

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE

(An autonomous body fully funded by the Ministry of Education, Department of Higher Education, Government of India) FC-33/9, Institutional Area, Jasola, New Delhi -110025.

ADVERTISEMENT FOR THE POST OF DIRECTOR

Applications are invited for the post of Director, National Council for Promotion of Urdu Language (NCPUL), New Delhi, an autonomous body fully funded by the Ministry of Education, Government of India from persons possessing qualifications and experience mentioned below in the prescribed proforma published in the Employment News/Rozgar Samachar. The Application Form, can be downloaded from <http://education.gov.in>.

Pay Scale: Pay Level 13

Qualification:

Essential:

- (1) Masters Degree in Urdu Language/Linguistic/Literature with Minimum 55% marks with Persian as a subject at Degree level from a recognized University or equivalent.
- (2) Research/Literacy work in Urdu as evidenced by published work of standing (evidence to be furnished).

Desirable:

- (1) Ph.D in Urdu or Linguistics (2) Good knowledge of one or more Indian languages in addition to Urdu (3) Knowledge of modern principles and techniques of lexicography.

Administrative Experience:

For persons to be recruited on deputation

- (a) For Non-Ph.D Candidates: Ten (10) years in group 'A' level post OR Five (5) years in a post carrying pay level 12.
- (b) For Ph.D Candidates: Five (5) Years in group 'A' level post.

For persons to be recruited on contract basis

Possessing experience as detailed above and drawing comparable emoluments.

Explanation "Administrative Experience" means experience as head of an academic institution (including the Head of Department in a College or University) OR Experience in administrative capacity in a Government, local body or autonomous organization, preferably connected with the area of education/languages.

Method of Recruitment

By transfer or deputation from among the officers under the Central/State Government/Universities/autonomous bodies holding analogous posts or with five (5) years service in pay level 12 or working in the pay level 13.

Tenure

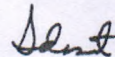
Not exceeding three (3) years. The term may be extended at the discretion of the Central Government upto a maximum of five (5) years or until the incumbent attains superannuation prescribed for Central Government employees, whichever is earlier.

Age limit

Not exceeding 57 years on the first January of the year in which the vacancy is advertised.

Last Date

Duly filled up applications complete in all respects and forwarded through Proper Channel by the concerned University/College/Department, etc. should reach Smt. Suman Dixit, Deputy Secretary (L), Ministry of Education Department of Higher Education, Room No. 525, C-Wing, Shastri Bhawan, New Delhi – 110001 within 30 days from the date of publication of the advertisement for the above post in the Employment News/Rozgar Samachar.



(Suman Dixit)

Deputy Secretary to the Government of India

Tele No.23070446

Email ID: s.dixit23@nic.in

Note:- The applicants who are in Central Govt./State Govt. Service/Autonomous Bodies/Union Territories or other Govt. Bodies should submit their application through Proper Channel along-with Integrity Certificate and vigilance clearance and major/minor penalty certificate. ACRs of the last five (5) years may also be forwarded along-with the application.

PROFORMA OF APPLICATION

Application for the post of Director, National Council for Promotion of Urdu Language (NCPUL), New Delhi

1. Name and Address (in Block Letters) _____

2. Date of Birth (in Christian era) _____

3. Date of retirement under Central/State Government Rules

4. Educational Qualifications

5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification as been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

		Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential	(1) (2) (3)		
Desirable	(1) (2) (3)		

6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post _____

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature.

Office/ Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature duties detail)	of (in

8. Nature of present employment i.e. Ad- :
hoc or temporary or Quasi- Permanent
or Permanent
9. 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 you belong
10. Additional details about present :
employment. Please state whether
working under (indicate the name of
your employer against the relevant
column)
- Central Govt. :
- State Govt. :
- Autonomous Organization :
- Government Undertaking :
- Universities :
- Others :
11. Please state whether you are working in :
the same Department
12. Are you in Revised Scale of Pay? If yes, :
give the date from which the revision
took place and also indicate the pre-
revised scale
13. Total emoluments per month now drawn :

14. Additional information, if any, which you :
would like to mention 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) (Note: Enclose a
separate sheet, if the space is
insufficient)
15. Whether belongs to SC/ST :
16. Remarks (The candidates may indicate :
information with regard to (i) Research
publications and reports and special
projects (ii) Awards/Scholarship/Official
Appreciation (iii) Affiliation with the
professional bodies/institutions/societies
and (iv) any other information. (Note:
Enclose a separate sheet if the space is
insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate Address
Address _____

Date _____

FORWARDING NOTE BY THE EMPLOYER

It is certified that:

- 1) Information given in the above proforma is correct as per the service records of the applicant.
- 2) The applicant is clear from vigilance angle.
- 3) The integrity of the applicant is beyond doubt.
- 4) That no major/minor penalty has been imposed on the applicant during the last ten (10) years
- 5) The cadre controlling authority of the applicant has given clearance to enable him/her to apply for the post.
- 6) Attested copies of the last five(5) years of the applicant's Annual Confidential Report/Annual Performance Appraisal Report has been enclosed while forwarding this application.

Countersigned by the authorized signatory on behalf of the employer

(Seal of the authorized signatory)

Place: _____

Date: _____