

Government of India  
Ministry of Human Resource Development  
Department of School Education & Literacy

ADVERTISEMENT FOR THE POST OF SECRETARY, NATIONAL COUNCIL OF  
EDUCATIONAL RESEARCH AND TRAINING (NCERT)

Applications are invited through proper channel on transfer on deputation or short contract basis from eligible persons for the post of Secretary, National Council of Educational Research and Training (NCERT) in pay band of Rs. 37,400 to 67,000 (PB-4) with AGP of Rs.8700/- The Secretary, NCERT, shall maintain a record of the proceedings of the Council and of the Executive Committee and of the Programme Advisory Committee and shall perform such duties as usually pertain to the office of the Secretary and also such other duties as may be assigned to him by the Director or the Joint Director of NCERT. He shall also perform such duties and exercise such powers as may be entrusted or delegated to him and/or specified in the Regulations of NCERT. The appointment will be for a period upto five years or till the age of 60 years or until further orders, whichever is earlier. The selection shall be made by the Central Government on the recommendation of a Selection Committee.

**2. Eligibility:** Officers under the Central/State Governments or Union Territory Administrations or Central/State Autonomous organizations fulfilling the following conditions:

- (i) Holding analogous posts on regular basis **or** five years' service in the grade rendered after appointment thereto in the pay band of Rs. 15600-39100 (PB-3) with Grade Pay Rs.7600 on regular basis; and
- (ii) Possessing five years of administrative experience;
- (iii) Age should not be more than 56 years as on closing date of receipt of application

3. Applications duly prepared in the proforma annexed and printed on A4 size paper, should reach **Shri Gulab Singh, Under Secretary to the Govt. of India, Ministry of Human Resource Development, Department of School Education & Literacy, Room No. 515-'B wing, Shastri Bhavan, New Delhi-110001**, within two months from the date of publication of the advertisement in the Employment News. The application shall be duly forwarded by the Cadre Controlling Authority of the applicant with the undertaking that his services will be spared on deputation/short-term contract immediately in case of selection.

4. Following documents shall accompany the application:

- (i) Attested copies of ACRs for last five years.
- (ii) Integrity Certificate.
- (iii) Vigilance Clearance.
- (iv) No major and minor penalty certificates for the last 10 years of service.
- (v) Cadre Clearance Certificate.

**PROFORMA**

Application for the post of Secretary, NCERT, New Delhi

1. Name (in Block Letters):
2. Father's/Husband's Name:
3. Date of Birth:
4. Age as on the last for receipt of application:
5. Sex:
6. Nationality:
7. Permanent Address (in Block letters):
8. Present Address (in Block Letters):
9. Address of present office with telephone/Fax No. (in Block Letters):
10. Details of Educational Qualifications (Graduation onwards):

Affix  
recent  
passport  
size  
photograph

Educational Qualifications Exam passed	University	Year of Passing	Subject/Area	% of marks/grade

11. Details of Posts held (including present post):

Name of the office/Institution	Post held	From	To	Scale of pay	Whether Regular or Temporary	Mode of appointment to the post	Nature of duties

I hereby, declare that all the statements made in his application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my service is liable to be terminated without any notice.

(Signature of the Candidate)

Place:

Date: