

No. F. 1-11/2013-Sch.4  
Government of India  
Ministry of Human Resource Development  
(Department of School Education and Literacy)

Shastri Bhawan, New Delhi,  
the 4<sup>th</sup> November, 2013

To,

1. All Joint Secretary (Adm.) of Central Ministries/Departments.
2. Chief Secretaries of all States/Union Territory Administration.
3. All Central Education of Institutions.

**Sub: Appointment to the post of Secretary, NCERT - regarding.**

Sir,

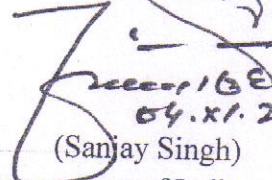
The post of Secretary, National Council of Educational Research and Training (NCERT) is proposed to be filled up by transfer on deputation or short term contract basis. The post of Secretary, NCERT, is in the Pay band of Rs. 37,400-67,000/- (PB-4) with Grade Pay of Rs. 8,700/- and Allowance at the rates admissible to the Central Government employees.

2. The Secretary, NCERT, assists the Director and the Joint Director in the overall administration of the Organization, handling of all service matters and dealing with Procurement, Publication, Court Cases etc. The Secretary, NCERT is also responsible to maintain a record of the proceedings of the council, Executive Committee and Programme Advisory Committee of the Organization.
3. The selection of the post of Secretary, NCERT will be made through Selection Committee.
4. Application are, therefore, invited from Central/State Governments or Union Territory Administrations or Central/State Autonomous Organizations for filling up the post of Secretary, NCERT, by transfer on deputation or short-term contract basis. Officers under the Center/States Government and UT Administrations or Central or State Autonomous Organisations holding analogous post on regular basis or with a five years regular service in the Pay Band of Rs. 15,600-39,100/- (PB-3) with Grade of Rs. 7,600/- and possessing five years of administrative experience are eligible for the post.
5. You are requested to give wide publicity to the above vacancy among the officers working under your control and forward duly completed application (as per proforma enclosed), attested copies of ACRs for the last five years, Integrity Certificate and Vigilance Clearance, clearance of the cadre controlling authority, etc. to Shri Sanjay Singh, Under Secretary, Ministry of Human Resource Development, Department of School Education & Literacy, Room No. 515 "B" Wing, Shastri Bhawan, New Delhi - 110001, latest by 13<sup>th</sup> December, 2013. Nominations received after the last date or found deficient in any manner will not be entertained. While forwarding the nominations, it may please be certified after due verification that the particulars furnished in the proforma are correct and no disciplinary cases is either pending or contemplated against the applicant. Normal terms and conditions for deputation as prescribed under the Rules will apply.

Contd.....2/-

6. The Vacancy for this post was earlier advertised in leading newspapers and Employment News (22 June – 28 June) and also hosted on the website of the Deptt. of Personnel & Training, Ministry of HRD as well as that of the NCERT. The candidates, who had earlier applied in response to these advertisements need not apply again as their applications will be considered subject to eligibility conditions being fulfilled.

Yours faithfully,

  
04.XI.2013  
(Sanjay Singh)

Under Secretary to the Government of India

Tele: 23384412

Encl: as above.

## CURRICULUM VITAE PROFORMA

1. Name and address  
(in Block Letters)
  
2. Date of Birth  
(in Christian era)
  
3. Date of retirement under  
Centra/State Government  
Rules
  
4. Educational Qualifications
  
5. 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

Qualifications  
Experience  
possessed by  
the officer

Essential	(1)
	(2)
	(3)
Desired	(1)
	(2)

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, if The space below is insufficient

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

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permantet

9. In case the present employment is Held on deputation/contract basis, Please state-

- a) The date of initial appointment
- b) Period of appoint ment 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)

- a) Central Govt.

- b) State Govt.
- c) Autonomous Organization
- d) Govern ment Undertaking
- e) Universities
- f) Others

11. Please state whether you are Working in the same Department And are in the feeder grade or feeder to feeder grade
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 emolument 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 qualification (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. Please state whether you are

applying for deputation/short term contract basis (Officers under Central/State Government are only eligible for deputation. Candidate of no-Government Organization are eligible only for Short Term Contract)

16. Whether belongs to SC/ST

17. Remarks (The candidate may indicate information With regard to (i) Research publication and reports And special projects (ii) Award/Scholarship/Official Appreciation (iii) Affiliation with the professional Bodies/institution/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 accessed by the Selection Committee at the time of selection for the post.

Date.....

Signature of the  
Candidate

Address.....

.....  
.....

Countersigned

.....

.....

(Employer with Seal)