



राष्ट्रीय उर्दू भाषा विकास परिषद्
قومی کونسل برائے فروغ اردو زبان
National Council for Promotion of Urdu Language



Ministry of Human Resource Development
Government of India
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area,
Jasola, New Delhi-110025. Ph.:49539000

ADVERTISEMENT NOTICE - 04/2020

Online applications on the prescribed format of Council are invited for the following posts:-

S. No.	Name of Post and Pay Matrix Level	No. of Vacancies						Method of recruitment	Posts identified for PWD	Place of posting/ Remarks
		UR	OBC	SC	ST	EWS	Total			
1	Principal Publication Officer (PPO) Level-12, (Rs. 78800-209200)	01	-	-	-	-	01	Deputation	OA, OL, LV, HH, BL	Hyderabad, however will be liable to be transferred anywhere in India.
2	Research Officer (RO) Level -8, (Rs. 47600-151100)	-	01	-	-	-	01	Direct	OA, OL, LV, HH	Selected candidate will be liable to be transferred anywhere in India.
3	Assistant Editor (AE) Level-8 (Rs. 47600-151100)	01	-	-	-	-	01	Direct	OA, OL, LV, HH	
4	Lower Division Clerk (LDC), Level-2 (Rs.19900-63200)	-	01	-	-	01	02	Direct	OA, OL, BL, OAL, LV, HH	
5	Multi Tasking Staff (MTS), Level-1 (Rs. 18000-56900)	01	01	-	01	01	04	Direct	OA, OL, HH, LV	Liable to be transferred anywhere in India. The duty of MTS involving tour outside Headquarter Delhi for sale of books through exhibition on wheel/Bus, Urdu Book Fair/Mela. Loading/Unloading store/books and other duties as included in list of Recruitment Rules https://www.urducouncil.nic.in/sites/default/files/Recruitment-Rules.pdf .

Educational Qualification and Experience:

1. Principal Publication Officer: (Age: Not exceeding 56 years):-
Essential: A) Officers of the Central/State Governments, Research Institutions/Universities/Autonomous Bodies. (i) Holding analogous posts on regular basis or (ii) 5 years regular service in the Pay matrix Level-11, Rs. 67700-208700. B) Possessing the essential qualifications and experience prescribed below:-
i) Master's degree in Urdu of a recognized University or equivalent.
ii) 10 years experience in publication work including experience of research/teaching, editorial and translation work, technique of printing and production of books.

Desirable: Preference will be given to the candidates possessing qualification M.A. in Arabic or Persian.

2. Research Officer (Age: Not exceeding 40 years)

Essential

(I) Atleast Second Class Master's Degree of a recognized University or equivalent in Science/Art/Edu./Commerce (according to the requirements of the post).

(ii) Must have taken Urdu as optional subject at Degree level in the case of M.A. & at High School/Higher Secondary level in the case of M.Sc. 5 years experience in teaching/research or translation/ editing /terminological work in Urdu and General Administration.

3. Assistant Editor:- (Age: Not exceeding 35 years)

Master degree in Urdu or English. Must have Urdu subject at degree level in case of MA (Eng) and English at degree level in case of MA(Urdu) & 3 years editing and translation experience from English, Hindi to Urdu and vice versa.

4. Lower Division Clerk (Age: 18 to 27 years)

Essential:

(i) Matriculation or equivalent.

(ii) On manual typewriting 25 w.p.m or on computer 30 w.p.m in English.

Desirable:

(I). Urdu/Hindi Typing on manual typewriter 25 w.p.m or on computer 30 w.p.m.

(ii). Working knowledge of Urdu/Hindi.

(iii) Knowledge of Computer Operation.

5. Multi Tasking Staff (Age: 18 to 25 years)

Essential

(i) Matriculation or equivalent.

Desirable

(I) Preference will be given to persons having Urdu subject at Matriculation level or one year Diploma/Certificate in Urdu from any Govt. Institutions.

GENERAL INFORMATION/CONDITION:

How to apply:

1. Interested candidates fulfilling the prescribed qualifications/experience for these posts may apply online on format is available at NCPUL website i.e., www.urducouncil.nic.in by remitting prescribed fee Rs. 500/- and Rs.250 for post –

reserved for ST Category through NEFT/RTGS in favour of "Director, NCPUL" Account No. 912010028886515 of Axis Bank, IFSC Code- UTIB0001148 within 30 days from the date of publication of this online advertisement in Employment News. Payment with disabilities and women candidates are exempted for fee. No fee for the post of Principal Publication Officer (PPO) being on deputation.

2. The candidates who applied against post at Sl.No.2 & 4 in response to notice published in the Employment Newspaper dated 29th June-05th July, 2019 and fulfilling the eligibility criteria on the closing date of application of this notice and call letter issued for Sr. No. 4 need not to apply again and their earlier application will be considered. The candidates who satisfy the duty mentioned against the post of MTS Sr. No.5 will apply afresh and need not to pay fee by the candidate who have been issued call letter earlier in response to earlier notice dated 29th June-05th July, 2019 and quote their roll no. in column meant for fee remittance.

3. Candidates who are already employed should apply through proper channel or submit NOC at the time of written test.

4. National Council for promotion of Urdu Language is an autonomous body under the Ministry of Human Resource Development, Govt. of India.

5. Selected candidate will be governed by the "New Pension Scheme" and other rules as contained in NCPUL's Service Rules or as amended time to time.

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 the closing date of application.

8. Shortlisted/eligible candidates will have to appear in the written objective/descriptive test.

9. There would be no interview for post Sl. No.4 & 5 but S. No. 4 to pass typing test and Sr.No.5 basic Urdu language test.

10. With respect to post at Sl.No.2, 4 & 5 applications of ST/OBC/EWS candidates will be considered subject to production of ST/OBC/EWS Certificate in the prescribed format.

11. Incomplete applications/not in prescribed format/received after the due date shall be summarily rejected.

12. Mere submission of application and fulfilling the eligibility conditions will not confer any right of the candidates to be called for test/interview or for appointment.

13. Canvassing in any form will disqualify a candidate.

DIRECTOR, NCPUL

PRESCRIBED FORMAT FOR THE POST OF PRINCIPAL PUBLICATION OFFICER

1	Name and Address in Block letter	
2	Father's Name	
3	Date of Birth (in Christian era)	
4	Residential address with Phone No. and Email id	
5	Official address with Phone No. and Email id	
6	Date of Retirement under Central/State Government rules	
7	Educational Qualification	
8	Name of present post and Pay as per 7 th CPC.	
9	Date of regular appointment to the present post	
10	Whether Educational and other qualification required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the rules state the authority for the same)	
Qualifications/experience required		Qualification /Experience possessed by the officer
Essential		
A) Is Officer holding post in Central/State Governments Research Institutes/Universities/Autonomous Bodies?		
i) Is Officer holding analogous post on regular basis? or		
ii) Is Officer holding 5 years regular service in post in the PB-3, Rs. 15600-39100+Grade Pay Rs. 6600?		
B) Is Officer possessing the essential qualification and experience prescribed below?		
i) Master's degree in Urdu of a recognized University or equivalent.		
ii) 10 years experience in publication work including experience of research/teaching, editorial and translation work, technique of printing and production of books.		
Desirable:		
Is Officer possessing qualification M.A in Arabic or Persian?		
C) Age limit : Not exceeding 56 years		
11	Please state clearly whether in the light of entries made by you above you meet the requirements of the post	
12	Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient	

Office/Instt. Organization	Post held	From	To	Scale of pay and basic pay	Nature of duties
13	Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent				
14	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				
15	Additional details about present employment please state whether working under				
(a)	Central Government				
(b)	State Government				
(c)	Autonomous Organization				
(d)	Government Undertaking				
(e)	Universities				
16	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				
17	Present total emoluments as per month				
18	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient				

Signature of the candidate

Place:

Date: