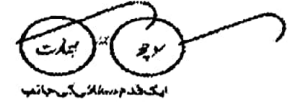राष्ट्रीय उर्दू भाषा विकास परिषद्

قومی کونسل برائے فروغِ 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 -01/2018

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

S. No.	Name of Post	No. of Vacancies	Pay Matrix Level	Method of Recruitment	Posts indentified for PWD	Place of Posting/ Remarks
1.	Research Officer (RO)	01 (OBC)	Level -8, (Rs. 47600-151100)	Direct	B, L.V, H.H., BL, OA, OL	South Region Branch, Hyderabad, (Telangana). However, selected candidate will be liable to be transferred anywhere in India.
2.	Multi Tasking Staff (MTS)	02 (UR)	Level-1 (Rs. 18000-56900)	Direct	B, L.V, H.H., BL, OA, OL	Selected candidates are liable to be transferred at any part of India.

Educational Qualification and Experience:

1. Research Officer

Essential

1. Atleast Second Class Master's Degree of a recognized University or equivalent in Science/ Art/ Edu./ Commerce (according to the requirements of the post).
2. 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.
3. 5 years experience in teaching/research or translation/editing/ terminological work in Urdu and General Administration.

Age: Not exceeding 40 years

2. Multi Tasking Staff

Essential

1. Matriculation or equivalent.

Desirable

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

Age: Not exceeding 25 years

GENERAL INFORMATION/CONDITION:

How to Apply:

1. Interested candidates fulfilling the prescribed qualifications/ experience for the post of Sl. No. 1 & 2 may get details and apply ONLINE on the website of NCPUL i.e. www.urducouncil.nic.in and take a print out of the system generated application form duly signed and send it with self attested copies of relevant certificates alongwith prescribed fee in the shape of DD of Rs. 500/- for general applicants and Rs. 250/- for SC/ST applicants in favour of Director, NCPUL within 30 days from the date of publication of this advertisement at the above mentioned address. Person with disabilities and Women candidates are exempted for payment of fee.

2. Candidates who are already employed should apply through proper channel or submit NOC at the time of written test. Incomplete applications/ not in prescribed format/received after the due date shall be summarily rejected.

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

4. 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.

5. Age relaxation will be available to eligible categories/departmental persons as per Govt. of India orders in force.

6. Age will be reckoned from the closing date of application.

7. Shortlisted/eligible candidates will have to appear in the written objective/descriptive test. There would be no interview for post Sl. No. 2 but to pass basic Urdu Language test.

8. The indicative lists of duties attached to post Sl. No. 2 are available on NCPUL's website.

9. 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.

EN 48/14   DIRECTOR, NCPUL

राष्ट्रीय उर्दू भाषा विकास परिषद्

National Council for Promotion of Urdu Language
Ministry of Human Resource Development, Deptt. Of Higher Education
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi – 110025
Advertisement Notice – 01/2018

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

1. Online Applications (through website of NCPUL at www.urducouncil.nic.in are invited for filling up the following vacancies as per details given below:-:-

S. No.	Name of Post	No. of Vacancies	Pay Matrix Level	Method of recruitment	Posts indentified for PWD	Place of posting/ Remarks
1	**Research Officer (RO)**	**01 (OBC)**	**Level -8, (Rs. 47600-151100)**	**Direct**	B.L.V, H.H., BL, OA, OL	South Region Branch, Hyderabad, (Telangana) However, selected candidate will be liable to be transferred anywhere in India.
2	**Multi Tasking Staff (MTS)**	**02 (UR)**	**Level-1 (Rs. 18000-56900)**	**Direct**	B.L.V, H.H., BL, OA, OL	Selected candidates are liable to be transfer at any part of India.

In addition to Pay, they will also be eligible for DA, HRA and Transport Allowance as per rules in force from time to time applicable to the employees of the NCPUL.

02. Age Limit:

For Research Officer: 40 years of age as on closing date i.e. 26/03/2018. Upper age limit is relax-able to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

For Multi Tasking Staff: 25 years of age as on closing date i.e. 26/03/2018. Upper age limit is relax-able to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

03. Educational Qualifications:
For Research Officer:
Essential:
1. Atleast Second Class Master's Degree of a recognized University or equivalent in Science/Art/Edu./Commerce (according to the requirements of the post).
2. 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.
3. 5 years experience in teaching/research or translation/editing/terminological work in Urdu and General Administration.

For Multi Tasking Staff:
    Matriculation or equivalent.
Desirable
    Preference will be given to persons having Urdu subject at Matriculation level or one year Diploma/Certificate in Urdu from any Govt. Institution.

04.   Amount of Application Fee:-

(a)   **For Research Officer**

S. No.	Category	Fee Amount
01	PwD and Female Candidates	NIL
02	Schedule Caste/Schedule Tribe	250
03	All other categories	500

(b)   **For Multi Tasking Staff**

S. No.	Category	Fee Amount
01	PwD and Female Candidates	NIL
02	Schedule Caste/Schedule Tribe	250
03	All other categories	500

Mode of payment:-
A Demand Draft of Rs. 500/- and Rs. 250/- (as applicable) in fovour of "Director, NCPUL, New Delhi" drawn on any scheduled bank **payable at New Delhi** has to be submitted along with the System Generated hard copy of application.

Note:-

i.   Fee once paid will not be refunded under any circumstances.
ii.   Only Demand Draft drawn on State Bank of India or any scheduled bank valid for three months will be accepted. Application Fee paid by any other mode will not be accepted.
iii. The Demand Draft must be issued after the issuing date of this advertisement.
iv.   The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form. The name and address of the candidates should be written on the reverse side of the Demand Draft.

05.   How to Apply:-

a)   **GUIDELINES FOR FILLING ONLINE APPLICATION**:

1) Candidates are advised to read the instruction carefully "Guidelines to Candidates Option" given on NCPUL website.

2) Candidates should first scan their Photograph and signature as detailed under guidelines for scanning the photograph and signature and then have to visit NCPUL website www.urducouncil.nic.in for filling the Online Application Registration.

3) Fill the application carefully and submit the online application. When the application is successfully submitted, a registration number will be generated by the system and displayed on the screen. Candidates should print/note down the registration number for further reference. Candidates can reopen the saved data by using Registration number, can edit before final submission of application on final screen. The registration at this stage is provisional.

4) Candidates will receive registration confirmation by E-MAIL after submitting the online application. It may be ensured to furnish correct e-mail address to receive the registration confirmation.

5) Candidates are advised to prepare a Demand Draft and fill necessary details in system generated application form as per given space in bank details column.

(Note: Candidates should have valid email ID. This will help him/her in getting Admit Card/Interview advice etc. by e-mail.

06.   General Instructions:-

Candidates have to Online Registration as per given instruction in website and send the system generated application form with duly supported with clear/legible self attested copies of the relevant certificates and marks statements (in English or Hindi) along with Demand Draft in an envelope super-scribed "APPLICATION FOR THE POST OF _____" by Registered post / Speed post before last date at the following address:-

The Director
National Council for Promotion of Urdu Language
Farogh-e-Urdu Bhawan,
FC-33/9, Institutional Area,
Jasola, New Delhi - 110025

a) **Documents required to be attached with the application. Self attested Photocopies of certificates are to be attached:**

1) Application Fee (Demand Draft)
2) Date of Birth Certificate
3) All Educational Qualification (Alongwith marks sheet)
4) Technical/professional qualification along with Mark Sheets.
5) Caste certificate wherever required.
6) Experience certificate wherever required.
7) Disability certificate in case of candidate with disabilities(Physically Challenged)
8) Discharge Certificate for Ex-servicemen incase of Ex-serviceman.

NOTE:- **(1) The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form. (2) Fee once paid will not be refunded under any circumstances. (3) Candidate must write his/her name, post applied for and address on the back of the Dank Draft.**

b) Incomplete application or application received without the prescribed documents would summarily be rejected.

c) No TA shall be paid to any candidate including SC candidates for appearing in the written examination. TA shall be paid to SC candidates for interview only as per Govt. of India orders.

d) All eligibility criteria for the above post i.e. Age, educational/Technical qualification/Registration/Internship and experience will be reckoned on or before last date for receipt of online application.

e) Candidate claiming reservation/age relaxation on grounds of belonging to OBC should submit the Community Certificate in annexure A prescribed vide Govt. of India, Department of Personnel and Training OM No. 36012/22/93 Estt.(SCT) dated 8.9.1993 which is modified vide GOI, DOPTs OM No. 36033/3/2004 ESTT. (Res.) dated 9.3.2004 failing which the benefit of reservation/relaxation will not be given or their application shall be rejected and no request/correspondence will be entertained. A declaration confirming that he/she does not belong to creamy layer as per DOPT-OM No. 36033/3/2004 Estt.(Res.) dated 9.3.2004 should also be furnished by the candidates.

f) Original documents/certificates should not be enclosed/sent with application.

g) The candidates already in Govt. Service must specifically mention the details of employment and should submit their hard copy of application (generated by the system) through proper channel. However, they may send an advance hard copy of their application (generated by the system) along with fee (demand draft) and other certificates and testimonial so as to reach this office on or before the last date of receipt of application.

h) The applicant should keep visiting NCPUL website for important announcements/information through out the selection process at its various stages.

i) In case of selection, persons working in Central/State Govt./PSU will have to submit a disciplinary clearance and No objection certificate from their employer.

j) Last date of ONLINE application is 26/03/2018. Hard copy of online application with required documents should reach at the office by Speed Post/Registered post (address given above) on or before 4.00 p.m. on 11/04/2018 (last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep will be 19/04/2018 upto 4.00 p.m.) **NCPUL will not be responsible for postal delays**.

k) Council reserves the right to conduct written test or online examination.

[CAUTION:- CONVASSING IN ANY FORM WILL BE A DISQUALIFICATION]

GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE

Before applying online a candidate will be required to have scanned (digital) image of his/her photograph and signature as per the specifications given below:-

(i)   PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture;
- The picture should be in colour; against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there is no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- Dimensions 100x120 pixels (preferred)
- Size of file should be between 04 kb – 12 kb.
- Ensure that the size of the scanned image is not more than 12 KB. If the size of the file is more than 12 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii)   SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature, on the Hall Ticket, the applicant will be disqualified.
- Dimensions 40x60 pixels (preferred)
- Size of file should be between 04 kb-12 kb.
- Ensure that the size of the scanned image is not more than 12 KB.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to minimum of 150 dpi (dots per inch).
- Set color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above.)
- The image file should be JPG or JPEG format. An example file name is : image 01 jpg or image 01 jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the image icon.
- Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 100 KB, 50 KB & 20 KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 100 KB (photograph) and 50 KB (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image menu. Similar Options are available in other photo editor also.

If the size and format are not as prescribed, an error message will be displayed.

Procedure for Uploading the Photograph, & Signature:

1) There will be three separate links for uploading Photograph, & Signature impression
2) Click on the respective link "Upload Photograph/Signature"
3) Browse & Select the location where the Scanned Photo/Signature file has been saved.
4) Select the file by clicking on it.
5) Click the "Upload" Button.

NO OTHER MODE OF APPLICATION/PRINTOUT OR DRAFT ETC. WILL BE ACCPTED.

ACTION AGAINT CANDIDATES FOUND GUILTY OF CONDUCT.

Candidates are warned that they should not furnish any particulars that are false, tampered /fabricated or should not suppress any material/information while filling up the application form:-

IMPORTANT DATES	
Online Registration of Application on www.urducouncil.nic.in and www.onlineprocess.in/ncpul	
Last Date for Applying online and closing of Registration.	(by 17:00 Hrs)
Last Date for Sending of System Generated Application forms (Hard Copy) with required Documents.	(by 16:00 Hrs)
Last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nocobar Islands and Lakshadweep.	(by 16:00 Hrs)
Address for Sending of System Generated Application Form (Hard Copy).	**The Director** National Council for Promotion of Urdu Language Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi - 110025
List of Rejected will be uploaded on website which can be downloaded from www.urducouncil.nic.in	Confirm Later
The Admit Cards will be download through NCPUL website.	Confirm Later
Tentative date of written examination	Confirm Later

DESIGNATION AND INDICATIVE LIST OF DUTIES

(Erstwhile Group 'D' posts of Daftry, Packer, Peon, Chowkidar, Safaiwala etc.

New Suggested designation: **MULTI TASKING STAFF**

The duties would broadly include:-

1. General cleanliness and upkeep of the Section/Unit.

2. Sanitation work of building/office.

3. Cleaning of rooms, mirror, doors and windows & building, fixtures & office equipments etc.

4. Watch & ward duties.

5. Opening and closing of rooms.

6. Up-keeping of lawns, potted plants.

7. Dusting of furniture etc.

8. Carrying of files and other papers within the building/office.

9. Delivering of dak (outside the building)

10. Physical maintenance of records of Section.

11. Stitching and binding of Books/Bundle/records/files/registers of the Section /Unit.

12. Loading/ unloading of Stores/Books/Stationary.

13. Displaying Books, fixing chart, banners etc.

14. Assisting in routine office work like diary, dispatch etc including on computer.

15. Maintenance of office equipments/fixtures and fittings and provide necessary assistance for running of such equipments.

16. Collection packing & making of Bundle of Book.

17. Driving of vehicles, if in possession of valid driving license.

18. Housekeeping and hospitality functions.

19. Photocopying, sending of FAX etc.

20. Other non-clerical work in the Section/Unit.

21. Attending duty during Book fairs, Seminar & Exhibition on wheel at any place in India or abroad

22. Any other work assigned by the superior authority.