

**National Council for Teacher Education
Wing. II, Hans Bhawan, 1, Bahadur Shah Zafar Marg,
New Delhi-110 002.**

F. No. NCTE-Estt015/3/2019-Esst Section-HQ

VACANCY CIRCULAR

Reference this Council's advertisement hosted on NCTE website www.ncte-india.org for filling up of the posts of Deputy Secretary / Regional Director, Section Officer/Programme Officer, Accounts Officer and CPPMO on deputation basis. The last date of receipt of application is hereby extended upto **31.05.2019**.

UNDER SECRETARY



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The National Council for Teacher Education is a Statutory body established under the NCTE Act 1993 under the Ministry of Human Resource Development, 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 in the **PROFORMA** from eligible officers under the **Central/State Governments/Universities/Recognized Research Institutions/Public Sector Undertakings/Statutory, Semi Govt. or Autonomous or other organizations** for filling up the following post 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:

(A) Name of the Post – Deputy Secretary/Regional Director – Four

Scale of Pay – (PB-3 Rs. 15,600-39,100 alongwith Grade Pay of Rs. 7,600 (as per Sixth Pay Commission) (Level 12 in the Revised Pay Matrix as per 7th Pay Commission)

Qualifications and Experience:

(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 Pay Band-3 Rs. 15,600-39,100 alongwith Grade Pay of Rs. 6,600/- 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.

(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 4 years which can be extended maximum upto 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) Name of the Post – Section Officer / Programme Officer – One

Scale of Pay – (PB-2 Rs. 9300-34800 alongwith Grade Pay of Rs. 4600 (as per Sixth Pay Commission) (Level 7 in the Revised Pay Matrix as per 7th Pay Commission)

a. 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 (pre-revised) or equivalent in the parent cadre/department; and

b. Possessing the following qualifications/experience

Experience in educational administration in various Directorates of Education, SCERT, KVS, NVS or such school/educational systems etc.; and

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).

(C) Name of the Post – Accounts Officer – One

Scale of Pay – (PB-2 Rs. 9300-34800 alongwith Grade Pay of Rs. 4600 (as per Sixth Pay Commission) (Level 7 in the Revised Pay Matrix as per 7th Pay Commission)

a. 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 (pre-revised) or equivalent in the parent cadre/department; and

b. Possessing the following qualification/experience

A pass in SAS or equivalent examination conducted by any of the organized Accounts Dept. of the Central Govt.;

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).

(D) Name of the Post – Computer Programmer-cum-Planning & Monitoring Officer (CPPMO)- One

Scale of Pay – (PB-2 Rs. 9300-34800 alongwith Grade Pay of Rs. 4600 (as per Sixth Pay Commission) (Level 7 in the Revised Pay Matrix as per 7th Pay Commission)

a. Holding analogous post on regular basis in the parent cadre/department

With 3/6 years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 5500-8000/- Rs. 5000-8000 or equivalent in the parent cadre/department.

b. Possessing the following qualifications/experience;
BCA or equivalent certification of DOEACC.

Three years' experience of software development for data-base management, Web designing and system management of local area network.

(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).

GENERAL INSTRUCTIONS

1. THE OFFICERS SELECTED MAY BE POSTED AT NCTE HEADQUARTERS OR ANY OF ITS REGIONAL COMMITTEES.
2. The application in the PROFORMA enclosed 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 **Member Secretary, National Council for Teacher Education, Hans Bhawan, Wing-II, 1, Bahadur Shah Zafar Marg, New Delhi-110002.**
3. Only short-listed candidates will be called for interview or 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 application in the PROFORMA (available on NCTE website: i.e., www.ncte-india.org) duly signed by the applicant and through Proper Channel should reach NCTE **by 16.5.2019**. The name of the post applied for may be written in bold letters on the top of the envelope and the biodata.
6. Incomplete applications or applications not received through proper channel or applications received after the last date shall not be considered. The applicants shall have to ensure that the completed application reach the NCTE through Proper Channel by the stipulated date.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii)

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professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

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Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.