NOTIFICATION

Subject :- Recruitment of Section Officer against 25% Limited Departmental Examination Quota.

Application are invited for filling up of 3 (Three) UR-02 and ST-01 posts of Section Officer in the Pay Level-7 (PB-II of Rs. 9300-34800 with GP of Rs. 4600/-) in the NCERT Headquarters and its constituent units at Ajmer, Bhopal, Bhubaneswar, Mysore & Shillong through 25% Limited Departmental Examination from the following:-

Pre-revised Recruitment Rules for 01 post reserved for ST Category

From amongst Assistant/Security Supervisor/Caretakers/Personal Accounts in the PB-II with GP of Rs. 4200/- with not less than 3 (three) years regular service as Assistant/Security Supervisor/Caretakers/Personal Assistants/Sr. Accountant.

Revised Recruitment Rules for 02 UR posts.

From amongst Council employees having 3 (three) years regular service in the PB-II with GP of Rs. 4200/-.

Essential:-
1. Graduate from any recognized University.
2. A typing speed of 35 w.p.m (English) or 30 w.p.m in Hindi on computer (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word)
3. Word processing/typing test to be qualified within two years of appointment, failing which no increment will be granted till qualifies the test.

The Syllabus/Scheme of examination for the post of Section Officer is enclosed herewith 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 under mentioned prescribed Performa through proper channel.

Application received "After the last date will not be entertained".

Performa 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. 4200/-
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

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

The Joint Director, CIET/PSSCIVE, Principles of R.I.Es and Heads of Departments/Sections at NCERT HQ are requested to circulate this Notification amongst staff working under them.

Copy to:
1. Joint Director, PSSCIVE, Bhopal
2. Principle, Regional Institute of Education , Ajmer/Bhopal/Bhubaneswar/Mysore/Shillong
3. All Head of the Department
4. All Deputy Secretaries
5. All Under Secretaries
6. CAO, NCERT
7. Accounts Officer, Publication Division/A.O., CIET
8. PS to Director
9. PS to Joint Director
10. PS to Joint Director, CIET
11. PS to Secretary
12. Head ICT, CIET with a request to upload on the official website of NCERT
13. All Notice Board

Dated: 21-10-2021

(Sashil Kumar)
Under Secretary
No. F. 4-9/2017/R-II/LDE/24/3
National Council of Educational Research & Training
Recruitment Section – R-II

Dated: - 08th Oct., 2018

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 – 1 - General Studies

Part-2 - General Knowledge of Constitution of India and Machinery of Government,

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, RIE, Ajmer/Bhopal/Bhubaneswar/Mysore/Shillong
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 Departmental Examination (LDE) for the post of Section Officer 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 Vigilance Clearance and a Certificate to the effect that no disciplinary proceedings are pending or contemplated, against them.