



**No. F .5-1/2009/NCTE/Estt.
National Council for Teacher Education
Hans Bhawan, Wing-II, Bahadur Shah Zafar Marg
New Delhi – 110 002**

February, 25th, 2015

OFFICE MEMORANDUM

Subject:- Filling up of post of Section Officer/Programme Officer, Accounts Officer, Junior Accounts Officer and Librarian cum Documentation and Production Officer (LDPO) on deputation (including short-term contract) basis in the office of National Council for Teacher Education.

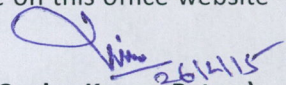
National Council for Teacher Education, a statutory body under Ministry of Human Resource Development (Number of vacancies may vary as per requirement at the time of selection. It is proposed to fill up the post on deputation (including short-term contract) basis by appointment of suitable officers under the Central or State Governments or Union Territories or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organisation.

2. The job description of the post is given in the Annexure-I. The pay of the officer selected for the post on deputation will be regulated in accordance with the Deptt. Of Personnel & Training O.M. No.2/29/91-Estt.(Pay-II) dated 05.01.1994 as amended from time to time.

3. It is requested that applications in the enclosed proforma duly signed by the applicant and endorsed by the employer alongwith the complete and up-to-date Confidential Reports/APARs of last five years along with their vigilance clearance, of the officers who fulfill the eligibility conditions and who can be spared in the event of their selection may be sent to the undersigned. The last date of receipt of applications is 10th March, 2015.

4. Photocopies of the ACRs/APARs for the last five/six years, duly attested by an officer not below the rank of Under Secretary may please be forwarded. Applications received directly or without signature of the applicant and endorsement by the employer or after the last date or without the Confidential Reports, APARs or otherwise found incomplete are liable not to be considered. While forwarding the applications (in Annexure-II), it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary case is pending or contemplated against the officer and he/she not been awarded any major/minor penalty during the last 10 years. Integrity of the officer should also be certified.

5. Proforma for applying to the post and other details are also available on this office website www.ncte-india.org


(Sanjay Kumar Patwa)
Deputy Secretary

Encl: As above.

To

1. All Secretaries/Principal Secretaries of Education of all State Governments/All heads of CBSE/NCERT/RIE/SCERT/NUEPA/IGNOU/AIU/UGC
2. EDP Section: A hard as well as soft copy of the O.M. is forwarded for placing the same on website indicated in para 5 above.



NATIONAL COUNCIL FOR TEACHER EDUCATION
Wing II, Hans Bhawan, 1, Bahadur Shah Zafar Marg,
New Delhi- 110 002.

VACANCY CIRCULAR

F. No. 5-1/2009/NCTE/Estt.

25th February, 2015

The National Council for Teacher Education, A Statutory body under the Ministry of Human Resource Development, Government of India invites application from eligible persons for filling up the following post on deputation (including short term contract) at its Hqrs., New Delhi and Regional Committee at Jaipur, Bhopal, Bangalore and Bhubaneswar:-

Sl. No.	Name of the Post	Officers / Officials from	Number of Vacancies	Pay Band & Grade Pay
1.	Section Officer / Programme Officer	Central/State Governments/ Universities/Recognized Research Institutions/PSUs/Statutory/Semi Govt. Autonomous or other organizations	One	(PB-2) Rs.9300-34800/- with Grade Pay of Rs. 4600/-
2.	Accounts Officer	- Do -	One	(PB-2) Rs. 9300-34800/- with Grade Pay of Rs. 4600/-
3.	Junior Accounts Officer	- Do -	Four	(PB-2) Rs. 9300-34800/- with Grade Pay of Rs. 4200/-
4.	Librarian cum Documentation and Production Officer (LDPO)	- Do -	One	(PB-2)Rs. 9300-34800/- with Grade Pay of Rs. 4600/-

2. Number of vacancies may vary as per requirement of the time of selection.
3. The NCTE reserves the right to change the number or 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.

Member Secretary



National Council for Teacher Education
New Delhi – 110 002

VACANCY CIRCULAR

F. No. 5-1/2014/NCTE/Estt.

25th February, 2015

The National Council for Teacher Education is a statutory body under the Ministry of Human Resource Development, Government of India, set up to achieve 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 thereto.

2. Applications are invited in the enclosed **PROFORMA** from eligible officers under the Central/State Governments/ Universities / Recognised Research Institutions/PSUs/Statutory, Semi Govt. or Autonomous or other organizations under the Central /State Government for filling up the following posts on deputation (including short term contract) on foreign service terms, subject to fulfilling the eligibility criteria as mentioned below for the post:-

(A) Section Officer / Programme Officer

(PB-2 Rs 9300-34800 along with Grade pay of Rs 4600/-)

(a)

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

(ii) With 3/6 years regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5500-9000/Rs.5000-8000 respectively or equivalent in the parent cadre / department; or
and

(b)

(i) Possessing the following qualifications / experience

(ii) Experience in educational administration in various Universities /Colleges, 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.

(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).

(B) Accounts Officer- One

PB-2 Rs 9300-34800 along with Grade pay of Rs 4600/-)

a.

- (i) Holding analogous post 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 scale of pay of Rs. 5500-9000 or equivalent in the parent cadre/department;
and

b. Possessing the following qualifications/experience

- (i) A pass in SAS or equivalent examination conducted by any of the organized Accounts Dept. of the Central Govt.;
or
- (ii) Successful completion of training in the Cash and Accounts work in the ISTM or equivalent and experience in Cash, Accounts & Budget work.

(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).

(C) Junior Accounts Officer - Four

(PB 2 Rs. 9300-34800 with Grade Pay Rs. 4200/-)

a.

- (i) Holding analogous post on regular basis in the parent cadre/department
- (ii) With 3/10 years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 5000-8000 / Rs. 4000-6000 respectively or equivalent in the parent cadre/department;

and

b. **Possessing the following qualifications/experience;**

- (i) Three years experience of cash, accounts and budget work; and
- (ii) Facility in use of Information and Communication Technologies. such as handling of data base management system.

(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).

(D) Librarian - cum - Documentation and Production Officer (LDPO) - One
(PB-2 Rs 9300-34800 along with Grade pay of Rs. 4600/-)

a

- (i) Holding analogous posts on regular basis in the parent cadre / department; or
- (ii) With 3/6 years regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5500-9000/5000-8000 respectively or equivalent in the parent cadre / department; and

b. Possessing the following qualifications / experience :

Essential

- (i) At least a second class Master's Degree from a recognised university
- (i.) A degree in Library Science from a recognised university.
- (i.) 5 years experience as Librarian / Asst. Librarian / Documentation Asst. in a reputed Library.

- (iv) Knowledge of use of Information and Communication Technology such as handling of Library Software for data base management system and use of off-line and on-line electronic resources.
- (v) Experience in use of digital resources such as CD-ROM/Internet etc.

Desirable

Knowledge of modern and sophisticated methods of documentation.

(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).

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 application in the PROFORMA (available on NCTE website i.e. www.ncte-india.org) duly signed by the applicant should reach on or before 10th March, 2015. The name of the post applied for may be written in bold letters on the top of the envelope and the bio-data.
5. Incomplete applications or applications received after the last date shall not be considered.

Member Secretary

GENERAL INSTRUCTIONS

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 not exceed 56 years as on the closing date of the receipt of applications.
2. **THE OFFICER SELECTED MAY BE POSTED AT NCTE HEADQUARTERS, NEW DELHI OR ANY OF THE REGIONAL COMMITTEES AT JAIPUR, BHOPAL, BANGALORE, AND BHUBANESWAR. THE OFFICERS MAY ALSO BE TRANSFERRED FROM ONE OFFICE TO ANOTHER DEPENDING ON ADMINISTRATIVE EXIGENCIES.**
3. The application in the **PROFORMA** duly signed by the applicant along with Annual Confidential Reports 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. The last date of receipt of application is 10th March, 2015. 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 any further selection process. Mere fulfilling the minimum eligibility criteria shall not bestow any right on the applications to be called for interview.
5. Incomplete applications or applications not received through proper channel or applications received after last date shall not be considered.

APPLICATION PROFORMA

1. Post applied for (in block letters) :
2. Name in full (in block letters) :
3. Sex (F/M) :
4. Permanent Residential Address :
5. Address for Correspondence :
6. Address of Cadre Controlling Authority :
7. Contact number with STD code
 - (i) Residence :
 - (ii) Office :
 - (iii) Mobile no., if any :
8. E-mail i.d. :
9. Date of birth (in Christian era) :
10. Date of retirement under Central Govt./State Govt. :
11. Whether belong to SC/ST/OBC :
12. Details of employment in the chronological order.
Enclose separate sheet, duly signed & authenticated by you, if the space below is insufficient :

Office/Inst./Organization	Post held	From	To	Mode of recruitment in the post whether by direct recruitment/deputation/contract	Scale of pay & basic pay	Nature of duties

13. Nature of present employment i.e. ad-hoc, temporary, quasi -permanent or permanent

14. In case 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 you belong

15. Please indicate status of present employer viz. Central Govt./State Govt./University/ FSU/ other Govt. organization/ any other :

16. Total emoluments per month with break
up of allowance :

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

18. Whether you have working knowledge in use of information and communication technology such as handling data-base management system and use of offline and online electronic resources. If Yes, Give Details.

19. Remarks

Signature of the candidate

Address.....

Date:

Countersigned (Employer)