



No. F. 5-1/2009/NCTE/Estt.
National Council for Teacher Education
Hans Bhawan, Wing-II, Bahadur Shah Zafar Marg
New Delhi – 110 002

VACANCY CIRCULAR

The National Council for Teacher Education is a statutory body under the Ministry of Human Resource Development set up with a view to achieving planned and coordinated development of the teacher education system throughout the country, the regulation and proper maintenance of norms and standards in the teacher education system and for matters connected therewith.

2. Applications are invited from eligible officers for filling up the following posts on deputation (including short term contract) on foreign service terms subject to fulfilling the eligibility criteria as mentioned below against the post: -

Sl. No.	Name of the post	Officers/officials from	Number of vacancies*	Pay Band & Grade Pay	Eligibility
[1]	Deputy Secretary / Regional Director	Central / State Governments / Universities / Recognized Research Institutions / Public Sector Undertakings / Statutory, Semi Govt., Autonomous or other organizations	One	P.B.3 15600-39100 with Grade Pay of Rs. 7600/-	(a) (i) Holding analogous post on regular basis in the parent cadre/department; or (ii) With 5 years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 10,000-15,200 or equivalent in the parent cadre/ department; and (b) Possessing the following qualifications/ experience: (i) Experience in educational

					<p>administration in various Directorates of Education, SCERT, KVS, NVS or such School/educational systems etc; and</p> <p>(ii) Knowledge in use of information and communication technology such as handling data-base management system and use of off-line and on-line electronic resources.</p>
[II]	Junior Accounts Officer	-do-	Two	P.B.2 9300-34800 with Grade Pay of Rs.4200/-	<p>(a)</p> <p>(i) Holding analogous post on regular basis in the parent cadre / department; or</p> <p>(ii) With 3/10 years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 5000 – 8000/Rs. 4000-6000 or equivalent in the parent cadre / department; and</p> <p>(b) Possessing the following qualifications / experience:</p> <p>(I) Three years experience of cash, account and budget work; and</p> <p>(ii) Facility in use of information and communication technologies such as handling of data base management system.</p>

[III]	Section Officer	State Governments / Universities / Recognized Research Institutions / Public Sector Undertakings / Statutory, Semi Govt., Autonomous or other organizations	Two	P.B.2 9300-34800 with Grade Pay of Rs.4600/-	<p>(a)</p> <p>(i) Holding analogous post or regular basis in the parent cadre/department;</p> <p style="text-align: center;">or</p> <p>With 3/6 years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 5500-9000/ Rs. 5000-8000 or equivalent in the parent cadre/ department;</p> <p style="text-align: center;">and</p> <p>(b) Possessing the following qualifications / experience:</p> <p>(i) Experience in educational administration in various Directorates of Education, SCERT, KVS, NVS or such school / educational systems etc.;</p> <p style="text-align: center;">and</p> <p>(ii) Knowledge in use of information and communication technology such as handling data-base management system and use of off-line and on-line electronic resources.</p>
[IV]	Computer Programmer-Cum-Planning Monitoring Officer	-do-	One	P.B.2 9300-34800 with Grade Pay of Rs.4600/-	<p>(a)</p> <p>(i) Holding analogous post on regular basis in the parent cadre / department;</p> <p style="text-align: center;">or</p>

					<p>(ii) With 3/6 years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 5500-9000/ Rs. 5000-8000 or equivalent in the parent cadre / department; and</p> <p>(b) Possessing the following qualifications/experience:</p> <p>(i) BCA or equivalent qualification or DOEACC; and</p> <p>(ii) Three years experience of software development for data-base management, web designing and system management of local area network.</p>
[V]	Assistant	-do-	One	P.B.2 9300-34800 with Grade Pay of Rs.4200/-	<p>(a)</p> <p>(i) Holding analogous post on regular basis in the parent cadre / department; or</p> <p>(ii) With 8 years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 4000-6000 and having 3 years experience in general administration / establishment / stores / accounts or equivalent in the</p>

					parent cadre / department; and (b) Possessing three years experience in General Administration / Establishment / Stores / Accounts.
[VI]	Stenographer Grade 'C'	-do-	One	P.B.2 9300-34800 with Grade Pay of Rs.4200/-	(a) (i) Stenographers holding analogous post or regular basis in the parent cadre/department; or With 8 years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 4000-6000 or equivalent in the parent cadre/department; and (b) Having a speed of 100 WPM in English/Hindi Stenography.

*Number of vacancy may vary as per requirement at the time of selection.

GENERAL INSTRUCTION

- 1) Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization /Department of Central / State Govt. shall not ordinarily exceed 3 years which can be extended maximum up to 5 years with the concurrence of the lending organization. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.
- 2) **THE OFFICERS SELECTED WILL BE POSTED AT NCTE HEADQUARTERS AT NEW DELHI OR AT ANY OF THE REGIONAL COMMITTEES AT JAIPUR, BHOPAL, BHUBANESWAR AND BANGALORE OR ANY OTHER REGIONAL COMMITTEE THAT MAY BE SET UP LATER. THE OFFICERS MAY ALSO BE TRANSFERRED FROM ONE OFFICE TO ANOTHER DEPENDING ON ADMINISTRATIVE EXIGENCIES.**
- 3) The application in the **PROFORMA** given below duly signed by the applicant along with Annual Confidential Reports for the preceding five years, Vigilance Clearance Certificate, Integrity Certificate, And Cadre Clearance of the applicant, who could be spared in the event of selection may be sent through proper channel to the **Member Secretary, National Council for Teacher Education, Hans Bhawan, Wing – II, 1, Bahadur Shah Zafar Marg, New Delhi – 110 002** within 30 days from the last day of the week of publication of this advertisement in the Employment News. The name of the post applied for may be written in bold letters on the top of the envelope and the bio-data.
- 4) Only short listed candidates will be called for interview or/for further selection process. Mere fulfilling the minimum eligibility criteria shall not bestow any right on the applicant to be called for interview.
- 5) Incomplete applications or applications not received through proper channel or applications received after the last date shall not be considered.

APPLICATION PROFORMA

1. Post applied for [In Block letters] :
2. Preference place of posting :
3. Name in full [In Block letters] :
4. Sex [F/M] :
5. Permanent residential address :
6. Address for correspondence :
7. Address of Cadre Controlling Authority :
8. Contact Number with STD code :
 - (i) Residence :
 - (ii) Office :
 - (iii) Mobile number, if any :
9. E-Mail Address :
10. Date of birth [in Christian era] :
11. Date of retirement under Central Govt. /State Govt. :
12. Whether belongs to SC / ST / OBC :

13. Details of employment is the chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office /Inst/Organ	Post held	From	To	Mode of recruitment in the post whether by direct recruitment/deputation/contract	Scale of pay & basic pay	Nature of duties
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14. Nature of present employment i.e. ad-hoc, temporary, quasi-permanent or permanent:

15. In case of present employment is held on deputation / contract basis, please state:

- [a] The date of initial appointment
- [b] Period of appointment on deputation / contract
- [c] Name of the parent office / organization to which you belong

16. Please indicate status of present employer viz. Central Government/ State Government /University/ PSU/other Govt. organization :

17. Total emoluments per month with break up of allowances :

18. Additional information if any, which you like to mention in support of your suitability for the post (enclose a separate sheet if the space is insufficient).

19. Remarks

Signature of the candidate

Address.....

Date:

(Countersigned by the Employer)