NOTIFICATION

Subject :- Recruitment of Assistant Programme Coordinator (APC) under 25% Limited Departmental Examination (LDE) Quota in NCERT.

Applications are invited for filling up of 08 (Eight) UR-07 and SC-01 posts of Assistant Programme Coordinator in the Pay Level-7 (PB-II Rs. 9300-34800 + GP Rs. 4600/-) in the NCERT Headquarter and its constituent units at Ajmer, Bhopal, Bhubaneswar, Mysore & Shillong through 25% Limited Departmental Examination from the following:-

Eligibility conditions:
1. From amongst Council employees having 3 year regular service in the PB-II of Rs.9300-34800 GP of Rs 4200/- in the Council.
2. Graduate from any recognized University.
3. Should have qualify the short hand test @ 100 WPM (Dictation 10 Minutes Transcription : 40 minutes (English) or 55 Minutes(Hindi) on computer.”

The Syllabus/Scheme of examination for the post of Assistant Programme Coordinator is enclosed as Annexure-‘I’.

Eligible Candidates may send their application to the Section Officer, R-II Section, NCERT within 14 days from the date of issue of this Notification in the Annexure-‘II’ through proper channel.

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

(Sushil Kumar)
Under Secretary

Copy to:
1. All Head of Departments/Section/Division at NCERT HQ.
2. Joint Director, PSSCIVE, Bhopal
3. Principal, Regional Institute of Education , Ajmer/Bhopal/Bhubaneswar/Mysore/Shillong
4. PS to Director, NCERT
5. PS to Joint Director, NCERT
6. PS to Joint Director, CIET, NCERT
7. PS to Secretary, NCERT
8. CAO, NCERT
9. Head ICT, CIET with a request to upload on the official website of NCERT
10. All Notice Board.
Notification

In partial modification of Council notification No. F. 4-9/2017/R-II/LDE dated 28-05-2018 & No. F. 5-1/2008-E-II dated 11-11-2013, Paper No. -1 of the Scheme/Syllabus for written examination for promotion on the basis of the Limited Departmental Examination (LDE) for the post of Section Officer and Assistant Programme Coordinator (APC) may be read as follows:

Paper – I

Part – I - General Studies


Other contents of the above stated notification shall remain same.

Copy to:

1. All Head of Deptt./Division/Section
2. PS to Director, NCERT.
3. PS to Secretary, NCERT.
4. PS to Joint Director, CIET
5. Joint Director, PSSCIVE, Bhopal
6. Principal, RIF, Ajmer/Bhopal/Rubaneswar/Mysore/Shillong
7. Head, DICT, CIET with the request to kindly upload the same on the Website of NCERT at the link Announcement>Vacancy>Non-Academic.
8. All Notice Board.
The Scheme/Syllabus for written examination for promotion on the basis of the Limited Departmental Examination (LDE) for the post of Assistant Programme Coordinator (APC) in NCERT is as under:

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subject</th>
<th>Type of Paper</th>
<th>Max. Marks</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Procedure and Practice in the Govt. of India Secretariat and attached offices and General Financial and Service Rules duly taking into account the requirement of relevant categories of services.</td>
<td>Objective</td>
<td>150</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td>3.</td>
<td>Noting and Drafting, Precis writing</td>
<td>Subjective</td>
<td>200</td>
<td>3 Hrs.</td>
</tr>
</tbody>
</table>

The minimum qualifying marks in each paper is 45% for General/OBC candidates and 40% in each paper, for SC/ST/PH candidates.

Final select list will be prepared to the extent of existing and anticipated vacancies in one year from the date of the examination, on the basis of the marks obtained by the qualified candidates in all papers. The appointment of the selected candidates will further be subject to APAR, Vigilance Clearance and a Certificate to the effect that no disciplinary proceedings are pending or contemplated, against them.
<table>
<thead>
<tr>
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<th>Performa of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name &amp; Designation</td>
</tr>
<tr>
<td>2.</td>
<td>Educational Qualification</td>
</tr>
<tr>
<td>3.</td>
<td>Email id/Mobile Number</td>
</tr>
<tr>
<td>4.</td>
<td>Present place of posting</td>
</tr>
<tr>
<td>5.</td>
<td>Date of regular appointment in the present post</td>
</tr>
<tr>
<td>6.</td>
<td>No. of completed years of service in the PB-2 with GP of Rs. 4200/-</td>
</tr>
<tr>
<td>7.</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>8.</td>
<td>Whether belongs to SC/ST Category</td>
</tr>
<tr>
<td>9.</td>
<td>Signature of the Applicant with date</td>
</tr>
<tr>
<td>10.</td>
<td>Verification of service particulars by the concerned Establishment Section</td>
</tr>
</tbody>
</table>

Certify that Ms./Shri _______________ is working as _______________ on regular basis w.e.f. ____________

Signature of the Verifying Authority of the concerned Estt. Section With officer seal