

## 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 <sup>th</sup> 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
<b>Essential</b>		
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.		
<b>Desirable:</b>		
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:**

## APPLICATION FOR THE POST OF ASSISTANT EDITOR

1.	Name in Block Letters	
2.	Father/Husband's Name	
3.	Date of birth	
4.	Permanent Address with Phone No. & Email	
5.	Correspondence Address	
6.	Permanent Address	
7.	Educational Qualifications (Starting from highest to lowest)	
8.	Name of present employer with complete office address and Ph. No., if applicable	
9.	Present post held, date of appointment and pay as per 7 <sup>th</sup> CPC (Pay Matrix Level)	
10.	Whether belonging to SC/ST/OBC/PH	
11.	Experience and details of service rendered from the date of entry in Government organization. Use separate sheet, if required.	

SI No	Name of Employer	Name of Post	Period		Pay Matrix Level	Nature of Appointment regular/ Adhoc	Nature of duties performed
			From	To			

11.	Details of DD	
12.	This is to certify that information furnished are correct to the best of my knowledge and nothing has been concealed.	

(Signature of Candidate with date)

Place :

Date :

**INSTRUCTIONS FOR THE POST OF PRINCIPAL PUBLICATION OFFICER (PPO)**  
**AND ASSISTANT EDITOR (AE)**

**PRINCIPAL PUBLICATION OFFICER (PPO)**

Willing eligible candidates, as per recruitment rules, may apply in the prescribed format through proper channel along-with vigilance clearance certificate and attested copies of ACR for the last 5 years so as to reach this office on or before **13/04/2020**. The candidates applying for the post of PPO on deputation should ensure that they have completed the requisite cooling period of three years in their parents office/Institutions before they are recommended/sponsored for a second time deputation in this Council as per DoPT instructions. Advance copy can be sent directly by the candidate to avoid delay. Terms and conditions of Dept. of Personnel and Training's OM No. Dept. of Per. & Trg. OM No. 2/29/91-Estt.(Pay-II), dated the 5th January, 1994 as amended by O.M., dated the 20th June, 2006 will apply. Incomplete application will not be entertained.

**ASSISTANT EDITOR (AE)**

Willing eligible candidates, as per recruitment rules, may applying in the prescribed format alongwith relevant required documents /DD so as to reach in this office on or before **13/04/2020**.

**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE**  
(Ministry of Human Resource Development)

Department of Higher Education, Govt. of India

FC-33/9, Institutional Area, Jasola

New Delhi – 25. Ph. 011 - 49539000

**ADVERTISEMENT NOTICE – 01/2020**

Applications are invited for the following posts to be filled up as per method of recruitment mentioned against each:-

Name of post	No. of vacancies	Pay Matrix Level	Method of recruitment & deployment	Post identified for PWD
Principal Publication Officer (PPO)	01	Level-12, (Rs. 78800-209200)	Deputation/Short term contract. Liabilities all over India initially at NCPUL, Delhi	B.L.V., H.H., B.L., O.A., O.L.
Assistant Editor (AE)	01	Level-8, (Rs. 47600-151100)	Direct recruitment basis. Liabilities all over India initially at NCPUL, Delhi	B.L.V., H.H., B.L., O.A., O.L.

**Eligibility conditions are as under:**

**1. Principal Publication Officer:- 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.

**Age:** Not exceeding 56 years

**2. Assistant Editor:-** 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.

**Age:** Not exceeding 35 Years

**GENERAL INFORMATION**

**How to apply:-**

- Interested candidates fulfilling the prescribed qualifications/experience for these posts may apply in the prescribed format which is available at NCPUL website i.e., <https://www.urducouncil.nic.in/> alongwith other term and conditions and send it with self attested copies of relevant certificates along with prescribed fee in the shape of DD of Rs. 500/- 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. **No fee for the post of Principal Publication Officer (PPO) being on deputation.**

2. The preference will be given those candidates having relevant experience in Govt. or institution of repute.
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 and interview.
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/interview or for appointment.
11. Canvassing in any form will disqualify a candidate.

**Last date of submission: 30 days** from the date of publication in the Employment News.

**Director, NCPUL**

