



राष्ट्रीय उर्दू भाषा विकास परिषद् قومی کونسل برائے فروغ اردو زبان



National Council for Promotion of Urdu Language Ministry of Education Government of India

Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area,
Jasola, New Delhi-110025. Ph.:49539000

ADVERTISEMENT NOTICE – 01/2023

OFFLINE and ONLINE applications are invited for the following posts in NCPUL:-

S. No.	Name of post and Pay Matrix Level	No. of Vacancies			Method of recruitment	Age limit	Offline/Online	Posts suitable for PWD
		UR	EWS	Deputation				
1	Research Assistant (RA) in Pay Matrix Level-6, (Rs.35400-112400)	-	1	-	Direct	35 years	Online	B.L.V, H.H., BL, OA, OL
2	Junior Stenographer (Eng.) in Pay Matrix Level-4, (Rs. 25500-81100)	1	-	-	Direct	27 years	Online	B.L.V, H.H., BL, OA, OL
3	Lower Division Clerk (LDC) in Pay Matrix Level-2, (Rs.19900-63200)	1	-	-	Direct	27 years	Online	B.L.V, H.H., BL, OA, OL
4	Assistant Education Officer (AEO) in the Pay Matrix Level-8, (Rs.47600-151100)	-	-	1	Deputation	Not exceeding 56 years	Offline (as per instruction No.3)	-
5	Personal Assistant (PA) in Pay Matrix Level-6, (Rs.35400-112400)	-	-	1	Deputation	Not exceeding 56 years	Offline (as per instruction No.3)	-

Eligibility conditions are as under:-

1. **Research Assistant (RA):- Essential:** 1. Master's degree of a recognized University or equivalent. 2. Must have taken Urdu as an optional subject at the graduation level for 3 years/2 years degree course in case of M.A. or must have taken Urdu as a second language upto 2 years or 3 years degree in case of M.A./M.Sc/M.Com or must have taken Urdu at High School/Higher Secondary School level in case of M.Sc/M.Com where offering Urdu as a second language at degree level is not provided. 3. 3 years experience of teaching or terminological and/or translation/editing work in Urdu/Library Science/Distance Education.

2. **Junior Stenographer (English):- Essential:** 1. 10+2 or equivalent. 2. 80 words per minute in English Shorthand. 3. 30 words per minute in English Typing. Desirable:- Working knowledge of Urdu., Knowledge of computer operation.

3. **Lower Division Clerk:- Essential:** 1. Matriculation or equivalent. 2. Typing speed of 30 words per minute in English. Desirable:- 1. Typing Speed 25 words per minute in Hindi/Urdu. 2. Working knowledge of Hindi/Urdu. 3. Knowledge of Computer Operation.

4. **Assistant Education Officer:-** Officer under Central Govt. (a) (i) Holding analogous posts on regular basis or (ii) with 6 years regular service in the posts in the Level-6, Rs. 35400-112400 or equivalent; and (b) Possessing the following educational qualifications and experience:-

Essential:- 1. Master's Degree in Educational/Distance Education with Urdu as one of the subjects at degree level from a recognized University or equivalent. 2. 5 years experience of teaching/research or translation/editing /terminological work in Urdu/General Administration.

Desirable:- 1. 5 years experience of teaching/distance education. 2. Working knowledge of atleast one Modern Indian Language other than Urdu.

5. **Personal Assistant:-** By transfer from amongst the persons holding analogous posts or 5 years regular service as Jr. Stenographer in the Level-4, Rs. (25500-81100) in Central Govt. Deptt/Autonomous Body and possessing following qualifications:- **Essential:** 1. 10+2 or equivalent. 2. 100 words speed per minute in shorthand in English. 3. 40 words per minute typing speed in English.

Desirable: 1. Atleast 3 years experience as Stenographer in a Govt. Department or an Organization of repute. 2. Working knowledge of computer operation.

GENERAL INFORMATION/CONDITION:

How to apply:

1. Interested candidates fulfilling the prescribed qualifications for these posts may apply online/offline on format available at NCPUL website i.e. www.urducouncil.nic.in by remitting prescribed fee Rs.500/- through NEFT/RTGS in favour of "NCPUL" Account No. 912010028886515 of Axis Bank, IFSC Code- UTIB0001148 within 30 days from the date of publication of this advertisement. Persons with disabilities and women candidates are exempted for payment of fee. No fee for the post of Assistant Education Officer and

Personal Assistant being on deputation. Take a print out of the system generated application form duly signed and send it with self attested copies of relevant certificates at the above mentioned address failing which your application will be rejected. 2. Applicant who wish to apply for the more than one post should submit separate applications.

3. The applicants for the posts of Assistant Education Officer & Personal Assistant may apply through proper channel in the prescribed format available on NCPUL website along with vigilance clearance certificate and attested copies of APARs for last 5 years. Advance copy can be sent directly by the candidates to avoid delay.

4. Candidates who are already employed should apply through proper channel or bring NOC at the time of written/skill test.

5. Applicants are advised to visit NCPUL website for further details.

6. National Council for Promotion of Urdu Language is an autonomous body under the Ministry of Education, Govt. of India.

7. Selected candidates will have to submit an undertaking before issue of offer of appointment to serve minimum initial service of 3 years compulsorily in NCPUL after date of joining. They will be governed by the "New Pension Scheme" and other rules as contained in NCPUL's Service Rules or as amended time to time and are liable to be posted in NCPUL office at any part of India.

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

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

10. Shortlisted/eligible candidates will have to appear in the written/descriptive and proficiency test.

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

13. 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.

14. The number of vacancies may be increased or decreased by the Competent Authority.

15. Canvassing in any form will disqualify candidates.

INSTRUCTIONS FOR THE POSTS OF
ASSISTANT EDUCATION OFFICER (AEO) AND PERSONAL ASSISTANT (PA)

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 APARs for the last 5 years so as to reach this office on or before **26/06/2023**. 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. For other details, candidates may visit NCPUL's website i.e. www.urducouncil.nic.in or Employment News dated 27 May – 02 June, 2023.

**PRESCRIBED FORMAT FOR THE POST OF
ASSISTANT EDUCATION OFFICER**

1	Name 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
Officer under Central Govt. (a) (i) Holding analogous posts on regular basis or (ii) with 6 years regular service in the posts in the Level-6, Rs. 35400-112400 or equivalent; and (b) Possessing the following educational qualifications and experience:-		
Essential		
1. Master's Degree in Educational/Distance Education with Urdu as one of the subjects at degree level from a recognized University or equivalent.		
2. 5 years experience of teaching/research or translation/editing/terminological work in Urdu/General Administration.		
Desirable:		
1. 5 years experience of teaching/distance education.		
2. Working knowledge of atleast one Modern Indian Language other than Urdu.		
C) Age limit : Not exceeding 56 years as on 26/06/2023.		
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	Pay Matrix Level	Nature of duties
13	Nature of present employment i.e. quasi permanent or permanent				
14	In case the present employment is held on deputation basis, please state -				
	(a) The date of initial appointment				
	(b) Period of appointment on deputation.				
	(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:

**PRESCRIBED FORMAT FOR THE POST OF
PERSONAL ASSISTANT**

1	Name 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
By transfer from amongst the persons holding analogous posts or 5 years regular service as Jr. Stenographer in the Level-4, Rs. (25500-81100) in Central Govt. Deptt/Autonomous Body and possessing following qualifications:-		
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1. 10+2 or equivalent.		
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Date: