

F.No. NCTE-Estt015/4/2024-Esst Section-HQ

Dated : 09.10.2024

**Subject: Engagement of IT & E-gov. Advisor, Legal Advisor and Senior Academic Consultant on Short Term Contract Basis**

**Vacancy Circular**

The National Council for Teacher Education, a Statutory Body under the Ministry of Education, Government of India is seeking applications for the following posts on Short Term Contract Basis. These posts will be filled up on the basis of short listing and interview of the eligible short-listed candidates. Proforma for application and other details may be downloaded from NCTE website: "[www.ncte.gov.in](http://www.ncte.gov.in)" (see "Announcements"). The last date for submission of application will be **10 days** from the date of publication of vacancy circular on the website. The eligibility criteria and other terms and conditions for the posts are mentioned below:-

**1. IT & E-gov. Advisor**

Details of eligibility criteria and other terms & conditions

1.	Name of the Post	<b>IT &amp; E-gov. Advisor</b>
2.	Number of Post	01 (One)
3.	Period of Consultancy	6 months on Short term contract basis. (Extendable on need/ performance basis)
4.	Age-limit	The maximum age limit of the IT & E-gov. Advisor shall not exceed 65 years as on the last date for submission of the application.
5.	Qualification/Essential Criteria	<b>Essential Qualifications: -</b>  1. Master's degree in Computer Science / Computer Application from a recognised Institution  <b>Experience: -</b>  1. At least 05 years of experience in administration /management /

		<p>application / supervision of IT Sector of State / Central / PSU/ Statutory or Semi-Government or Autonomous Bodies/ Educational Institutions etc.</p> <p><b>Desirable Qualifications: -</b></p> <ol style="list-style-type: none"> <li>1. PG in Computer Science / Computer Application</li> <li>2. Working experience of administration in the field of Website / E-gov. portal / E-office/ ICT / IT/ digital platform.</li> <li>3. Good Communication skills in English and Hindi.</li> </ol>
6.	Remuneration & Entitlements	<ol style="list-style-type: none"> <li>1. IT &amp; E-gov. Advisor will be paid a monthly consolidated remuneration of Rs. 80,000/- per month.</li> <li>2. No Dearness Allowances or any other allowances are admissible.</li> <li>3. If out stationed tours are required to be taken for official duty, then the IT &amp; E-gov. Advisor shall be paid TA/DA and Hotel Accommodation as admissible to the officers of the Central Government of equivalent status/rank.</li> </ol>
7.	Nature of Duties	<ol style="list-style-type: none"> <li>1. Overall supervision of IT &amp; E-gov. Division of NCTE.</li> <li>2. IT &amp; E-gov. Advisor will be required to manage, monitor, project tracking, perform demand analysis, and impact study of various ICT projects in any National Level Projects including supervision/ advise on Website / E-gov. portal / E-office/ ICT / IT / VSK / NCTQ etc.</li> <li>3. High level analytical, statistical and problem-solving skills are required apart from skill mapping, monitoring, learning etc. of the progress to develop practical</li> </ol>

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		<p>solutions for the complex problems in IT &amp; E.gov. Division of NCTE.</p> <ol style="list-style-type: none"><li>4. Maintenance / connects / linking of data, application, identification, and gap analysis of National Level initiatives.</li><li>5. Any other work assigned by NCTE pertains to the IT &amp; E-gov. Division and other digital platforms.</li></ol>
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## 2. Legal Advisor

Details of eligibility criteria and other terms & conditions

1.	Name of the Post	<b>Legal Advisor</b>
2.	Number of Post	01 (One)
3.	Period of Consultancy	6 months on Short term contract basis. (Extendable on need/ performance basis)
4.	Age-limit	The maximum age limit of the Legal Advisor shall not exceed 65 years as on the last date for submission of the application.
5.	Qualification/Essential Criteria	<b>Essential Qualifications: -</b>  1. Law degree from a recognized institution.  <b>Experience:</b>  1. At least 05 years of experience of working in State/Central Govt./ PSU/ Statutory or Semi-Government or Autonomous Bodies/ Educational Institution etc. in the following fields:-  a. Legal practice / judiciary administration b. Administrative experience of legal cell  <b>Desirable Qualifications: -</b>  1. PhD. in Law 2. Experience of working in legal related offices/courts etc. 3. Good Communication skill in English and Hindi. 4. Knowledge of using computers/digital communication.

6.	Remuneration & Entitlements	<ol style="list-style-type: none"> <li>1. Legal Advisor will be paid a monthly consolidated remuneration of Rs. 80,000/- per month.</li> <li>2. No Dearness Allowances or any other allowances are admissible.</li> <li>3. If out stationed tours are required to be taken for official duty, then the consultant shall be paid TA/DA and Hotel Accommodation as admissible to the officers of the Central Government of equivalent status/rank.</li> </ol>
7.	Nature of Duties	<ol style="list-style-type: none"> <li>1. Supervision of the Legal Division and legal consultants engaged in NCTE and ensuring timely action on the disposal of judiciary matters.</li> <li>2. Ensures timely action on the publication of judgement on the web portal passed by Apex Court and High Courts.</li> <li>3. The Legal Advisor shall monitor and deal with all the Court cases filed in the Hon'ble Supreme Court and various Hon'ble High Courts of the country.</li> <li>4. To study/preparation of noting of the SLPs/writ petitions/legal documents filed in the Supreme Court and various High Courts, received from the Standing Counsels. Processing on file/noting for assignment of the cases to specific legal counsels.</li> <li>5. Monitoring of the legal matter of Regional Committees (RCs) for prompt action from the concerned office/officers and disposal of the cases and payment of the professional fee.</li> <li>6. Ensures timely filing of the replies in the respective Court of law for defending the cases to protect the interest of NCTE through the concerned office/officer.</li> <li>7. Ensures the prompt action on part of NCTE on the judgment pronounced by the Court/Courts.</li> </ol>

		<ol style="list-style-type: none"><li>8. Ensure timely compliance of recommendation / return / update of legal portal.</li><li>9. Overall supervision of Legal Division of NCTE.</li><li>10. Any other work assigned by NCTE pertains to the Legal Division.</li></ol>
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### 3. Engagement of Senior Academic Consultant

Details of eligibility criteria and other terms & conditions

1.	Name of the Post	<b>Senior Academic Consultant</b>
2.	Number of Post	01 (One)
3.	Period of Consultancy	6 months on Short term contract basis. (Extendable on need/ performance basis)
4.	Age-limit	The maximum age limit of the Senior Academic Consultant shall not exceed 65 years as on the last date for submission of the application.
5.	Qualification/Essential Criteria	<b>Essential Qualifications: -</b>  <ol style="list-style-type: none"><li>1. Masters' Degree from recognized University/ Institute</li><li>2. B.Ed./M.Ed./ MA Education</li><li>3. M.Phil/ Ph.D./ D.Litt</li><li>4. NET/SLET Qualified.</li></ol> <b>Experience:</b> At least 05 years of experience of working as an academic expert in Research/Training /Edn. Tech. /ICT /e-content development from Central/ State Government/ PSU/ Statutory or Semi - Government or Autonomous Bodies / Educational Institution etc.  <b>Desirable Qualifications: -</b>  <ol style="list-style-type: none"><li>1. Good communication skills in English &amp; Hindi.</li><li>2. Knowledge of Educational policy formulation, report writing, development of research tools, collection and analysis of data etc.</li><li>3. Having worked on any projects / policy related matter related to NEP 2020.</li><li>4. Knowledge of using computers/digital communication.</li></ol>

6.	Remuneration & Entitlements	<ol style="list-style-type: none"> <li>1. Senior Academic Consultant will be paid a monthly consolidated remuneration of Rs. 80,000/-.</li> <li>2. No Dearness Allowances or any other allowances are admissible.</li> <li>3. If out stationed tours are required to be taken for official duty, then the Senior Academic Consultant shall be paid TA/DA and Hotel Accommodation as admissible to the officers of the Central Government of equivalent status and rank.</li> </ol>
7.	Nature of Duties	<ol style="list-style-type: none"> <li>1. Framing of Curriculum for 1 Year B.Ed. Course.</li> <li>2. Framing of Curriculum for 2 Year B.Ed. Course.</li> <li>3. 4 Year Integrated Teacher Education Programme Curriculum</li> <li>4. National Curriculum Framework for Teacher Education (NCFTE)</li> <li>5. TET Guidelines</li> <li>6. To cater the needs of children with specific disability as mandated in NEP 2020, accessibility has been incorporated in the curriculum.</li> <li>7. National Professional Standards for Teachers (NPST)</li> <li>8. National Mission for Mentoring (NMM)</li> <li>9. Any other work assigned by NCTE pertains to the Academic Division.</li> <li>10. Preparation of strategic documents for implementation of NEP 2020 in context of teacher education.</li> </ol>

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## ANNEXURE-B

### GENERAL INSTRUCTIONS

The printout of Proforma for application duly signed by the applicant along-with relevant documents may be sent to Deputy Secretary (Administration) in sealed envelope to National Council for Teacher Education (NCTE), Plot No. G-7, Sector -10, Dwarka, New Delhi – 110 075 and/or through e-Mail: [so\\_establishment@ncte-india.org](mailto:so_establishment@ncte-india.org)


2. The last date for receipt of complete applications shall be 10 days from the date of Publication of Vacancy Circular on the NCTE website (<https://ncte.gov.in>).

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.

**6. Applications not received in prescribed proforma or received after the last date or found deficient in any manner shall not be entertained.**

8. The maximum age limit for each post shall not exceed 65 years as on the closing date of the receipt of applications.

  
(Mukesh Kumar)  
Under Secretary