

Dated: 22nd February, 2023

NOTIFICATION

Subject: - Recruitment of Upper Division Clerk under 25% Limited Departmental Competitive Examination (LDE) in NCERT Hqrs.

Applications are invited for filling up 18 posts (02 Posts reserved for ST Category as per Pre-Revised RR and 16 posts of UR Category as per Revised RR) (**out of which 1 post is reserved for HH Category**) of Upper Division Clerk in the Pay Level-4 (PB-I of Rs5200-20200+GP Rs. 2400/-) in the NCERT Headquarter through 25% Limited Departmental Examination through written examination from the following:-

Pre-Revised Recruitment Rules for 02 Posts reserved for ST Category	Revised Recruitment Rules for 16 posts of UR Category (Out of which 01 post is reserved for HH category)
“On the basis of departmental written test in the manner as may be prescribed by the Council from time to time from 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.”	“On the basis of Limited Departmental Competitive Examination from amongst the LDCs having 5 year regular service in the Pay Band-I Rs.5200-20200 Grade Pay Rs.1900 in the Council.”

***Note:- 1 post is reserved for HH Category.**

The Syllabus /Scheme of examination for the post of Upper Division Clerk is enclosed herewith as **Annexure-I**

Eligible Candidates may send their application to the Under Secretary, R-II Section, NCERT within 21 days from the date of issue of this Notification in the under mentioned prescribed proforma through proper channel.

Application received **“After the last date will not be entertained”**.

Proforma of Application

1.	Name & Designation	
2.	Educational Qualification	
3.	Email id/Mobile Number	
4.	Present place of posting	
5.	Date of regular appointment in the present post	
6.	No. of completed years of service in the PB-2 with GP of Rs. 1900 /-	
7.	Date of Birth	
8.	Whether belongs to SC/ST Category	
9.	Signature of the Applicant with date	
10.	Verification of service particulars by the concerned Establishment Section	<p>Certify that Ms./Shri _____ is working as _____ on regular basis w.e.f. _____ in the GP on regular basis w.e.f. _____ & the same is not granted under MACPS/ACPS</p> <p>Signature of the Verifying Authority of the concerned Estt. Section With officer seal</p>

The Joint Director, CIET and Heads of Departments/Sections/Divisions/Cells/Units at NCERT HQ are requested for wider circulation of this Notification amongst their Departments/Sections/Divisions/Cells/Units.

Usha Kapur
22/2/23
(Usha Kapur)
Under Secretary

Copy to:

1. All Head of the Department
2. All Deputy Secretaries
3. All Under Secretaries
4. CAO, NCERT
5. Administrative Officer, Publication Division
6. PS to Director
7. PS to Joint Director
8. PS to Joint Director, CIET
9. PS to Secretary
10. Head ICT, CIET with a request to upload on the official website of NCERT
11. All Notice Board

Bans
22/2/23

SYLLABUS/SCHEME OF WRITTEN EXAMINATION FOR THE POST OF UDC

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

S.No.	Subject	Maximum Marks	Time
1.	General Knowledge (Including Geography of India)	50	One Hour
2.	General English	50	One Hour
3.	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 candidate's 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.

Note:-

1. General Knowledge Paper and General English Papers will have short answers and objective Type questions.
2. Papers (A) (General Knowledge) and (C) Written Expression will be Bilingual (Hindi and English) and the candidates are allowed the option to answer paper A and 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 20% and the aggregate will be 30% marks.

Gantam Kr.

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