

Government of India
Ministry of Human Resource Development
(Department of School Education & Literacy)

**ADVERTISEMENT FOR THE POST OF SECRETARY, NATIONAL COUNCIL OF
EDUCATIONAL RESEARCH AND TRAINING (NCERT)**

Applications are invited through proper channel on transfer on deputation or short term contract basis from eligible persons for the post of Secretary, National Council of Educational Research and Training (NCERT) in pay band of Rs. 37,400 - 67,000 (PB-4) with GP of Rs.8,700/-. The Secretary, NCERT shall maintain a record of the proceedings of the Council and of the Executive Committee and of the Programme Advisory Committee and shall perform such duties as usually pertain to the office of the Secretary and also such other duties as may be assigned to the Secretary by the Director or the Joint Director of NCERT. Secretary shall also perform such duties and exercise such powers as may be entrusted or delegated to Secretary and/or specified in the Regulations of NCERT. The post is to be filled up by deputation or short term contract on tenure basis from amongst Officers under the Central/State Governments or Union Territory Administrations or Central/State Autonomous organizations. The appointment will be for a period upto five years or till the age of 60 years or until further orders, whichever is earlier. The selection shall be made by the Central Government on the recommendation of a Selection Committee.

2. Eligibility: Officers under the Central/State Governments or Union Territory Administrations or Central/State Autonomous organizations fulfilling the following conditions:

- (i) Holding analogous posts on regular basis **or** five years service in the grade rendered after appointment thereto in the pay band of Rs.15600-39100 (PB-3) with Grade Pay Rs.7600/- on regular basis; and
- (ii) Possessing five years of administrative experience;
- (iii) Age should not be more than 56 years as on closing date of receipt of application.

3. Applications, duly prepared in the proforma annexed and printed on A4 size paper, should reach **Shri Dinesh Kumar, Under Secretary to the Government of India, Ministry of Human Resource Development, Department of School Education & Literacy, Ground Floor, B-Wing, Cabin No.1, Shastri Bhawan, New Delhi-110001**, by 09.08.2016. The applications shall be duly forwarded by the Cadre Controlling Authority of the applicant with the undertaking that his/her services will be spared on deputation/short-term contract immediately in case of selection.

4. Following documents shall accompany the application:

- (i) Attested copies of APAR for last five years
- (ii) Integrity Certificate
- (iii) Vigilance Clearance
- (iv) No major and minor penalty certificate for the last 10 years of service.
- (v) Cadre Clearance Certificate.