

1	Name of Post	:	Principal Publication Officer
2	Number of Posts	:	One
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3, Rs 15600-39100 + Grade Pay Rs 7600 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	N. A.
6	Age limit	:	Not exceeding 56 years. DoPT OM No. AB/14017/48-92/Estt(RR) dt. 17/11/99
7	Educational & other qualifications required.	:	<u>Essential</u> 1. Master's degree in Urdu of a recognized University or equivalent. 2. 10 years experience in publication work including experience of research/teaching, editorial and translation work, technique of printing and production of books. <u>Desirable(*)</u> Preference will be given to the candidates possessing qualification M.A. in Arabic or Persian. (*)MHRD No.1-42/2012-L-III dt. 01/02/2013
8	Whether age and educational qualifications prescribed will apply in the case of promotees.	:	N. A.
9	Period of probation, if any	:	N. A.
10	Method of recruitment	:	By deputation including short term contract. MHRD No.1-42/2012-L-III dt. 01/02/2013
11	In case of recruitment by deputation or transfer, grade from which deputation or transfer to be made	:	<u>For deputation/contract</u> A. Officers of the Central/State Governments, Research Institutions/Universities/Autonomous Bodies. i. Holding analogous posts on regular basis or With 5 years regular service in posts in the scale of Rs. 15600-39100 + Grade Pay Rs. 6600. B. Possessing the qualifications and experience prescribed under Col. 7 (Period of deputation/contract shall be initially for 3(*) years extendable upto 5 years) (*)DoPT OM No. 2/6/2009-Estt Pay II dt 25/02/2009

1	Name of Post	:	ASSISTANT DIRECTOR
2	Number of Posts	:	TWO (01 Academic * & 01 Admin **)
3	Classification	:	Group 'B'
4	Scale of Pay	:	PB-2, Rs 9300-34800 + Grade Pay Rs 5400 MHRD no. F.1-14/2007-L-III dt. 25/08/10
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruits	:	N. A.
7	Educational & other qualifications required.	:	N. A.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	N. A.
9	Period of probation, if any	:	N. A.
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By promotion 100%.
11	In case of recruitment by promotion /deputation/ transfer, grade from which promotion or deputation or transfer to be made	:	3 years regular service in any of the following Posts: <u>For Academics *</u> i. Research Officer ii. Asstt. Education Officer <u>For Admin **</u> i. Jr. Admn-cum-Accounts Officer

1	Name of Post	:	ASSISTANT EDITOR
2	Number of Posts	:	One
3	Classification	:	Group 'B'
4	Scale of Pay	:	PB-2, Rs 9300-34800 + Grade Pay Rs 4800 MHRD no. F.1-14/2007-L-III dt. 25/08/10
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruits	:	35 Years
7	Educational & other qualifications required.	:	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.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	N. A.
9	Period of probation, if any	:	2 years
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By direct recruitment 100%.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	N.A.

1	Name of Post	:	RESEARCH OFFICER
2	Number of Posts	:	Four
3	Classification	:	Group 'B'
4	Scale of Pay	:	PB-2, Rs 9300-34800 + Grade Pay Rs 4800 MHRD letter no. 1-14/2010-L-III dt 25/08/2010
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	Not exceeding 40 years.
7	Educational & other qualifications required for direct recruits	:	<u>Essential</u> 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/research work in Urdu and General Administration.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	N. A.
9	Period of probation, if any	:	DR = 2 years. Promotees = NIL
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By direct recruitment 50% By promotion 50%
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	<u>For promotion</u> Research Assistant/Hindi Translator/ Librarian of NCPUL with 5 years service in the grade rendered after appointment thereto on a regular basis.

1	Name of Post	:	ASSTT. EDUCATION OFFICER
2	Number of Posts	:	Two
3	Classification	:	Group 'B'
4	Scale of Pay	:	PB-2, Rs 9300-34800 + Grade Pay Rs 4800 MHRD letter no. 1-14/2010-L-III dt 25/08/2010
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	Not exceeding 40 years.
7	Educational & other qualifications required for direct recruits	:	<u>Essential</u> 1. Master's Degree in Education/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. <u>DESIRABLE</u> 1. 5 years experience of teaching/distance education. 2. Working knowledge of atleast one Modern Indian Language other than Urdu.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age = No Educational Qualifications = Yes
9	Period of probation, if any	:	DR = 2 years. Promotees = NIL
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By promotion failing which by deputation failing both by direct recruitment.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	<u>Promotion</u> Research Assistant/Hindi Translator/Librarian of NCPUL with 6 years in the grade and possessing the Educational qualifications prescribed for direct recruits in Col. No. 7. <u>DEPUTATION</u> Officer under Central Govt. a) (i) Holding analogous posts on a regular basis or (ii) with 6 years regular service in the posts in the PB- Rs. 9300-34800 + GP Rs. 4200 or equivalent; and b) Possessing the educational qualifications and experience prescribed for direct recruits in Col. NO. 7 DOPT No. AB.14017/61/2008-Estt(RR) dt. 24/3/09

1	Name of Post	:	Jr. Administrative-cum-Accounts Officer
2	Number of Posts	:	One
3	Classification	:	Group 'B'
4	Scale of Pay	:	PB-2, Rs 9300-34800 + Grade Pay Rs 4600 MHRD letter no. 1-30/2008-L-III dT 04/02/2010
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	Not exceeding 30 years.
7	Educational & other qualifications required for direct recruits	:	<u>Essential</u> 1. Degree of a recognized University or equivalent. 2. 5 years experience of Administration, Accounts and Establishment Matters in a supervisory capacity in a Govt. Office or Public Body or Commercial Organization of repute. <u>DESIRABLE</u> Knowledge of Government rules and regulations.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	N. A.
9	Period of probation, if any	:	1. DR = 2 years. 2. Promotees = NIL
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By promotion failing which by deputation failing both by Direct Recruitment.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	<u>PROMOTION</u> Superintendent/Personal Assistant./Senior Steno with 5 years regular service. <u>DEPUTATION</u> Officer under Central Govt/Autonomous Body a. 1. Holding analogous posts or 2 With 5 years service in post in the scale of Rs. 9300-34800 + Grade Pay Rs. 4200 and b. Having experience in administration, establishment and accounts matters. c. Possessing the educational qualification and experience prescribed for direct recruitment. DOPT No. AB.14017/61/2008-Estt(RR) dt. 24/3/09

1	Name of Post	:	RESEARCH ASSISTANT
2	Number of Posts	:	Nine
3	Classification	:	Group 'B'
4	Scale of Pay	:	PB-2, Rs 9300-34800 + Grade Pay Rs 4200 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruits	:	Not exceeding 35 years.
7	Educational & other qualifications required for direct recruits	:	<p>ESENTIAL</p> <p>a. Master's degree of a recognized University or equivalent.</p> <p>b. Must have taken Urdu as an optional subject at the graduation level for 3 years/2 years degree course in the 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.</p> <p>c. 3 years experience of teaching or terminological and/or translation/editing work in Urdu/Library Science/Distance Education.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	N.A.
9	Period of probation, if any	:	2 years.
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	<p>1. 20% by promotion failing which by deputation failing both by direct rectt.</p> <p>2. 80% by direct recruitment.</p>
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	<p><u>PROMOTION</u> Technical Assistants working in the NCPUL with 6 years regular service in the grade.</p> <p><u>DEPUTATION</u></p> <p>a. Officer under Central Govt/Autonomous Body</p> <p>1. Holding analogous post: or</p> <p>2. with 6 years service in post in the scale of Rs. 5200-20200+ GP Rs. 2800 and</p> <p>b. Possessing the Educational qualifications and experience prescribed for direct recruits under Col. No. 7.</p> <p>DOPT No. AB.14017/61/2008-Estt(RR) dt 24/3/09</p>

1	Name of Post	:	LIBRARIAN
2	Number of Posts	:	ONE
3	Classification	:	Group 'B'
4	Scale of Pay	:	PB-2, Rs 9300-34800 + Grade Pay Rs 4200 MHRD no. F.1-14/2007-L-III dt. 25/08/10
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruits	:	Not exceeding 35 years.
7	Educational & other qualifications required for direct recruits	:	<u>ESSENTIAL</u> Master degree in Library or equivalent. Should have Urdu as a subject at +2 level. 3 years experience in the field of Library.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	N.A.
9	Period of probation, if any	:	2 years.
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By direct recruitment 100%.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	N. A.

1	Name of Post	:	SUPERINTENDENT
2	Number of Posts	:	Two (01 Admn & 01 Accounts *)
3	Classification	:	Group 'B'
4	Scale of Pay	:	PB-2, Rs 9300-34800 + Grade Pay Rs 4200 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	N. A.
7	Educational & other qualifications required for direct recruits	:	N. A.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	N. A.
9	Period of probation, if any	:	N. A.
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By promotion failing which by deputation/transfer.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	PROMOTION By promotion from Upper Division Clerk/Accounts Clerk with 10 years regular service in the grade. DEPUTATION. Persons/holding analogous or equivalent posts under Central Govt./Autonomous Body or UDC/Accounts Clerks with 10 years regular service and having experience in Admn/Accounts. Preference will be given to those who have undergone cash and accounts training. DOPT No. AB.14017/61/2008-Estt(RR) dt 24/3/09

* One post of Superintendent (Accounts) authorized by the Ministry vide letter no. MHRD no. F.1-14/2007-L-III dt. 25/08/10

1	Name of Post	:	HINDI TRANSLATOR
2	Number of Posts	:	ONE
3	Classification	:	Group 'B'
4	Scale of Pay	:	PB-2, Rs 9300-34800 + Grade Pay Rs 4200 MHRD no. F.1-14/2007-L-III dt. 25/08/10
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruits	:	Not exceeding 35 years.
7	Educational & other qualifications required for direct recruits	:	ESENTIAL Master degree of recognized University in Hindi or English. Must have English at graduation level in case of MA(Hindi) & Hindi in case of MA(English). Must have taken Urdu as an optional subject at +2 level. Desirable 3 years experience of translation from Urdu, Hindi to English and vice versa.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	N.A.
9	Period of probation, if any	:	2 years.
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By direct recruitment 100%.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	N. A.

1	Name of Post	:	PERSONAL ASSISTANT/ SENIOR STENOGRAPHER (ENGLISH)
2	Number of Posts	:	Two
3	Classification	:	Group 'B'
4	Scale of Pay	:	PB-1, Rs 9300-34800 + Grade Pay Rs 4200 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	Non-selection
6	Age limit for direct recruits	:	18-27 years
7	Educational & other qualifications required for direct recruits	:	ESSENTIAL 1. 10 + 2 or equivalent 2. 100 words speed per minute in shorthand in English 3. 40 words typing speed per minute 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.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age = No Educational Qualifications = Yes
9	Period of probation, if any	:	DR = 2 years Promotees = Nil
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By promotion failing which by deputation failing both by direct recruitment.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	PROMOTION Jr. Stenographer in the PB-1, GP-2400 working in NCPUL with 5 years service on regular basis. DEPUTATION By transfer from amongst the persons holding analogous posts or 5 years regular service as Jr. Stenographer in the PB-1 Grade Pay 2400 in Central Govt. Deptt/Autonomous Body and possessing qualifications prescribed for direct recruits.

1	Name of Post	:	SENIOR STENOGRAPHER (URDU)
2	Number of Posts	:	One
3	Classification	:	Group 'B'
4	Scale of Pay	:	PB-2, Rs 9300-34800 + Grade Pay Rs 4200 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	18-27 years
7	Educational & other qualifications required for direct recruits	:	<u>ESSENTIAL</u> 1. 10 + 2 or equivalent qualifications with Urdu as a subject. 2. Should have speed of 100 words per minute in Urdu Stenography and 30 words per minute in Urdu Typing. <u>DESIRABLE</u> 1. 2 years experience in a Government Department or an Organization of repute. Should have taken Hindi and English as subjects at Matriculation level. 2. Working knowledge of computer operation.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age = No Educational Qualifications = Yes
9	Period of probation, if any	:	DR = 2 years Promotees = Nil
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By promotion failing which by deputation failing both by direct recruitment.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	Jr. Stenographer in the PB-1, GP-2400 working in NCPUL with 5 years service on regular basis. <u>DEPUTATION</u> By transfer from amongst the persons holding analogous posts or 5 years regular service as Jr. Stenographer in the PB-1 Grade Pay 2400 in Central Govt. Deptt/Autonomous Body and possessing qualifications prescribed for direct recruits.

1	Name of Post	:	TECHNICAL ASSISTANT
2	Number of Posts	:	FOUR
3	Classification	:	Group 'C'
4	Scale of Pay	:	PB-1, Rs 5200-20200 + Grade Pay Rs 2800 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	Non-selection
6	Age limit for direct recruits	:	Not exceeding 35 years.
7	Educational & other qualifications required for direct recruits	:	ESSENTIAL 1. Graduate of a recognized University or equivalent. 2. Must have taken Urdu as an optional subject at the +2 level. 3. 3 years experience of terminological and/or translation/editing work in Urdu/Library Science/Distance Education/Production/Sales & Publications.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age = NO. Educational Qualifications = Yes.
9	Period of probation, if any	:	DR = 2 years Promotees = Nil
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By promotion failing which by direct recruitment.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	PROMOTION Promotion from Proof Reader working in NCPUL with 5 years regular service in the grade and possessing the educational qualifications prescribed in Col 7.

1	Name of Post	:	PROOF READER
2	Number of Posts	:	One
3	Classification	:	Group 'C'
4	Scale of Pay	:	PB-1, Rs 5200-20200 + Grade Pay Rs 2400 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	18-27 years
7	Educational & other qualifications required for direct recruits	:	Essential 1. 10 + 2 or equivalent with Urdu as a subject. 2. Atleast 3 years experience of proof reading in Urdu in a Govt. Department/Press/Institute.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age = NO Educational Qualifications = Yes
9	Period of probation, if any	:	DR = 2 years Promotees = Nil
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By promotion failing which by deputation failing both by direct recruitment.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	PROMOTION By promotion from amongst LDCs/Urdu Typist/Hindi Typist working in NCPUL with 8 years regular service in the grade. DEPUTATION Persons under the Central/State Govt./Autonomous Bodies holding analogous posts or with 8 years service in posts in the PB-1 Rs. 5200-20200 + GP Rs. 1900 and possessing the qualifications prescribed in Col. 7. DOPT No.AB.14017/61/2008-Estt(RR) dt 24/3/09

1	Name of Post	:	UPPER DIVISION CLERK/ ACCOUNTS CLERK
2	Number of Posts	:	Five
3	Classification	:	Group 'C'
4	Scale of Pay	:	PB-1, Rs 5200-20200 + Grade Pay Rs 2400 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	N. A.
7	Educational & other qualifications required for direct recruits	:	N. A.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	N. A.
9	Period of probation, if any	:	N. A.
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By promotion failing which by deputation.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	<u>PROMOTION</u> 75% promotion from amongst LDCs/Urdu Typist/Hindi Typist working in NCPUL having atleast 8 years regular service in the grade. 25% by promotion on the basis of limited departmental competitive examination from amongst LDSs/Urdu Typist/Hindi Typist working in the NCPUL having atleast 8 years regular service in the grade. <u>DEPUTATION</u> Persons holding analogous posts in Central Govt Deptt./Autonomous Bodies or LDCs with 8 years service and having experience in Admn/Accounts. DOPT No.AB14017/61/2008-Estt(RR) dt 24/3/09

1	Name of Post	:	JUNIOR STENOGRAPHER (ENGLISH)
2	Number of Posts	:	One
3	Classification	:	Group 'C'
4	Scale of Pay	:	PB-1, Rs 5200-20200 + Grade Pay Rs 2400 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	18 – 27 years
7	Educational & other qualifications required for direct recruits	:	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.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age = No Educational Qualifications = Yes.
9	Period of probation, if any	:	DR = 2 years. Promotees = Nil
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By promotion failing which by direct recruitment.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	PROMOTION By selection through a test in Stenography from amongst LDCs/Urdu Typist/Hindi Typist of NCPUL.

1	Name of Post	:	LOWER DIVISION CLERK
2	Number of Posts	:	Six
3	Classification	:	Group 'C'
4	Scale of Pay	:	PB-1, Rs 5200-20200 + Grade Pay Rs 1900 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	18 -27 Years
7	Educational & other qualifications required for direct recruits	:	<u>ESSENTIAL</u> 1. Matriculation or equivalent. 2. Typing speed of 30 words per minute in English. <u>DESIRABLE</u> 1. Typing Speed of 25 words per minute in Hindi/Urdu. 2. Working knowledge of Hindi/Urdu. 3. Knowledge of Computer Operation
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age = No Educational Qualification = Yes
9	Period of probation, if any	:	DR = 2 years Promotees = Nil
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	80% by Direct Recruitment. 20% by Promotion
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	<u>PROMOTION</u> From Group 'D' employees working on regular establishment of NCPUL subject to following conditions:- a. Selection would be made through a departmental examination confined to Group 'D' employees of NCPUL who fulfil the minimum educational qualifications prescribed for direct recruitment. b. The maximum age limit for the examination would be 45 years or below (50 years for SC/ST) c. Atleast 5 years regular service in Group 'D' post.

1	Name of Post	:	HINDI TYPIST
2	Number of Posts	:	One
3	Classification	:	Group 'C'
4	Scale of Pay	:	PB-1, Rs 5200-20200 + Grade Pay Rs 1900 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	18-27 years
7	Educational & other qualifications required for direct recruits	:	<u>ESSENTIAL</u> 1. Matriculation or equivalent. 2. Typing speed of 30 words per minute in Hindi. <u>DESIRABLE</u> 1. Typing Speed of 30 words per minute in English or 25 words per minute in Urdu. 2. Working knowledge of Urdu. 3. Knowledge of Computer Operation
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age = No Educational Qualification = Yes
9	Period of probation, if any	:	DR = 2 years Promotees = Nil
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	Promotion failing which by Direct Recruitment.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	<u>PROMOTION</u> From Group 'D' employees working on regular establishment of NCPUL subject to following conditions:- a. Selection would be made through a departmental examination confined to Group 'D' employees of NCPUL who fulfil the minimum educational qualifications prescribed for direct recruitment. b. The maximum age limit for the examination would be 45 years or below (50 years for SC/ST) c. Atleast 8 years regular service in Group 'D' post.

1	Name of Post	:	URDU TYPIST
2	Number of Posts	:	Three
3	Classification	:	Group 'C'
4	Scale of Pay	:	PB-1, Rs 5200-20200 + Grade Pay Rs 1900 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	18-27 years
7	Educational & other qualifications required for direct recruits	:	<u>ESSENTIAL</u> 1. Matriculation or equivalent. 2. Typing speed of 25 words per minute in Urdu. 3. Working knowledge of Hindi. <u>DESIRABLE</u> 1. Typing Speed of 30 words per minute in English or 25 words per minute in Hindi. 2. Knowledge of Computer Operation
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age = No Educational Qualification = Yes
9	Period of probation, if any	:	DR = 2 years Promotees = Nil
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	66 2/3% by Direct Recruitment. 33 1/3% by Promotion
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	<u>PROMOTION</u> From Group 'D' employees working on regular establishment of NCPUL subject to following conditions:- a. Selection would be made through a departmental examination confined to Group 'D' employees of NCPUL who fulfil the minimum educational qualifications prescribed for direct recruitment. b. The maximum age limit for the examination would be 45 years or below (50 years for SC/ST) c. Atleast 8 years regular service in Group 'D' post.

1	Name of Post	:	CAR-CUM-BUS DRIVER
2	Number of Posts	:	ONE
3	Classification	:	Group 'C'
4	Scale of Pay	:	PB-1, Rs 5200-20200 + Grade Pay Rs 1900 MHRD No. 1-30/2008—L-III dated 22/07/09
5	Whether selection post or non-selection post	:	N. A.
6	Age limit for direct recruits	:	18-27 years
7	Educational & other qualifications required for direct recruits	:	ESSENTIAL 1. Matriculation. 2. Possessing valid heavy motor vehicle driving license. 3. Knowledge of motor mechanism and experience of driving a motor car for atleast 3 years.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age = No. Educational Qualifications = Yes
9	Period of probation, if any	:	DR = 2 years Promotees = Nil
10	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	By promotion failing which by Direct Recruitment.
11	In case of recruitment by promotion or deputation or transfer, grade from which promotion or deputation or transfer to be made	:	<u>PROMOTION</u> From Group 'D' staff of NCPUL possessing a valid driving licence of motor car and on the basis of a driving test to adjudge their suitability with reference to standard of competency considered essential in driving of staff car.

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Annexure - 'A'

1	Name of Post	MULTI TASKING STAFF		
2	Number of Post	THIRTEEN (* Subject to variation dependent on workload)		
3	Classification	Group 'C'		
4	Pay Band and Grade Pay	PB-1, Rs. 5200-20200+Grade Pay Rs. 1800 MHRD Letter No. 1-17/2014-L-III dated 31/07/15		
5	Whether selection post or non-selection post	Not Applicable		
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rule, 1972	Not Applicable		
7	Age limit for direct recruitment	18-25 years		
8	Educational and other qualifications required for direct recruits	ESSENTIAL Matriculation or equivalent. DESIRABLE Preference will be given to persons having Urdu subject at Metric level or one year Diploma/Certificate in Urdu from any Govt. Institutions.		
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable		
10	Period of probation, if any	Two years		
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method	By direct recruitment		
12	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not Applicable		
13	If DPC exists, what is its composition	1	Director, NCPUL	Chairman
		2	An Officer from the Department of Education	Member
		3	Principle Publication Officer, NCPUL	Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable		

Attestation



Director, NCPUL

DESINATION AND INDICATIVE LIST OF DUTIES

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

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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 superior authority.

Attest, 20/11/2011



Director, NCPUL