



राष्ट्रीय उर्दू भाषा विकास परिषद्

National Council for Promotion of Urdu Language
Ministry of Education, Deptt. of Higher Education
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi – 110025
Advertisement Notice – 04/2020

Applications on the prescribed format of Council are invited for the following posts:-

1. **Online** applications (through website of NCPUL at www.urducouncil.nic.in), <http://onlineprocess.in/ncpul/> are invited for filling up the following posts:-

S. No.	Name of Post and Pay Matrix Level	No. of Vacancies						Method of recruitment	Posts identified for PWD	Place of posting/ Remarks
		UR	OBC	SC	ST	EWS	Total			
1	Principal Publication Officer (PPO) Level-12, (Rs. 78800-209200)	01	-	-	-	-	01	Deputation	OA, OL, LV, HH, BL	Hyderabad, however will be liable to be transferred anywhere in India
2	Research Officer (RO) Level-8, Rs. 47600-151100)	-	01	-	-	-	01	Direct	OA, OL, LV, HH,	Selected candidate will be liable to be transferred anywhere in India.
3	Assistant Editor (AE) Level-8, (Rs. 47600-151100)	01	-	-	-	-	01	Direct	OA, OL, LV, HH	
4	Lower Division Clerk (LDC), Level-2 (Rs.19000-63200)	-	01	-	-	01	02	Direct	OA, OL, BL, OAL, LV, HH	
5	Multi Tasking Staff (MTS) , Level-1 (Rs. 18000-56900)	01	01	-	01	01	04	Direct	OA, OL, HH, LV	Liabile to be transferred anywhere in India. The duty of MTS involving tour outside Headquarter Delhi for sale of books through exhibition on wheel/bus , Urdu Book Fair/Mela. Loading/ Unloading store/books and other duties as included in list of Recruitment Rules https://www.urducouncil.in/site/default/files/Recruitment-Rules.pdf .

Offline: Application in the prescribed format for the post of Principal Publication officer are invited offline as per details/instructions available on NCPUL Website i.e. urducouncil.nic.in.

02. Age Limit

Principal Publication Officer:- Not exceeding 56 years of age as on closing date i.e. 27-09-2020 upper age limit is relax-able to SC/ST/OBC/PWD/EX-Servicemen & other categories of persons as per rules/instructions of Govt. of India if the vacancy is reserved for them.

For Research Officer:- Not exceeding 40 years of age as on closing date i.e. **27-09-2020** upper age limit is relax-able to SC/ST/OBC/PWD/EX-Servicemen & other categories of persons as per rules/instructions of Govt. of India if the vacancy is reserved for them.

For Assistant Editor:- Not exceeding 35 years of age as on closing date i.e. **27-09-2020** upper age limit is relax-able to SC/ST/OBC/PWD/EX-Servicemen & other categories of persons as per rules/instructions of Govt. of India if the vacancy is reserved for them.

For Lower Division Clerk:- Age **18-27** years on closing date i.e. **27-09-2020** upper age limit is relax-able to SC/ST/OBC/PWD/EX-Servicemen & other categories of persons as per rules/instructions of Govt. of India if the vacancy is reserved for them.

For Multi Tasking Staff:- Age **18-25** years on closing on closing date i.e. **27-09-2020** upper age limit is relax-able to SC/ST/OBC/PWD/EX-Servicemen & other categories of persons as per rules/instructions of Govt. of India if the vacancy is reserved for them.

03. Educational Qualifications:

Principal Publication Officer

Essential

1. A) Officer of the Central/State Governments, Research Institutions/Universities/Autonomous Bodies. (i) Holding analogous posts on regular basis or (ii) 5 years regular service in the Pay matrix Level-11, Rs. 67700-208700. B) Processing the essentials qualifications and experience prescribed below:-

- i) Master's degree in Urdu of a recognized University or equivalent.
- ii) 10 years experience in publication work including experience of research/teaching, editorial and translation work, technique of printing and production of books.

Desirable: Preference will be given to the candidates possessing qualification M.A. in Arabic or Persian.

For Research Officer

Essential

1. Atleast Second Class Master's Degree of a recognized University or equivalent in Science/Art/Edu./Commerce (according to the requirements of the post).
2. Must have taken Urdu as optional subject at Degree level in the case of M.A. & at High School/Higher Secondary level in the case of M.Sc.
3. 5 years experience in teaching/research or translation/editing/terminological work in Urdu and General Administration.

Assistant Editor

Essential

Master Degree in Urdu or English, Must have Urdu subject at degree level in case of MA (English) and English at degree level in case of MA(Urdu) and 3 years editing and translation experience from English, Hindi to Urdu and vice versa.

For Lower Division Clerk

Essential:

1. Matriculation or equivalent.
2. On manual typewriter 25 w.p.m. or on computer 30 w.p.m. in English

Desirable:

- a. Urdu/Hindi Typing On manual type writer 25 w.p.m. or on computer 30 w.p.m.
- b. Working knowledge of Urdu/Hindi.
- c. Knowledge of Computer Operation

For Multi Tasking Staff

Essential

1. Matriculation or equivalent.

Desirable

Preference will be given to persons having Urdu subject at Matriculation level or one year Diploma/Certificate in Urdu from any Govt. Institutions.

04. Amount of Application Fee:-

(1) Principal Publication Officer:-

S. No.	Category	Fee Amount
01	All Categories	NIL

(2) **For Research Officer**

S. No.	Category	Fee Amount
01	PWD and Female Candidates	NIL
02	All other categories	500

(3) **Assistant Editor**

S. No.	Category	Fee Amount
01	PWD and Female Candidates	NIL
02	All other categories	500

(4) **For Lower Division Clerk**

S. No.	Category	Fee Amount
01	PWD and Female Candidates	NIL
02	All other categories	500

(5) **For Multi Tasking Staff**

S. No.	Category	Fee Amount
01	PWD and Female Candidates	NIL
02	All other categories	500
03	ST Candidates	250

Mode of payment:-

Before filling Online Application form, those candidates eligible for Application fee are requested to submit the prescribed Application Fee Rs. 500 and Rs. 250 for reserved for ST category through NEFT/RTGS only in favour of **“Director NCPUL”** Account No. **912010028886515** of Axis Bank New Delhi, Branch Name Jasola **IFSC Code – UTIB0001148.**

Note:-

- i. Fee once paid will not be refunded under any circumstances.
- ii. Fee will be accepted through NEFT/RTGS only will be accepted as per given account details in **Mode of Payment** Column. Application Fee paid by any other mode will not be accepted.
- iii. The NEFT/RTGS Number received from bank will be entered at the time of filling of Online Application form, and upload the scanned copy of the same with the documents.

05. How to Apply:-

a) **GUIDELINES FOR FILLING ONLINE APPLICATION:**

- 1) **Candidates are advised to read the instruction carefully “Guidelines to Candidates Option” given on NCPUL website.**
- 2) **Before filling Online Application form, those candidates are eligible for Application fee are requested to submit the prescribed Application Fee Rs. 500 and Rs. 250 for reserved for ST category through NEFT/RTGS only in favour of “Director NCPUL” Account No. 912010028886515 of Axis Bank New Delhi, Branch Name Jasola IFSC Code – UTIB0001148.**
- 3) **Candidates should first scan their Photograph and signature as detailed under guidelines for scanning the photograph and signature and then have to visit NCPUL website www.urducouncil.nic.in for filling the Online Application Registration.**
- 4) **Fill the application carefully and submit the online application. When the application is successfully submitted, a registration number will be generated by the system and displayed on the screen. Candidates should print/note down the registration number for further reference. Candidates can reopen the saved data by using Registration number, can edit before final submission of application on final screen. The registration at this stage is provisional.**
- 5) **Candidates will receive registration confirmation by E-MAIL after submitting the online application. It may be ensured to furnish correct e-mail address to receive the registration confirmation.**
- 6) **With respect to post at Sl.No.2, 4 & 5 applications of OBC/EWS candidates will be considered subject to production of OBC/EWS/ST Certificate in the prescribed format. Format of EWS is available on NCPUL’s website.**
- 7) **The candidates who applied against post at Sr. No. 2, 4 & 5 in response to notice published in the Employment Newspaper dated 29th June - 05th July, 2019 and fulfilling the eligibility criteria on the closing date of application of this notice and call letter issued for Sr. No 5 need not to apply again and their earlier applications will be considered.**
- 8) **The candidates who satisfy the duty mentioned against the post of MTS Sr. No. 5 will apply afresh and need not to pay fee by the candidate who have been issued call letter earlier in response to earlier notice dated 29th June - 05th July, 2019 and quote their Roll No or Registration No. in column meant for fee remittance.**

(Note: Candidates should have valid email ID. This will help him/her in getting Admit Card/Interview advice etc. by e-mail.

06. General Instructions:-

Candidates have Online Application forms for the post of **Research Officer and Assistant Editor Only** as per given instruction in website and send the system generated application form with duly supported with clear/legible self attested copies of the relevant certificates and marks statements (in English or Hindi) along with NEFT/RTGS receipt in an envelope super-scribed “APPLICATION FOR THE POST OF _____” by Registered post / Speed post before last date at the following address:-

The Director

National Council for Promotion of Urdu Language
Farogh-e-Urdu Bhawan,
FC-33/9, Institutional Area,
Jasola, New Delhi - 110025

a) Documents required to be attached with the application. Self attested Photocopies of certificates are to be attached:

- 1) Application Fee (NEFT/RTGS Receipt)
- 2) Date of Birth Certificate
- 3) All Educational Qualification (Alongwith marks sheet)
- 4) Technical/professional qualification along with Mark Sheets.
- 5) Caste certificate/EWS wherever required.
- 6) Experience certificate wherever required.
- 7) Disability certificate in case of candidate with disabilities(Physically Challenged)

NOTE:- The candidate who are applying for the post of LDC and MTS no needs to send the hardcopy/system generated application to NCPUL. They need to upload the document at the time of filling of online application forms.

- b) Incomplete application or application received without the prescribed documents would summarily be rejected.**
- c) All eligibility criteria for the above post i.e. Age, educational/Technical qualification/Registration/Certificate and experience will be reckoned on or before last date for receipt of online application.**

- d) Candidate claiming reservation/age relaxation on grounds of belonging to OBC should submit the Community Certificate in Annexure-A as prescribed vide Govt. of India, Department of Personnel and Training OM No. 36012/22/93 Estt.(SCT) dated 8.9.1993 which is modified vide GOI, DOPTs OM No. 36033/3/2004 ESTT. (Res.) dated 9.3.2004 failing which the benefit of reservation/relaxation will not be given or their application shall be rejected and no request/correspondence will be entertained. A declaration confirming that he/she does not belong to creamy layer as per DOPT-OM No. 36033/3/2004 Estt.(Res.) dated 9.3.2004 should also be furnished by the candidates.
- e) Original documents/certificates should not be enclosed/sent with application.
- f) The candidates already in Govt. Service must specifically mention the details of employment and should submit their hard copy of application (generated by the system) through proper channel. However, they may send an advance hard copy of their application (generated by the system) along with fee (demand draft) and other certificates and testimonial so as to reach this office on or before the last date of receipt of application.
- g) The applicant should keep visiting NCPUL website for important announcements/information throughout the selection process at its various stages.
- h) In case of selection, persons working in Central/State Govt./PSU will have to submit a disciplinary clearance and No objection certificate from their employer.
- i) Last date of ONLINE application is **27-09-2020**. Hard copy of online application with required documents should reach at the office by Speed Post/Registered post (address given above) on or before 4.00 p.m. on **10-10-2020**. **NCPUL will not be responsible for postal delays.**
- j) Council reserves the right to conduct written test or online examination.

[CAUTION:- CONVASSING IN ANY FORM WILL BE A DISQUALIFICATION]

GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE

Before applying online a candidate will be required to have scanned (digital) image of his/her photograph and signature as per the specifications given below:-

(i) PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture;
- The picture should be in colour; against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there is no “red-eye”.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- Dimensions 100x120 pixels (preferred)
- Size of file should be between 04 kb – 12 kb.
- Ensure that the size of the scanned image is not more than 12 KB. If the size of the file is more than 12 KB, then adjust the settings of the scanner such as the DPI lresolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant’s signature on the answer script, at the time of the examination, does not match the signature, on the Hall Ticket, the applicant will be disqualified.
- Dimensions 40x60 pixels (preferred)
- Size of file should be between 04 kb-12 kb.
- Ensure that the size of the scanned image is not more than 12 KB.

(iii) DOCUMENTS IMAGE:

- The candidates are advised to scanned the minimum documents.
- Set the scanner resolution to minimum of 150 dpi (dots per inch).
- Set color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above.)
- The image file should be JPG or JPEG format. An example file name is : image 01 jpg or image 01 jpeg Image dimensions can be checked by listing the folder.
- Convert the all documents in PDF format and upload the same.
- The file size of documents not more then 3 MB.

SCANNING THE PHOTOGRAPH , SIGNATURE and DOCUMENTS:

- Set the scanner resolution to minimum of 150 dpi (dots per inch).
- Set color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above.)
- The image file should be JPG or JPEG format. An example file name is : image 01 jpg or image 01 jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the image icon.
- Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 100 KB, 50 KB & 20 KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using ‘Save As’ option in the File menu and size can be reduced below 100 KB (photograph) and 50 KB (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the ‘Image menu. Similar Options are available in other photo editor also.

If the size and format are not as prescribed, an error message will be displayed.

Procedure for Uploading the Photograph, Signature and Scanned Documents:

- 1) There will be three separate links for uploading Photograph, & Signature impression
- 2) Click on the respective link “Upload Photograph/Signature”
- 3) Browse & Select the location where the Scanned Photo/Signature file has been saved.
- 4) Select the file by clicking on it.
- 5) Click the “Upload” Button.

NO OTHER MODE OF APPLICATION/PRINTOUT OR DRAFT ETC. WILL BE ACCPTED.

ACTION AGAINT CANDIDATES FOUND GUILTY OF CONDUCT.

Candidates are warned that they should not furnish any particulars that are false, tampered /fabricated or should not suppress any material/information while filling up the application form:-

IMPORTANT DATES	
Online Registration of Application on	www.urducouncil.nic.in www.onlineprocess.in/ncpul
Last Date for Applying online and closing of Registration.	27-09-2020 (by 17:00 Hrs)
Last Date for Sending of System Generated Application forms (Hard Copy) with required Documents for the post of Assistant Editor and Research officer only.	10-10-2020 (by 16:00 Hrs)
Address for Sending of System Generated Application Form (Hard Copy) with required documents.	The Director National Council for Promotion of Urdu Language Farogh-e-Urdu Bhawan, FC- 33/9, Institutional Area, Jasola, New Delhi - 110025