

F. No. 4-1/2018/R-II /1237
National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi - 110016
Recruitment Section-II

Dated: 05th September, 2019

NOTIFICATION

Subject :-Recruitment of Lower Division Clerk (LDC) against 10% Limited Departmental Examination Quota (As per Revised RRs 2017).

In continuation of Council's earlier notification of even number dated 30-08-2018, Applications are invited from the Council employees posted at New Delhi for filling up of 9 vacancies (08-Gen & 01 SC) of **Lower Division Clerk in the Pay Level-2 (Rs.19900-63200) PB-I of Rs.5200-20200 with GP of Rs. 1900/- (pre-revised)** at NCERT Headquarter through Limited Departmental Examination from amongst Council employees having 2 years regular service in the grade pay of Rs.1800/- and possessing the following qualifications/eligibility criteria.

Essential:- 1. 10th Class passed from any recognized Board.

2 Typing Speed of 35 w.p.m (English) or 30 w.p.m in Hindi on computer (35 w.p.m and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression of each word).

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 & send application to Section Officer R.II Section latest by 20-09-2019. Syllabus / Scheme of examination for the post of Lower Division Clerk (LDC) is given as Annexure-'II'. Application received "**After the last date will not be considered**".

With reference to Council Notification dated 30-08-2018, those who had already applied needs to be apply again in the proforma enclosed as Annexure-'I'.

Original
5/9/19
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

APPLICATION FOR THE POST OF LOWER DIVISION CLERK (LDC) 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 th 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

Certified that information furnished above by me is correct in all respect to the best of my knowledge & 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.1800 on regular basis.

(2) As per Service Records he/she is 10th Class passed from the Recognized University.

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

Section Officer, R-II Section

Scheme of Examination:-

Annexure-II

1) (a) Written Examination (150 Marks and 3 Hours duration)

1. General Knowledge 50 Marks (Objective Type)
2. General English 50 Marks (Objective Type)
3. Written Expression 50 Marks (Descriptive Type)
(Hindi or English as per the choice of the candidate)

(b) Syllabus of Examination:-

- i) General Knowledge which a Matriculation/High school passes candidates is expected to pass including simple questions on the reading of daily Newspaper.
 - ii) General English of Matriculation/High School standard to test candidate's ability to write English effectively.
 - iii) Short Essay notes to be written either in English or Hindi to test candidate's ability to write coherently
- 2) Minimum qualifying marks in each paper will be 50% for General candidates in each paper as well as aggregate and 40% marks for SC/ST/OBC/PH.
- 3) Those who qualify in the written examination will have to appear for skill test on Computer. Typing speed of 35 w.p.m in English or 30 w.p.m. in Hindi (35 w.p.m. and 30 w.p.m corresponding to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word) is required to qualify the skill test. Skill test on computer.
- 4) On the basis of result of written examination, number of candidates to be called for the skill test will be decided by the Council and no communication/request in this regard will be entertained.
- 5) Final merit list will be prepared in respect of those who qualify skill test on computer with the prescribed speed limit. Skill test is of qualifying nature and no marks for the skill test will be given. Merit position of the successful candidates in skill test will be prepared on the basis of numbers secured in written examination.

Handwritten signature and date
11/11/16