

National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi

Dated the 5th August, 2014

प्रशासन अनुभाग के. पी. प्रो. प्र.  
आयची संख्या 7046  
दिनांक 13/8/14

**ORDER**

The role and functions of administrative/Establishment Sections at NCERT Headquarter have been re-organised with immediate effect as indicated below.

Sl. No	Section	Role and function
1	<b>Recruitment-I Section</b>	<ul style="list-style-type: none"> <li>• Maintaining Reservation Rosters for faculty recruitment,</li> <li>• Floating advertisement for filling up vacancies of faculty after obtaining <b>data from E-I, CIET, CIVE and R.Is.E.,</b></li> <li>• Sorting out of applications according to subject area/category, Preparing statement of bio data of applicants, getting the applications pre-screened at the level of Department concerned and final screening by the approved Committee of the Council, , sending call letters to the shortlisted candidates for interview/Selection &amp; arranging interview with the approval of the competent authority</li> <li>• Forwarding application of the selected candidate after approval of minutes of the Selection Committee by the Director to E-I for issuing offer of appointment,</li> <li>• <b>Processing promotion cases under CAS, (earlier dealt by E-I)</b></li> </ul> <p>Furnishing quarterly/half yearly/ annual returns relating to recruitment of SC/ST/OBC/Persons with Disabilities to <b>Reservation in Services Monitoring Cell</b> and Annual reports to PMD.</p> <ul style="list-style-type: none"> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section</li> <li>• Submission of para wise information to Court cases related to the Section.</li> <li>• Submission of agenda for the Finance/Establishment Committee to EC/C&amp;P as and when required.</li> </ul>

803/107  
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15/AS/CIET  
6-8-14.

Head, IET  
Pl. upload on NCERT website.  
ackrm 14/08/14  
6/8/14  
Also give 9 copy to all DAs of Admp. Sec.  
MS. Sanghamitra 12/8/14  
UP  
S.O/PD  
Please circulate  
12/8/14  
sh. P.

2	Establishment-I Section	<ul style="list-style-type: none"> <li>• Processing Personnel/personal matters of all Assistant Professors, Associate Professors, Professors and Librarians working at NCERT HQ and <b>R.Is.E. (earlier dealt by RIEFA)</b>, which also include processing of medical bills/advances of all working and retired faculty of NCERT HQ including CIET and <b>referral medical bills/advances of all working and retired faculty of R.Is.E., PSSCIVE.</b></li> <li>• Issuing offer of appointment, processing medical examination, verification of antecedents, verification of school teaching experience and issuing formal appointment orders,</li> <li>• Processing confirmation cases,</li> <li>• Preparation of seniority list of all faculties of NIE, CIET, PSSCIVE and R.Is.E.</li> <li>• Transfer &amp; postings of faculty members.</li> <li>• Preparing subject-wise vacant position of NIE Departments/Division/Unit/Cells, CIET, PSSCIVE and R.Is.E. according to need based requirement of faculty and onward transmission to R-I</li> <li>• Furnishing quarterly/half yearly/ annual returns relating to recruitment of SC/ST/OBC/ Persons with Disabilities to <b>Reservation in Services Monitoring Cell</b> and Annual reports to PMD</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Submission of para-wise information to Court cases related to the Section.</li> <li>• Submission of agenda for the Finance/Establishment Committee to EC/C&amp;P as and when required.</li> <li>• Also act as Nodal Section in respect of aforementioned staff of R.Is.E., CIVE and CIET.</li> </ul>
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3	<b>Recruitment –II</b> <b>Section</b> <b>(newly created</b> <b>In place of E-IV)</b>	<ul style="list-style-type: none"> <li>• Maintaining Reservation Rosters for direct recruitment and Limited Department Examination quota of ministerial posts as per Recruitment Rules including Group-C (MTS) posts (earlier dealt by E-IV),</li> <li>• Floating advertisement for filling up vacancies of all ministerial and Group-C(MTS) obtaining data from E-II, CIET, CIVE and R.Is.E. (including RPDC),</li> <li>• Scrutinising applications, preparing statement of bio data of applicants, getting the applications screened, sending call letters to shortlisted candidates, arranging written examination/ interview as per Recruitment Rules.</li> <li>• Issuing offer of appointment and after receipt of acceptance forwarding them to E-II for further processing.</li> <li>• Furnishing quarterly/half yearly/ annual returns relating to recruitment of SC/ST/OBC/ Persons with Disabilities to <b>Reservation in Services Monitoring Cell</b> and Annual reports to PMD</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Submission of para-wise information to Court cases related to the Section.</li> <li>• Submission of agenda for Finance/Establishment Committee to EC/C&amp;P as and when required.</li> </ul>
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