

**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE**

(Ministry of Education)

Department of Higher Education, Govt. of India

FC-33/9, Institutional Area, Jasola

New Delhi – 25. Ph. 011 – 49539000

**ADVERTISEMENT NOTICE – 1/2021**

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

Sl. No	Name of post and Pay Matrix level	No. of vacancy	Method of recruitment	Post identified for PWD	Place of posting
1	Urdu Typist Level-2, Rs. 19900-63200	1-OBC (Adhoc)	Direct recruitment	OA, OL, LV, HH, BL	Selected candidate will be liable to be transferred anywhere in India

**Educational Qualification:-**

**Essential:-** 1. Matriculation or equivalent. 2. Typing speed of 25 WPM in Urdu. 3. Working knowledge of Hindi. **Desirable:-** 1. Typing Speed 30 WPM in English or 25 WPM in Hindi 2. Knowledge of Computer Operation. **Age limit:-** 18-27 years.

**General Information/Condition:-**

1. Interested candidates fulfilling the prescribed qualifications for post may apply ONLINE on the website of NCPUL i.e. [www.urducouncil.nic.in](http://www.urducouncil.nic.in) by remitting prescribed fee Rs. 500/- through NEFT/RTGS in favour of “Director, NCPUL” Account No. 912010028886515 of Axis Bank, IFSC Code – UTIB0001148 within 15 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. 3. NCPUL is an autonomous body under the Ministry of Education, 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/descriptive test and typing test. 8. Candidates will be considered subject to production of OBC Certificate in the prescribed format. 9. Incomplete applications/not in prescribed format/received after the due date shall be summarily rejected. 10. Mere submission of application and fulfilling the eligibility conditions will not confer any right of the candidates to be called for test or for appointment. 11. Canvassing in any form will disqualify a candidate.

**Director, NCPUL**