

F. No. A-12011/1/2019-R-II Section
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SRI AUROBINDO MARG NEW DELHI-110016

Vacancy Notice

Advertisement No. 01-LDC(Spl-D)/2019

IMPORTANT NOTE:- Only Offline application will be accepted as per the Annexure-I. Application received through any other mode shall be summarily rejected

Special Recruitment Drive for filling up vacancies for Ex-Servicemen & Persons With Disability (PWD) in the NCERT offices located at New Delhi, Ajmer, Bhopal, Bhubaneswar, Mysuru & Shillong

- 1. Name of post:** Lower Division Clerk in the PB-1 (Rs.5200-20200) with GP Rs.1900/- (Pre-Revised) (Group-C) for **Ex-Servicemen & Persons With Disability (PWD) under Special Recruitment Drive.**
- 2. Number of Vacancies:** Total=17 (Ex-Servicemen-12) & (PWD-05, as per detail given below)

S.No.	Type of Disability	Category of disability to be selected in Application form	Number of posts
a.	Blindness and low vision	VH	01
b.	Deaf and hard of hearing	HH	02
c.	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	OH	01
d.	Autism, intellectual disability, specific learning disability and mental illness	Others	01
	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.		

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 position.

3. 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 (35 w.p.m. and 30 w.p.m correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word).

4. Age Limit:

- a) Between 18 to 27 years.
- b) Permissible relaxation in Upper age limit will be given to PwD and Ex-Serviceman as per the GOI Rules.
- c) Age relaxation to NCERT employees is "one time no age bar relaxation" while competing under direct recruitment quota.

- d) Crucial date for determining age limit shall be the last date of receipt of application.
- e) **Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not apply under Ex-Servicemen.**
- f) Candidates should note that the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate only will be accepted by the Council for determining the age eligibility and no subsequent request for its change will be considered or granted.

5. Fees payable: No fee payable.

6. Date of Examination: To be notified.

7. Centre for Examination: New Delhi/Delhi

8. Permissible disabilities for Persons with Disabilities(PwD) candidate:

8.1 Candidate belonging to PWD category should meet the prescribed criteria of physical disability of the respective category as per the Govt. of India Rules.

9. Provision of Assistance of Scribe & Compensatory Time for Persons with Disabilities(PwD) candidate:

9.1 The candidate will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the Council. Appropriate choice in this regard will have to be given by the candidate in the application form.

9.2 In case of person with benchmark disabilities in the category of blindness, locomotor (Without Hand) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.

9.3 In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care Institution as per proforma in **Annexure-II**.

9.4 In case a candidate opts for his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidate with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per proforma in **Annexure-III**. In addition, the scribe has to produce a valid Photo ID proof issued by any Govt. Organization in original at the time of examination. A photocopy of the Photo ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma in **Annexure-III**. In case, subsequently, at any stage, it is found that the qualification of the

scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

9.5 The scribe shall not be the candidate of this examination.

9.6 No attendant other than the scribe for eligible candidate will be allowed inside the examination hall.

9.7 Compensatory time for examination will be provided to the disabled persons, as per the Govt. of India Rules.

10. Provisions for Ex-Serviceman (ESM) candidates:

10.1 For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired the status of an Ex-Serviceman, at the relevant time of submitting his application for the Post/ Service.

10.2 Ex-Servicemen (ESM) who have already secured regular Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category.

11. Other terms and conditions

- a) Application received through offline mode through ordinary post in the format as per the **Annexure-I** may only be considered.
- b) Candidate should mention his preference of place of posting in the application form. However, candidate should note that decision of the place of posting will be decided by the Council and no request for change of place of posting will be considered before the completion of the probation period.
- c) Persons already in service in Govt./Autonomous/PSU should apply through proper channel.
- d) 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.
- e) 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.
- f) Canvassing or bringing influence in any form shall disqualify candidature of the applicant without notice.
- g) 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.

h) Check list before sending application form:

- I) **Latest photograph has been affixed on the application form.**
 - II) **Date and signature of the applicant is on the application form.**
 - III) **Copies of the educational certificate (self attested) are enclosed.**
 - IV) **Copies of the caste/disability/service certificate (self attested) are enclosed.**
- i) The Council will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of written examination. Therefore, the candidature is accepted only provisionally.
- j) 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.
- k) Application by **Ordinary Post** should be sent to Section Officer (R-II), 5th Floor, Zakir Hussain Khand, NCERT, Sri Aurobindo Marg, New Delhi-110016 or dropped in the drop box available at the Ground Floor, Zakir Hussain Khand, NCERT, Sri Aurobindo Marg, New Delhi - 110016.
- l) Last date for receipt of application is 21 days from the date of publishing of advertisement in the newspaper and after last date no application will be accepted.

12. Scheme and syllabus for the examination

i. Scheme for 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 the Council.

ii. Syllabus of Examination:-

- I. General Knowledge which a Matriculation/High school passes candidates is expected to pass including simple questions on the reading daily Newspaper.
 - II. General English of Matriculation/High School standard to test candidate's ability to write English effectively.
 - III. Short Essay notes to be written either in English or Hindi to test candidate's ability to write coherently.
- iii.** Minimum qualifying marks in each paper will be 50% for General candidates in each paper as well as aggregate and 40% marks for SC/ST/OBC/PwD/ Ex-Servicemen.

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

Special Recruitment Drive for filling up the post of Lower Division Clerk for Ex-Servicemen & Person with DisabilityApplication Form**Note: Form to be filled in by black/blue ball point only**

Advertisement Number: <u>Advertisement No. 01-LDC(Spl-D)/2019</u>		Affix self attested Passport Size photo
1.	Name in full (in Block Letters)	
2.	Name of father	
3.	Name of mother	
4.	Complete permanent address with PIN code	
5.	Complete correspondence address with PIN code	
6.	Contact number	
7.	E.mail ID	
8.	Date of Birth	
9.	Age as on the date of publishing of advertisement	
10.	Category to which belongs i.e. General / SC/ ST / OBC / EWS /PWD / Ex-Serviceman	
10.1	Category of disability under which applying (for PWD candidates only)	VH/HH/OH/Others
11.	Are you applying for the examination under age concession	Yes/No
12.	Medium for Written Expression Paper	Hindi/English
13.	Detail of educational qualification	1. 2. 3.
14.	If in employment, detail of present employee	
15.	Whether Assistant of Scribe needed (for PwD candidates only)	Yes/No
15.1	If 15 above is yes, Whether opting for own Scribe	Yes/No
15.1.1	If 15.1 above is yes, Whether	Yes/No

	declaration/documents in Annexure-III attached with the application															
15.1.2	In case of PwD candidates mentioned in para 9.3 in advertisement, whether declaration in Annexure-II attached with the application	Yes/No														
16.	Choice of place of posting	<table border="1"> <thead> <tr> <th>Place of Posting</th> <th>Preference from 1 to 6 i.e. most preferred may be given 1 and least preferred may be given 6.</th> </tr> </thead> <tbody> <tr> <td>Ajmer</td> <td></td> </tr> <tr> <td>Bhopal</td> <td></td> </tr> <tr> <td>Bhubaneswar</td> <td></td> </tr> <tr> <td>Mysuru</td> <td></td> </tr> <tr> <td>New Delhi</td> <td></td> </tr> <tr> <td>Shillong</td> <td></td> </tr> </tbody> </table>	Place of Posting	Preference from 1 to 6 i.e. most preferred may be given 1 and least preferred may be given 6.	Ajmer		Bhopal		Bhubaneswar		Mysuru		New Delhi		Shillong	
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Ajmer																
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17.	List of the documents attached with the application form	<ol style="list-style-type: none"> 1. Proof of Date of Birth- Yes/No 2. Proof of Educational qualification- Yes/No 3. Proof of Category to which belongs- Yes/No 4. Annexure-II- Yes/No 5. Annexure- III- Yes/No 6. Service Certificate (Yes/No in case of Ex -Servicemen) 														

Signature of the candidate_____

Date_____

Certificate regarding physical limitation to write

This is to certify that, I have examined Mr./Ms./Mrs.
_____ (name of the candidate with
disability), a person with _____ (nature and
percentage of disability as mentioned in the certificate of disability), S/o / D/o
_____ a resident of
_____ Village /
District / State) and to state that he / She has physical limitation which hampers
his / her writing capabilities owing to his/ her disability.

Signature of Chief Medical Officer/ Civil Surgeon/ Medical
Superintendent of a Government health care institution
Name & Designation

Name of Government Hospital/ Health Care Centre with
Seal

Place:

Date:

Certificate regarding Scribe

I _____, a candidate with

(name of the disability) appearing for the
_____ (name of the examination) in
the NCERT.

I do hereby state that _____ (name of
the scribe) will provide the service of scribe for the undersigned
for taking the aforesaid examination.

I do hereby undertake that his/ her qualification
_____. In case, subsequently it is found that
his/ her qualification is not as declared by the undersigned and is
beyond my qualification, I shall forfeit my right to the post and claims
relating thereto.

I hereby enclose _____ of the scribe, as the
photo ID proof of the scribe.

(Signature of the candidate with
Disability)

(Signature of the Scribe)

Place:
Date: