

F. No. 5-2/2008-E-II(R) / 1225  
National Council of Educational Research & Training  
Sri Aurobindo Marg, New Delhi – 110016  
Recruitment Section-II

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

NOTIFICATION

Subject :- Filling up the post of Upper Division Clerk (UDC) against 25% Limited Departmental Examination Quota (As per Pre-Revised RRs).

Applications are invited in the Annexure-'I' from the Council employees posted at New Delhi for filling up 07 vacancies (Gen-04, SC-02 & ST-01) of Upper Division Clerk in the Pay Level-4 ( Rs.25500-81100) PB-I of Rs.5200-20200 with GP of Rs. 2400/- at NCERT Headquarter through 25% by promotion through selection on the basis of Limited Departmental Competitive Examination who are fulfilling the following eligibility conditions:

"Amongst the LDCs and other employees in the LDC Pay Band-I Rs.5200-20200 Grade Pay Rs.1900 with not less than 5 years of regular service in the Council."

The Syllabus/Scheme of examination for the post of UDC is enclosed as Annexure-'II'.

All eligible employees may send their application to the Section Officer, R-II Section, NCERT by 11-09-2019 in the Annexure-'I' through proper channel. Application received "After the last date will not be accepted".

*P. Jhal*  
28/8/19  
Under Secretary

Copy to:

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

2098/2014  
28/8/19

please upload  
on  
28/8/19

28/8/19

APPLICATION FOR THE POST OF UPPER DIVISION CLERK (UDC) IN NCERT HQ.

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

1.	Post applied for	UPPER DIVISION CLERK (As per Pre-Revised RR)				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.	Verification of service particulars by the concerned Establishment Section	Certify that Ms./Shri _____ is working as _____ on regular basis w.e.f. _____ in the GP Rs.1900 on regular basis w.e.f. _____ & the same is not granted under MACP/ACP.				
		Signature of the Verifying Authority of the concerned Estt. Section with Officer seal.				

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

(Signature of the Candidate)

Forwarded for necessary action to concerned Establishment.

Head of Deptt./ Branch Incharge

Forwarded with the remarks that the above particulars have been checked and found correct.

Signature of the Office of  
S.O (Estt.)

Section Officer, R-II Section

SYLLABUS SCHEME OF WRITTEN EXAMINATION FOR THE POST OF ITO

The subjects of the Written Examination, time allowed and the maximum marks for each subject will be as follows:

Subject	Maximum Marks	Time
A. General Knowledge (including Geography of India)	50	One Hour
B. General English	50	One Hour
C. Written Expression	50	One Hour

The syllabus for the Written Examination will be as follows:-

1. General Knowledge: General knowledge which a Matriculation/High School Pass candidate is expected to possess, including simple questions on the reading of daily Newspapers.
2. General English: General English of Matriculation/High School standard to test candidates' ability to write English effectively.
3. Written Expression: Short Essay, Notes to be written either in English or HINDI to test candidate's ability to write coherently.

NOTES:- I. General Knowledge Paper and General English Papers will have short answer and objective Type questions.

II. Papers (A) (General Knowledge) and (C) Written Expression will be Bilingual (Hindi and English) and the candidates are allowed the option to answer papers A & C either in Hindi (Devnagari) or English. The option will apply to complete paper and not to a part thereof.

Scheme of Examination

The qualifying marks for each subject individually as well as in the aggregate will be 40%. However, the standard can be relaxed in favour of SCs/STs against vacancies reserved for them in case adequate number of SC/ST candidates do not become available at the Normal standard. In that case, the qualifying marks for SCs/STs for each paper will be 20% and the aggregate will be 30% marks.