

**National Council for Teacher Education**  
**G-7, Sector-10, Dwarka, New Delhi-110 075**

**F. No. NCTE-Estt015/14/2019-Esst Section-HQ**

The National council for Teacher Education, a Statutory Body under the Ministry of Human Resource Development, Government of India invites applications from eligible persons of Central Government/State Government/Universities/Recognized Research Institutions/ PSUs Statutory/ Semi Govt. Autonomous and other organizations for filling up the following posts on deputation basis( including short term contract) at its Hqrs. and Regional Committees at New Delhi.

<b>S.No.</b>	<b>Name of Post</b>	<b>Number of Vacancies</b>	<b>Pay Band Grade Pay and Level in 7<sup>th</sup> CPC pay Matrix</b>
1.	Deputy Secretary / Regional Director	Three (3)	Rs.15600-39100 Plus Grade Pay Rs. 7600 (Level 12 in 7 <sup>th</sup> CPC Pay Matrix)
2.	Accounts Officer	One (1)	Rs.9300-34800 Plus Grade Pay Rs. 4600 (Level 7 in 7 <sup>th</sup> CPC Pay Matrix)
3.	Section Officer/Programme Officer	One (1)	Rs.9300-34800 Plus Grade Pay Rs. 4600 (Level 7 in 7 <sup>th</sup> CPC Pay Matrix)
4.	LDPO (Librarian-cum-Documents Officer)	One (1)	Rs.9300-34800 Plus Grade Pay Rs. 4600 (Level 7 in 7 <sup>th</sup> CPC Pay Matrix)
5.	CPPMO Computer Programmer-cum-Planning and Monitoring Officer	One (1)	Rs.9300-34800 Plus Grade Pay Rs. 4600 (Level 7 in 7 <sup>th</sup> CPC Pay Matrix)
6.	Junior Accounts Officer	Five (5)	Rs.9300-34800 Plus Grade Pay Rs. 4200 (Level 6 in 7 <sup>th</sup> CPC Pay Matrix)

2. The number of vacancies may vary as per requirement at the time of selection.
3. The NCTE reserves the right to change the number of posts or not to fill up any of the posts advertised if the circumstances so warrant.
4. The details regarding eligibility, service, experience, procedure for submission of application and the **PROFORMA OF APPLICATION** may be downloaded from NCTE **website. [www.ncte.gov.in](http://www.ncte.gov.in)**. The last date for receipt of completed applications shall be 45 days from the publication of advertisement in NCTE website.

**(T. PRITAM SINGH)**  
**DEPUTY SECRETARY (ESTT.), NCTE**

**National Council for Teacher Education**  
**G-7, Sector-10, Dwarka, New Delhi-110 075**

**F. No F. No. NCTE-Estt015/14/2019-Esst Section-**  
**HQ Dated\_\_\_\_\_**

## **VACANCY CIRCULAR**

The National Council for Teacher Education is a Statutory body established under the NCTE Act 1993 under the Ministry of Human Resource Development, Department of School Education & Literacy, Govt of India, 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 in the **PROFORMA** from eligible officers under the **Central/State Governments/Universities/Recognized Research Institutions/Public Sector Undertakings/Statutory, Semi Govt. or Autonomous or other organizations** for filling up the following post on deputation (including short-term contract) on foreign service terms subject to fulfilling the eligibility criteria initially for a period of one year and extendable on year to year basis as per the terms of deputation:-

**(A) Name of the Post – Deputy Secretary/Regional Director – Three**  
**(3)**

**Scale of Pay – (PB-3 Rs. 15,600-39,100 Plus Grade Pay of Rs. 7,600 (Level 12 in the Pay Matrix as per 7<sup>th</sup> Pay Commission)**

**Qualifications and Experience:**

(a)

(i) Holding analogous posts on regular basis in the parent cadre/department; or

(ii) With 5 years' regular service in the grade rendered after appointment on regular basis in the Pay Band-3 Rs. 15,600-39,100 alongwith Grade Pay of Rs. 6,600/- or equivalent in the parent cadre/department;

And

(b) Possessing the following qualifications / experience:

(i) Experience in educational administration in various Directorates of Education, SCERT, KVS, NVS or such School/educational systems etc; and

(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.

(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 4 years which can be extended maximum up to 7 years with the concurrence of the lending organization. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.)

**(B) Name of the Post – Section Officer / Programme Officer – One (1)**

**Scale of Pay – (PB-2 Rs. 9300-34800 alongwith Grade Pay of Rs. 4600 (Level 7 in the Revised Pay Matrix as per 7<sup>th</sup> Pay Commission)**

a. holding analogous posts on regular basis in the parent cadre/department; or

(ii) with 3/6 years' regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. **Rs. 9300-34800 Plus Grade Pay of Rs. 4200** or equivalent in the parent cadre/department; and

b. Possessing the following qualifications/experience

Experience in educational administration in various Directorates of Education, SCERT, KVS, NVS or such school/educational systems etc.; and

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.

(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 7 years with the concurrence of the lending organization. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).

**(C) Name of the Post – Accounts Officer – One (1)**

**Scale of Pay – (PB-2 Rs. 9300-34800 plus Grade Pay Rs. 4600 (Level 7 in the Revised Pay Matrix as per 7<sup>th</sup> Pay Commission)**

a. 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 scale of pay of **Rs. 9300-34800 plus Grade Pay Rs. 4200** (Rs.5500-9000 pre-revised) or equivalent in the parent cadre/department; and

b. Possessing the following qualification/experience

A. pass in SAS or equivalent examination conducted by any of the organized Accounts Dept. of the Central Govt.;

B. Successful completion of training in the Cash and Accounts work in the ISTM or equivalent and experience in Cash, Accounts & Budget work.

(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 7 years with the concurrence of the lending organization. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).

**(D) Name of the Post – Computer Programmer-cum-Planning & Monitoring Officer (CPPMO)- One (1)**

**Scale of Pay – (PB-2 Rs. 9300-34800 Plus Grade Pay of Rs. 4600 (Level 7 in the Revised Pay Matrix as per 7<sup>th</sup> Pay Commission)**

a. Holding analogous post on regular basis in the parent cadre/department

With 3/6 years regular service in the grade rendered after appointment thereto on regular basis in scale of pay of Rs. **PB-2 Rs. 9300-34800 plus Grade Pay Rs. 4200** or equivalent in the parent cadre/department.

b. Possessing the following qualifications/experience;

BCA or equivalent certification of DOEACC.

Three years' experience of software development for data-base management, Web designing and system management of local area network.

(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 be not exceeding 56 years as on the closing date of the receipt of applications).

**(D) Librarian-cum Documentation and Production Officer(LDPO)- One (1)**

**Scale of Pay – (PB-2 Rs. 9300-34800 Plus Grade Pay of Rs. 4600 (Level 7 in the Revised Pay Matrix as per 7<sup>th</sup> Pay Commission)**

a. Holding analogous post on regular basis in the parent cadre/department; or

(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. 9300-34800 Plus Grade Pay of Rs. 4200/- equivalent in the parent cadre/department; and

b. Possessing the following qualifications/experience:

Essential

(i) At least a second class master's degree from a recognized university.

(ii) A degree in Library Science from a recognised university.

(iii) 5 years' experience as Librarian/Asst. Librarian/Documentation Asst. in a reputed Library.

(iv) Knowledge of use of information and Communication Technology such as handling of Library Software for data base management system and use of off-line and on-line electronic resources.

(v) Experience in use of digital resources such as CD-ROM/Internet etc.

**Desirable**

Knowledge of modern and sophisticated methods of documentation.

(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 7 years with the concurrence of the fending organization. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).

**(E) Junior Accounts Officer (JAO)- Five (5)**

**Scale of Pay – (PB-2 Rs. 9300-34800 Plus Grade Pay of Rs. 4200  
(Level 6 in the Revised Pay Matrix as per 7<sup>th</sup> Pay Commission)**

- a. Holding analogous post on regular basis in the parent cadre/department; or
- (ii) With 3/10 years regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5200-20200 plus Grade Pay Rs. 2800 or equivalent in the parent cadre/department; and
- b. Possessing the following qualifications/experience:

**Essential**

Three years' experience of cash, account and budget work, and Facility in use of information and communication technologies, such as handling of data base management system.

(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 7 years with the concurrence of the lending organization. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).

**GENERAL INSTRUCTIONS**

1. THE OFFICERS SELECTED MAY BE POSTED AT NCTE HEADQUARTERS OR ANY OF ITS REGIONAL COMMITTEES.
2. The application in the PROFORMA enclosed duly signed by the applicant along-with Annual Confidential Reports/APARs for the preceding five years, vigilance clearance, integrity certificate, statement of minor/major penalty, if any, imposed on the officer during the last 10 years 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 (NCTE), Plot No. G-7, Sector -10, Dwarka, New Delhi – 110 075**
3. 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 applicants to be called for interview
4. NCTE reserves the right to change the number of posts or not to fill up the posts advertised, if the circumstances so warrant.

5. The application in the PROFORMA (available on NCTE website: i.e., **www.ncte.gov.in**. duly signed by the applicant and through Proper Channel should reach NCTE **within 45 days**. The name of the post applied for may be written in bold letters on the top of the envelope and the biodata.

6. Incomplete applications or applications not received through proper channel or applications received after the last date shall not be considered. The applicants shall have to ensure that the completed application reach the NCTE through Proper Channel by the stipulated date. The advance copy received only be entertained/ considered on receipt of NOC from the department concerned.

# BIO-DATA/ CURRICULUM VITAE PROFORMA

## ANNEXURE-I

FOR THE POST OF \_\_\_\_\_

Latest  
passport size  
photograph  
of the  
applicant

1.Name and Address (in Block Letters)  Contact Nos. & Email ID:		
2.Aadhar No. (UIDAI)		
3.Date of Birth (in Christian era)		Sex : M/F :
4.i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
5.Educational Qualifications		
6.Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer	
Essential		
A) Qualification		

B) Experience	
Desirable	
A) Qualification	
B) Experience	
<p>6.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>6.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post,	
<p>7.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Biodata)with reference to the post applied.</p>	

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

Office/Institution	Post held on regular basis	From	To	*Pay Grade Scale of the post regular basis	Band and Pay/Pay held on	Nature of Duties (in detail) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and

Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
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9. Nature of present employment i.e. Adhoc or Temporary or QuasiPermanent or Permanent				
10. in case the 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization	
<p>10.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>10.2 Note: Information under Column 9(c)</p>				

<p>) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre/ organisation</p>		
<p>11. if any post held on Deputation in the past by the applicant , date of return from the last deputation and other details.</p>		
<p>12. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a. Central Government</li> <li>b. State Government</li> <li>c. Autonomous Organization <ul style="list-style-type: none"> <li>a. Government Undertaking</li> </ul> </li> </ul>		

<p>a. Universities</p> <p>b. Others</p>		
<p>13. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>14. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the prerevised scale</p>		
<p>15.Total emoluments per month now drawn</p>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>16. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>

<p>17.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.          (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>17.B Achievements:          The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>i. Research publications and reports and special projects</li> <li>ii. Awards/Scholarships/Official Appreciation</li> </ul> <p style="padding-left: 40px;">Affiliation with the professional bodies/institutions/societies and;</p> <ul style="list-style-type: none"> <li>i. Patents registered in own name or achieved for the organization</li> <li>ii. Any research/ innovative measure involving official recognition vi) any other information.</li> </ul> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		
<p>18. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # {Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>		
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Reemployment").</p>		

19. Whether belongs to SC/ST	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection

Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address

Date