for interview and / or for further selection process. Mere fulfilling the minimum eligibility criteria shall not bestow any right on the applicants to be called for interview.
5. 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.
6. The application in the **PROFORMA** (available on NCTE website i.e. [www.ncte-india.org](http://www.ncte-india.org)) duly signed by the applicant should reach within 30 days from the last date 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.
7. Incomplete applications or applications not received through proper channel or applications received after the last date shall not be considered.



PROFORMA

**APPLICATION PROFORMA**

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

| Sl.No. | Certificate/Degree | Year of passing | Institution/Board/University | Total Marks obtained |
|--------|--------------------|-----------------|------------------------------|----------------------|
|        |                    |                 |                              |                      |

8. Technical Qualification if any :
9. Contact details with STD code :
- (i) Office Phone No :
- (ii) Residence :
- (iii) Fax number if any :
- (iv) Mobile number, if any :
- (v) E-mail :
10. Date of retirement in parent office :
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 your signature in the following format.

| Sl. No. | Office /Inst/ Organ | Post held | From | To | Mode of recruitment in the post - whether by direct recruitment/dep | Scale of pay & basic pay, wherever applicable | Nature of duties |
|---------|---------------------|-----------|------|----|---|---|------------------|
|         |                     |           |      |    |   |   |                  |



|  |  |  |  |  |                  |  |  |
|--|--|--|--|--|------------------|--|--|
|  |  |  |  |  | utation/contract |  |  |
|--|--|--|--|--|------------------|--|--|

(b) Please submit NOC from the Employer in case of employed applicants.

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

13. Details of knowledge of Computer :

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

15. 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

16. 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:

17. Details of present employer, if at present on deputation/lien, 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:

18. Details of Publication, if any.

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).

### **Declaration**

I certify the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted.

I, \_\_\_\_\_ hereby declare that my posting on deputation shall not bestow/provide any right to me to claim seniority in the said post in respect of the service rendered by me on deputation.

I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

**Signature of the candidate**

**Address.....**

**Date:**

### **CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE FORWARDING THE APPLICATION**

1. Certified that the particulars given by the applicant are true and have been verified from the service records
2. The applicant, if selected will be relieved immediately
3. Attested copies of ACRs/APARs for the last five years are enclosed
4. No disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for deputation to the post applied for. No major/minor penalty is in force or current against the official.

**(Countersigned by the Employer)**