

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE

(An autonomous body fully funded by the Ministry of Human Resource Development, Government of India)
Farogh-E-Urdu Bhawan, FC-33/9, Institutional Area,
Jasola, New Delhi-110066

ADVERTISEMENT FOR THE POST OF DIRECTOR

Applications are invited for the post of Director, National Council for Promotion of Urdu Language (NCPUL), New Delhi, an autonomous body fully funded by the Ministry of Human Resource Development, Government of India from persons possessing qualifications and experience mentioned below in the prescribed proforma published in the Employment News/Rozgar Samachar. The application form can also be downloaded from the M/o HRD's website www.education.nic.in

Pay Scale: Pay Band PB-4 Rs.37,400-67,000/- plus Grade Pay of Rs.8,700/-

Qualifications & Experience:-

Essential: (1) Masters Degree in Urdu Language/Linguistics/Literature with minimum 55% marks with Persian as a subject at Degree level from a recognized University or equivalent. (2) Research/literary work in Urdu as evidenced by published work of standing (evidence to be furnish).

Desirable: (1) Ph.D in Urdu OR Ph.D in Linguistics (2) Good knowledge of one or more Indian languages in addition to Urdu (3) Knowledge of modern principles and techniques of lexicography.

Administrative Experience:

For persons to be recruited on deputation

(a) For Non-Ph.D Candidates: Ten (10) Years in group 'A' level post OR Five (5) years in a post carrying pre-revised pay scale of 12,000-16,500/-

(b) For Ph.D Candidates: Five (5) Years in group 'A' level post.

For persons to be recruited on contract basis

Possessing experience as detailed above and drawing comparable emoluments.

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Explanation:

"Administrative Experience" means experience as head of an academic institution (including the Head of Department in a College or University) OR Experience in administrative capacity in a Government, local body or autonomous organization, preferably connected with the area of education/languages.

Method of Recruitment:

By transfer or deputation from among officers under the Central/State Government/Universities /autonomous bodies holding analogous posts in the pre-revised pay - scale of ₹14300-18300/- or working in the scale of pay of ₹12000-16500/-.

Tenure of appointment on deputation or Contract:

Not exceeding three (3) years. The term may be extended at the discretion of the Central Government upto a maximum of five (5) years or until the incumbent attains superannuation prescribed for Central Government employees, whichever is earlier.

Age limit:

Not exceeding 57 years on the first January of the year in which the vacancy is advertised.

Last Date:

Duly filled up applications complete in all respects and forwarded through Proper Channel by the concerned University/College/Department, etc. should reach **Shri P.S. Ghosh, Deputy Secretary (Languages), Department of Higher Education, Ministry of Human Resource Development, Room No.324, C Wing, Shastri Bhawan, New Delhi - 110115** within **45 days** from the date of publication of the advertisement for the above post in the Employment News/Rozgar Samachar.

Note-1:-

The applicants who are in Central Govt./State Govt. Service/Autonomous Bodies/Union Territories or other Govt. Bodies should submit their application through proper Channel along-with Integrity Certificate and a certificate to the effect that no disciplinary proceedings are pending or contemplated against the officer. A.C.Rs. of the last 5 years may also be forwarded along-with the application.

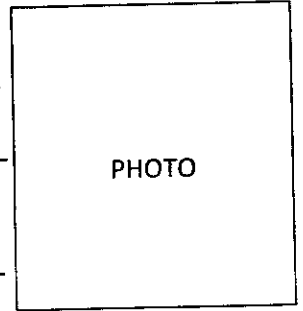
PROFORMA OF APPLICATION

Application for the post of Director, National Council for Promotion of Urdu Language (NCPUL),
New Delhi

1. Name and Address (in Block Letters) _____

2. Date of Birth (in Christian era) _____

3. 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 as been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

		Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential	(1)		
	(2)		
	(3)		
Desirable	(1)		
	(2)		
	(3)		

6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post _____

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature.

Office/ Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature duties of (in detail)

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 you belong :
10. Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column) :
 - Central Govt. :
 - State Govt. :
 - Autonomous Organization :
 - Government Undertaking :
 - Universities :
 - Others :
11. Please state whether you are working in the same Department :
12. 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 :
13. Total emoluments per month now drawn :

Contd./...

14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) 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)
15. Whether belongs to SC/ST :
16. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate
Address _____

Date _____

FORWARDING NOTE BY THE EMPLOYER

It is certified that:

- 1) Information given in the above proforma is correct as per the service records of the applicant.
- 2) The applicant is clear from vigilance angle.
- 3) The integrity of the applicant is beyond doubt.
- 4) That no major/minor penalty has been imposed on the applicant during the last ten (10) years.
- 5) The cadre controlling authority of the applicant has given clearance to enable him/her apply for the post.
- 6) Attested copies of the last five(5) years of the applicant's Annual Confidential Report/Annual Performance Appraisal Report has been enclosed while forwarding this application.

Countersigned by the authorized signatory on behalf of the employer

(Seal of the authorized signatory)

Place: _____

Date: _____