



राष्ट्रीय उर्दू भाषा विकास परिषद्

قومی کونسل برائے فروغ اردو زبان

National Council for Promotion of Urdu Language

Ministry of Human Resource Development
Government of India
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area
Jasola, New Delhi-110025. Ph.: 49539000

ADVERTISEMENT NOTICE - 01/2019

Online applications on the prescribed format of Council are invited for the following posts:-

S. No.	Name of Post and Pay Matrix Level	UR	OBC	SC	ST	EWS	Total	Method of recruitment	Posts identified for PWD	Place of post-ing/Remarks
1	Research Officer (RO) Level-8, (Rs. 47600-151100)	-	01	-	-	-	01	Direct	OA, OL, B, LV, HH	Selected candidate will be liable to be transferred anywhere in India.
2	Lower Division Clerk (LDC), Level-2 (Rs. 19900-63200)	-	01	-	-	01	02	Direct	OA, OL, BL, OAL, B, LV, HH	
3	Multi Tasking Staff (MTS), Level-1 (Rs. 18000-56900)	01	01	-	-	01	03	Direct	OA, OL, HH, LV, B	

Educational Qualification and Experience:

1. Research Officer (Age: Not exceeding 40 years)

Essential: (i) Atleast Second Class Master's Degree of a recognized University or equivalent in Science/Art/Edu./Commerce (according to the requirements of the post).

(ii) Must have taken Urdu as optional subject at Degree level in the case of M.A. & at High School/Higher Secondary level in the case of M.Sc.

(iii) 5 years experience in teaching/research or translation/ editing/terminological work in Urdu and General Administration.

2. Lower Division Clerk (Age: 18 to 27 years)

Essential: (i) Matriculation or equivalent.

(ii) On manual typewriter 25 w.p.m. or on computer 30 w.p.m. in English

Desirable: (i) Urdu/Hindi Typing on manual typewriter 25 w.p.m. or on computer 30 w.p.m.

(ii) Working knowledge of Urdu/Hindi.

(iii) Knowledge of Computer Operation

3. Multi Tasking Staff (Age: 18 to 25 years)

Essential: (i) Matriculation or equivalent.

Desirable: (i) Preference will be given to persons having Urdu subject at Matriculation level or one year Diploma/Certificate in Urdu from any Govt. Institutions.

GENERAL INFORMATION/CONDITION:

How to apply:

1. Interested candidates fulfilling the prescribed qualifications/ experience for these posts apply ONLINE on the website of NCPUL i.e. www.urducouncil.nic.in and take a print out of the system generated application form duly signed and send it with self attested copies of relevant certificates alongwith prescribed fee in the shape of DD of Rs. 500/- in favour of "Director, NCPUL" within 30 days from the date of publication of this advertisement at the above mentioned address. Person with disabilities and Women candidates are exempted for payment of fee.

2. The candidates at Sl.No.1 and 3 who applied in response to notice published in the Employment Newspaper dated 24 February - 2 March, 2018 and fulfilling the eligibility criteria on the closing date of application of this notice and like to apply afresh need not to pay application fee again.

3. Candidates who are already employed should apply through proper channel or submit NOC at the time of written test.

4. Vacancy at Sl.No.2 includes one resultant anticipated vacancy.

5. National Council for Promotion of Urdu Language is an

autonomous body under the Ministry of Human Resource Development, Govt. of India.

6. Selected candidate will be governed by the "New Pension Scheme" and other rules as contained in NCPUL's Service Rules or as amended time to time.

7. Age relaxation will be available to eligible categories/ departmental persons as per Govt. of India orders in force.

8. Age will be reckoned from the closing date of application.

9. Shortlisted/eligible candidates will have to appear in the written objective/descriptive test. There would be no interview for post Sl. No.2 and 3 but to pass typing test and basic Urdu language test respectively.

10. The indicative lists of duties attached to post Sl. No. 3 are available on NCPUL's website.

11. With respect to post at Sl.No. 1, 2 & 3 applications of OBC/EWS candidates will be considered subject to production of OBC/EWS Certificate in the prescribed format. Format of EWS is available on NCPUL's website.

12. Incomplete applications/not in prescribed format/received after the due date shall be summarily rejected.

13. Mere submission of application and fulfilling the eligibility conditions will not confer any right of the candidates to be called for test/interview or for appointment.

14. Canvassing in any form will disqualify a candidate.

DIRECTOR, NCPUL

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