

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 term 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 - 67,000 (PB-4) with GP of Rs.8,700/-. 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 the Secretary by the Director or the Joint Director of NCERT. Secretary shall also perform such duties and exercise such powers as may be entrusted or delegated to Secretary and/or specified in the Regulations of NCERT. The post is to be filled up by deputation or short term contract on tenure basis from amongst Officers under the Central/State Governments or Union Territory Administrations or Central/State Autonomous organizations. 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 Dinesh Kumar, Under Secretary to the Government of India, Ministry of Human Resource Development, Department of School Education & Literacy, Ground Floor, B-Wing, Cabin No.1, Shastri Bhawan, New Delhi-110001**, by 09.08.2016. The applications shall be duly forwarded by the Cadre Controlling Authority of the applicant with the undertaking that his/her 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 APAR for last five years
- (ii) Integrity Certificate
- (iii) Vigilance Clearance
- (iv) No major and minor penalty certificate for the last 10 years of service.
- (v) Cadre Clearance Certificate.

CURRICULUM VITAE PROFORMA

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 Qualification

5. Administrative experience

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, if the space below is insufficient.

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

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)

a) Central Govt.

b) State Govt.

c) Autonomous Organization

d) Government Undertaking

e) Universities

f) Others

11. 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.

12. Total emoluments per month now drawn:

13. 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).

14. Please state whether you are applying for deputation or short term contract basis (officer under Central/State Government are only eligible for deputation. Candidate of non-Government Organizations are eligible only for Short Term Contract)

15. Whether belongs to SC/ST

16. Remarks (The candidates may indicate information with regard to (i) Research publication 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 _____

Countersigned

(Employer with seal)