

No. F. 20-1/88-E.II (Vol.-III) /1224  
National Council of Educational Research & Training  
Sri Aurobindo Marg, New Delhi – 110016  
Recruitment Section-II

Dated: 28<sup>th</sup> August, 2019

**Sub: Limited Departmental Examination for the post of Junior Accountant at NCERT Hqrs. (As per Pre-Revised RRs)**

Applications are invited for 06 (UR-04 & ST-02) posts of Junior Accountant in the Pay Level-6 (Rs.35400-112400) PB-II of Rs. 9300-34800 with GP 4200 at NCERT Hqrs. under Limited Departmental Examination Quota( as per pre-revised RR) from amongst the regular employees of the Council Hqrs, New Delhi who fulfill the following eligibility conditions:-

“Serving employees of the Council who are either Graduates from a recognized University or serving as UDC” (or in equivalent posts) for not less than five years or any staff who is working in grade above that of UDC.”

All those regular employees of NCERT Hqrs, New Delhi who satisfy the eligibility conditions mentioned above, may apply in the prescribed Proforma (Annexure-I) through proper channel to the R.II Section latest by 11-09-2019. Syllabus / Scheme of examination for the post of Junior Accountant is given as Annexure-‘II’.

*P. S. Jha*  
28/8/19  
Under Secretary

Copy to:

1. All Head of Departments/Section/Division at NCERT HQ.
2. PS to Director, NCERT
3. PS to Secretary, NCERT
4. PS to Joint Director, CIET, NCERT.
5.  Head ICT, CIET with a request to upload on the official website of the NCERT
6. All Notice Board

*please upload*  
*[Signature]*  
28/8/19

*Lab 20/1*  
→

*2099/2167*  
*28/8/19*

## APPLICATION FOR THE POST OF JUNIOR ACCOUNTANT IN NCERT HQ.

(Since this vacancy is to be filled up on Limited Departmental Examination, private candidates are not eligible)

1.	Post applied for					Self attested latest passport size photograph
2.	Name					
3.	Date of Birth					
4.	Category to which belongs (UR/SC/ST/OBC/PWD/Ex-SM)					
5.	Complete postal address					
6.	Present Post					
7.	Date from which the present post is held on regular basis					
8.	Pay Matrix of the present post & Pay Drawn					
9.	Grade Pay as per 6 <sup>th</sup> CPC					
10.	Whether eligible as per the criteria prescribed for the post					
11.	Email. Id/Mobile/Office/Number	Email. Id :	Mob. No:	Office No:		
12.	Educational/Professional Qualification					
13.	Sl. No.	Qualification	Subject	Year Division	Institution/University Place/Country	
14.	Details of Experience/employment (please attach a separate sheet, if required)					
	Sl. No.	Office	Post held	From	To	Pay Band along with Grade pay
15.	Details of the paper already qualified & exempted for re-appearing				1. Name of the Paper _____	
					2. Year of Examination _____	

Certified that information furnished above by me is correct in all respect to the best of my knowledge &amp; belief.

(Signature with date of the Candidate)

Forwarded for necessary action to concerned Establishment.

Head of Deptt./ Branch Incharge

Certified that

(1) Ms./Shri \_\_\_\_\_ is working as \_\_\_\_\_ w.e.f. \_\_\_\_\_ in the GP Rs.2400

on regular basis &amp; the same is not granted under MACP/ACP or

(2) As per Service Records he/she is Graduate from the Recognized University.

Signature of the Verifying Authority of the concerned Estt. Section with Officer seal.

Section Officer, R-II Section



Annexure-II  
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No. F.20-1/88-E-II/1157  
National Council of Educational Research & Training  
Sri Aurobindo Marg, New Delhi - 110 016.

Dated: 29.04.2014

Subject: Written Examination scheduled for 24<sup>th</sup> & 25<sup>th</sup> May, 2014 for recruitment of Junior Accountant under Limited Departmental Examination (LDE) in NCERT - : regarding

Reference Circular No. F. 20-1/88-EII dated 04.04.2014 regarding holding written examination for the post of Junior Accountant. As complaint has been received that Syllabus and Scheme is not readable, fresh typed copy of Syllabus/Scheme is again circulated herewith for information of all concerned.

Syllabus and Scheme for the Candidates appearing in the Limited Departmental Examination for the post of Junior Accountant, to be held on 24/25, May, 2014 duly approved by the Director, NCERT is given below for uploading on the official website of NCERT


<u>Syllabus</u>	<u>Time</u>	<u>Max. Marks</u>
<u>Paper-I (General English)</u> The candidates will be tested in their ability to write correct English, writing of official communications and précis writing.	3 hrs.	100 Marks
<u>Paper-II (Theory) (without books)</u> Principal & method of Govt. Accounts including, FR, SR, GFR, Children Education allowance, Tuition Fee, Leave Rules and NCERT Rules and Regulation.	3 hrs.	200 Marks
<u>Paper-III (practical) (with books)</u> Principal & method of Govt. Accounts including, FR, SR, GFR, children Education Allowance, Tuition Fee, Leave Rules and NCERT Rules and Regulation.	3 hrs.	200 Marks

In view of the directive of Govt. of India for propagation of Hindi, the candidates will have the option to write the papers either in Hindi or in English.

The English Paper (Paper-I) will be divided into two parts and the candidates will have option to write the part of the paper viz. communications, Essay/Précis either in Hindi or in English, in which they opt.

#### Scheme

1. The minimum qualifying marks for each paper will be 40%. However, in the case of SC and ST candidates, the qualifying marks for each paper will be 30%.
2. All those candidates who qualify any of three paper by getting 40% marks in each paper (30% marks for SC/ST) will be given exemption from re-appearing in the said paper (s) at the subsequent examination.
3. A select list for the post of Junior Accountant will be prepared in order of merit on the basis of marks obtained. Only such candidates who qualify all the three paper at the prescribed standard should be included in the select list/panel irrespective of the number of attempts made at the examination. However the names of such candidates qualifying the complete examination at the later examination will be placed below those candidates whose names already appear in some earlier select List/Panel.
4. The out station candidates appearing in the written examination will be paid TA as per rules, but for first two attempts only.
5. Practical paper will be with the prescribed books.

  
(S.D. Singh)  
Under Secretary