

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

Advt. No NCERT/R-II-1/2016

General instructions for filling up online application form for the post of Lower Division Clerk in the PB-1 (Rs.5200-20200) with GP Rs.1900/- in NCERT HQ, **New Delhi** and its constituent units

Note:

The Council will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of written examination and, therefore, the candidature is accepted only provisionally.

Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/skill test and those who are applying for the post should ensure that they fulfill all eligibility criteria as stipulated in the Advertisement. If it is found at any stage that he/she does not fulfill the stipulated criteria, his/her candidature will be cancelled and no fee will be refunded.

Before filling up the online application form, candidates are advised to go through instructions carefully and confirm eligibility with regard to qualification/experience/age etc.

Fields with STAR (*) marks are mandatory and essential to be filled in by the candidate. When all the required information have been provided, click submit button. However, before clicking "Submit" button, candidate must make sure that no changes are required. After application is submitted, no alteration will be entertained.

After submission of the application, a confirmation page with a **Unique Registration Number (URN)** will appear. Candidates need to print this page, paste the recent passport size photograph, cross sign the photograph, sign application form and send it along with application fees in the form of Bank Draft/Bankers Cheque (mentioning the name of the candidate and URN of the application on the back side) drawn in favour of Secretary, NCERT payable at New Delhi to Section Officer, R-II Section, NCERT, Sri Aurobindo Marg, New Delhi-110016 **by ordinary post only**.

Advt. Number and name of the post applied, URN and choice of centre should be mentioned on the top of the envelope.

Hard copy of the application received after last date or without any of the above documents/requirement and **without quoting Unique Registration Number (URN)** generated online will not be entertained/considered and will be rejected. No communication in this regard will be entertained and duplicate applications will also be rejected. NCERT will not be responsible for any postal delay.

Last date of filing online application is 08/02/2016 upto 5.00 pm and last date for receiving hard copy of application is 22/02/2016 upto 5.00 pm.

In case of any difficulty in submitting online application, please email brief details of the problem to NCERT at r2ncert@gmail.com.

Educational Qualification/Age Limit/Scheme of examination etc. for filling up the post of Lower Division Clerk in the NCERT

a) Name of post: Lower Division Clerk in the PB-1 (Rs.5200-20200) with GP Rs.1900/- (Group-C) in NCERT HQ, **New Delhi** and its constituent units.

b) Number of posts:

S.No	State/UT/District	Total number of posts	UR	SC	ST	OBC
1.	New Delhi	58	27	8	2 (including 1 backlog)	21 (including 6 backlog)
2.	Bhubaneswar/Kolkata	5	2	1	1	1
3.	Mysore/Bengaluru	5	1	2	-	2
4.	PSSCIVE, Bhopal	2	0	1	1 (backlog vacancy)	0
	Total	70	30	12	4	24

The Council reserves the right to increase/decrease the number of vacancies, frame a panel for filling up future vacancies arising on during the tenability of panel which is normally operative for one year and not to fill up any of the advertised positions.

c) Essential Educational Qualification:

- i) 12th class pass or equivalent from a recognized Board or University.
- ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.

d) Age Limit:

1. Between 18 to 27 years
2. Age relaxation will be given to SC/ST/OBC/PWD/Ex-servicemen candidates as per Govt. of India Rules. Reservation for OBC is applicable only to those mentioned in the Central List of OBC's amended from time to time and are not in the creamy layer. The candidates claiming reservation under SC/ST/OBC/PWD/Ex-Servicemen categories are required to submit their respective caste/disability/Service certificate in the format prescribed by the Govt. of India.
3. Candidate belonging to PWD category should meet the prescribed criteria of physical disability of the respective category as per the Govt. of India Rules.
4. There is no age limit for the NCERT employees.
5. **Crucial date for determining age limit will be 01/01/2016 and only Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will be accepted.**

e) Fees payable: Application fees of **Rs.200/-** (non-refundable) is payable in the form of Bank Draft/Banker Cheque drawn in favour of "**Secretary, NCERT**" and payable

at New Delhi by all candidates except SC/ST/PWD/Women candidates. **While sending Demand Draft alongwith application form, name of the candidate and URN should be written on the reverse side of the Bank Draft.**

f) Centre for Examination:

The candidate should give two choices for centre of examination from the below mentioned centre in order of his/her preference. However, Council reserved the right to change or cancel centre of examination at any time.

1. New Delhi/Delhi
2. Ajmer
3. Bhopal
4. Bhubaneswar
5. Mysore
6. Shillong

g) Date of Examination: Examination may be held in the month of May/June 2016.

h) NATIONALITY / CITIZENSHIP:

A candidate must be a citizen of India and a person to whom citizenship certificate issued by the Government of India.

i) A candidate in whose case a certificate of eligibility is necessary, as stated in para 'd' & 'h' above, may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

j) Persons already in service in Govt./Autonomous/PSU should apply through proper channel.

k) Scheme of Examination:

I) Written Examination (150 Marks and 3 Hours duration)

- | | | |
|------|---|-----------------------------|
| i) | General Knowledge- | 50 Marks (Objective type) |
| ii) | General English- | 50 Marks (Objective type) |
| iii) | Written Expression- | 50 Marks (Descriptive type) |
| | (Hindi or English as per the choice of the candidate) | |

II) Those who qualify in the written examination will have to appear for skill test on Computer. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word) is required to qualify the skill test. Skill test on Computer will be conducted by Council.

l) On the basis of result of written examination, number of candidates to be called for the skill test will be decided by the Council and no communication/request in this regard will be entertained.

m) Final merit list will be prepared in respect of those who qualify skill test on computer with the prescribed speed limit. Skill test is of qualifying nature and no marks for the skill test will be given. Merit position of the successful candidates in skill test will be prepared on the basis of numbers secured in written examination.

n) No TA/DA or local conveyance shall be paid to the candidates called for written/skill tests.

o) Canvassing or bringing influence in any form shall disqualify candidature of the applicant without notice.

p) The result of the examination whenever declared will be available on the website of the NCERT at www.ncert.nic.in -> announcement -> vacancies -> non-academic. No communication will be entertained in respect of result of the examination.

q) Check list before sending hard copy of application form:

- I) Photograph has been affixed on the application form and signed across the photograph
- II) Date and signature of the applicant is on the application form.
- III) Wherever applicable, application fees by way of Demand Draft/Banker Cheque is enclosed and on the reverse the name of the candidate, URN is written.
- IV) On the top of the envelope Advt. Number, name of the post applied, URN & choice of centre is mentioned.

r) The Council will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of written examination and, therefore, the candidature is accepted only provisionally.

s) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/skill test and those who are applying for the post should ensure that they fulfil all eligibility criteria as stipulated in the Advertisement. If it is found at any stage that he/she does not fulfil the stipulated criteria, his/her candidature will be cancelled and no fee will be refunded.

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