

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE

(Ministry of Human Resource Development)

Department of Higher Education, Govt. of India

Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi-110025

ADVERTISEMENT NOTICE – 02/2011

Applications **only on the prescribed format** of Council are invited for the following posts:-

S. No	Name of Post	No. of Vacancies	Pay Band + Grade Pay	Method of recruitment	Age limit
1	Urdu Typist	02 (UR)	PB – 1 Rs. 5200-20200 Rs. 1900	Direct	18 - 27
2	Lower Division Clerk	02 (1-OBC, 1-ST)	PB – 1 Rs. 5200-20200 Rs. 1900	Direct	18 - 27
3	Hindi Typist	01 (SC)	PB – 1 Rs. 5200-20200 Rs. 1900	Direct	18 - 27

Educational Qualification and Experience :-

I. Lower Division Clerk:

Essential

1. Matriculation or equivalent.
2. Typing speed of 30 words per minute in English.

Desirable

1. Typing Speed of 25 words per minute in Hindi/Urdu.
2. Working knowledge of Hindi/Urdu.
3. Knowledge of Computer Operation.

II. Urdu Typist:

Essential

1. Matriculation or equivalent.
2. Typing speed of 25 words per minute in Urdu.
3. Working knowledge of Hindi.

Desirable

1. Typing Speed of 30 words per minute in English or 25 words per minute in Hindi.
2. Knowledge of Computer Operation.

III. Hindi Typist:

Essential

1. Matriculation or equivalent.
2. Typing speed of 30 words per minute in Hindi.

Desirable

1. Typing Speed of 30 words per minute in English or 25 words per minute in Urdu.
2. Working knowledge of Urdu.
3. Knowledge of Computer Operation.

GENERAL INFORMATION/CONDITIONS:

How to apply:

1. Interested candidates fulfilling the prescribed qualifications/ experience may apply within 45 days from the date of publication of this advertisement **only on OMR application format** without any certificate which can be obtained by depositing prescribed fee of Rs. 150/- (Rs. 75/- for SC/ST) in shape of demand draft in favour of Director (NCPUL). Persons with disabilities and Women candidates are exempted for payment of fee.
2. Attested copies of certificates of those who qualified Written/Skilled Test will be verified from the original at the time of interview.
3. Applicants who wish to apply for more than one post should submit separate applications. Candidates who are already employed should intimate their employers and bring NOC at the time of interview. Incomplete applications/ not in OMR format/received after the prescribed date shall be summarily rejected.
4. National Council for promotion of Urdu Language is an autonomous body under the Ministry of Human Resource Development, Govt. of India.
5. Selected candidates are liable to be posted in NCPUL office at any part of India.
6. Age relaxation will be available to eligible categories/departmental persons as per Govt. of India orders in force.
7. Age will be reckoned from 01/10/2011.
8. Mere submission of application and fulfilling the eligibility conditions will not confer any right on the candidates to be called for test/interview or for appointment.
9. The number of vacancies may be increased or decreased by the Competent Authority.
