

**Government of India**  
**Ministry of Education**  
**(Department of School Education & Literacy)**

**ADVERTISEMENT FOR THE POST OF SECRETARY,  
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (NCERT)**

Applications are invited from eligible persons for the post of Secretary, National Council of Educational Research and Training (NCERT) having the Pay in Level 13 of Pay Matrix [Rs. 1,18,500 – 2,14,100] [pre revised Pay Band of Rs.37,400 – 67,000 (PB-4) with Grade Pay of Rs.8700/-]. The Secretary, NCERT shall maintain a record of proceedings of the Council and of the Executive Committee and of the Programme Advisory Committee and shall perform such duties as usually pertain to the office of Secretary and also such other duties as may be assigned to the Secretary by the Director or the Joint Director of NCERT. Secretary shall also perform such duties and exercise such powers as may be entrusted or delegated to Secretary and/or specified in the Regulations of NCERT. The appointment shall be made by transfer on deputation or short-term contract on tenure basis for a period upto five years or upto the age of 60 years of the candidate or till the age of his/her superannuation in his/her parent organisation or until further orders, whichever is earlier. The Selection shall be made by the Central Government on the recommendation of a Selection Committee.

**Eligibility:**

Officer under the Central Government or State Government or Union Territory Administrations or Central or State Autonomous Organizations, –

(a) (i) holding analogous post on regular basis;

or

(ii) having five years' service in the grade rendered after appointment thereto on regular basis in Level 12 of Pay Matrix [Rs. 78,800 – 2,09,200] [pre revised Pay Band of Rs.15,600 – 39,100 (PB-3) with Grade Pay of Rs.7600/-] on regular basis; and

(b) possessing five years of administrative experience;

(c) The applicant should not be more than 56 years of age as on the closing date of receipt of applications.

2. Applications duly prepared in the proforma annexed and printed on A4 size paper, should reach Shri T. S. Rautela, Director, Ministry of Education, Department of School Education & Literacy, Room No. 503-D, Shastri Bhawan, New Delhi – 110001, **through proper channel**, within 30 days from the date of publication of the advertisement in the Employment News. While forwarding the application, it may be certified by the prescribed authority in the parent organization of the person concerned that the particulars furnished by the applicant in the proforma are correct and that no disciplinary case is either pending or contemplated against the applicant. **Applications not received through proper channel or not in prescribed proforma or received after the last date or found deficient in any manner shall not be entertained.**

**PROFORMA****APPLICATION FOR THE POST OF SECRETARY, NCERT, NEW DELHI**

1. Name (in block letters):
2. Father's/ Husband's name:
3. Date of birth:
4. Date of superannuation in parent organization:
5. Age as on the last date for receipt of application:
6. Sex:
7. Nationality:
8. Permanent address (in block letters):

Recent  
 photograph

9. Present address (in block letters):

10. (i) Telephone no.:
- (ii) Mobile no.:
- (iii) E-mail id:

11. Name and address with telephone no. of the organization where presently working:

12. Educational qualifications (Bachelor's degree onwards):

Exam passed	University	Year of passing

13. Details of Posts Held (including present post)

Name of the Office/ Institution	Post Held	From	To	Scale of Pay	Whether Regular or Temporary	Nature of Duties

14. Details of five years' administrative experience:

15. In case, the present employment is held on deputation/ contract basis,

(i) The date of initial appointment:

(ii) Period of appointment on deputation/contract:

(iii) Name of the parent office/ organization to which you belong:

(iv) Please state whether presently working under (indicate the name of your employer against the relevant column)

(a) Central Government:

(b) State Government:

(c) Autonomous Organization:

(d) Government Undertaking:

(e) Universities:

(f) Others:

16. Are you in Revised Scale of Pay as per 7<sup>th</sup> Central Pay Commission? If yes, give the date from which the revision took place and also indicate the pre-revised scale of pay:

17. Current total emoluments per month:

18. Please indicate whether you are applying on deputation basis or short term contract basis (Officers under Central/State Government are only eligible for deputation. Candidates of non-Government Organizations are eligible only for Short Term Contract.)

19. Any other information not covered above which the candidate desires to provide: (This among other things may include information with regard to (i) additional academic qualifications, (ii) professional training, (iii) work experience over and above prescribed in the vacancy circular/advertisement, (iv) Research publication and reports and special projects, (v) Awards/ Scholarship/ Official Appreciation, (vi) Affiliation with the professional bodies/ institutions/ societies, etc.) (Note: Enclose a separate sheet, if the space is insufficient).

I, hereby, declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/ candidature is liable to be summarily rejected at any stage and if I am already appointed, my service is liable to be terminated without any notice.

Place:

Date:

(Signature of the Candidate)

Forwarded. The information furnished above has been checked from the relevant records and found to be correct. **It is also certified that no disciplinary case is either pending or being contemplated against the applicant.**

(Signature of the Forwarding Authority with Designation)