

No.F.15-1/88-E-II/1177
National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi- 110016
(Establishment-II Section)

Dated: 13.07.2018

Sub: - Selection of Cashier/Assistant Cashier for various Deptt./Section at NCERT Head Quarter.

Applications are invited from interested UDCs of Council Headquarter having at least 03 years regular service for engagement as Cashier/Assistant Cashier in the proforma given below:-

1. Name & Designation
2. Deptt. in which posted
3. Date of joining the Council's Service on regular basis (with designation)
4. Date of regular appointment as UDC
5. Designation of the post held in substantive capacity
6. Educational Qualification
7. Experience in Accounts and handling of cash (if any)
8. Whether belongs to SC/ST/OBC/PH category
9. Period already spent as Cashier/Assistant Cashier in NCERT

There is no sanctioned post of Cashier/Assistant Cashier in NCERT Headquarter. Those who selected as Cashier/Assistant Cashier would be required to handle/disburse cash, cheques, demand drafts, payments through RTGS etc and to maintain account and in addition he/she will have to perform some other duties as may be assigned from time to time. They are required to execute surety bond or to furnish Fidelity Bond on an appropriate value from General Insurance Company.

Officials who volunteer for the post will not be permitted to withdraw their candidature, if selected.

Last date for receiving the application is 27.07.2018.

Manish Singhal
13/7/18
(Manish Singhal)
Under Secretary

Copy to:-

1. All Head of Deptt./Units/Cell/Sections
- ✓ 2. Head, DICT & TD, CIET (for uploading on NCERT website main page)
3. PS to Director
4. PS to Joint Director (CIET)
5. PS to Secretary
6. Notice Board

Please upload
R.No 201
Sh. Devashish

*731/1177
16/7/18*