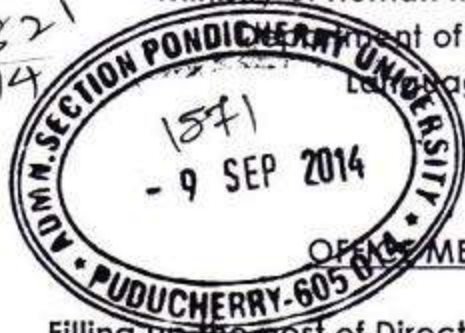


Ministry of Human Resource Development

PU/Regd/No: 6821
Dt/ 8/9/2014



Department of Higher Education
Language Division

Shastri Bhawan New Delhi
Dated 11th August, 2014

OFFICE MEMORANDUM

cm

Subject: Filling up the post of Director, National Council for Promotion of Urdu Language (NCPUL) in Revised Pay Band PB-4 ₹37,400-67,000+ Grade Pay 8,700/-.

Applications are invited from eligible candidates for filling up the post of Director, National Council for Promotion of Urdu Language (NCPUL), New Delhi in Revised Pay Band PB-4 ₹37,400-67,000+ Grade Pay 8,700/-.

- The details of the post and eligibility conditions alongwith proforma for application is enclosed.
- The officers selected for appointment will be treated on transfer/deputation as the case may be, and will be governed as per existing rules. The officers once selected will not be allowed to withdraw.
- The vacancy may please be circulated amongst suitable persons and applications (in duplicate) in the prescribed proforma along with complete and up-to-date Annual Confidential Reports/APAR of suitable persons who could be spared in the event of their selection, may be sent to the undersigned within 45 days from the date issue of advertisement for the above post in the Employment News/Rozgar Samachar.
- While forwarding the applications, it may please be verified and certified that the particulars furnished by the candidates are correct and no disciplinary action is pending or being contemplated against the officer. The integrity of the officer may also be certified.
- Incomplete applications and those not accompanied by ACR dossiers will not be considered.

5/19

Rogw
7/9/2014

hghosh
(P.S. Ghosh)
Deputy Secretary (Languages)
Tele: 011-23381470
Fax No.011-23384669

Encl: As above

DR (Admin. NT)

DR (Admin) O/L

9/9/2014

82 SD (Admin) NT
9/9/14

Contd./....

To

1. All Ministries and Department of the Government of India
2. Chief Secretaries of all States/UTs
3. Vice-Chancellors of all Central Universities.
4. All State Urdu Academies
5. University Grant Commission, New Delhi for circulating to all Universities under UGC.
6. Ministry of Information and Broadcasting, Shastri Bhavan, New Delhi for arranging suitable publicity in Air Media about the vacant post.
7. Director General, DAVP, Phase IV Soochna Bhawan, CGO complex, New Delhi, with the request to publish the advertisement for the post in the next edition of Employment News and Rozgar Samachar. The advertisement excluding the application proforma may also be published in newspapers throughout the country as per the standard list of newspapers shortlisted by DAVP. The estimate towards the cost of advertisement in Employment News/Rozgar Samachar and in other newspapers may please be given so that the cheque for the required amount can be drawn in favour of DAVP.

Copy to:-

1. PS to Hon'ble HRM
2. PS to Secretary (HE)
3. PS to Secretary (SE&L).
4. PS to Joint Secretary (Languages)
5. All language institution/autonomous organization under Language Division.


(P.S. Ghosh)
Deputy Secretary (Languages)
Tele: 011-23381470
Fax No.011-23384669

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE

(An autonomous body fully funded by the Ministry of Human Resource Development, Government of India)
Farogh-E-Urdu Bhawan, FC-33/9, Institutional Area,
Jasola, New Delhi-110066

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 Human Resource Development, 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 also be downloaded from the M/o HRD's website www.education.nic.in

Pay Scale: Pay Band PB-4 Rs.37,400-67,000/- plus Grade Pay of Rs.8,700/-

Qualifications & Experience:-

Essential: (1) Masters Degree in Urdu Language/Linguistics/Literature with minimum 55% marks with Persian as a subject at Degree level from a recognized University or equivalent. (2) Research/literary work in Urdu as evidenced by published work of standing (evidence to be furnish).

Desirable: (1) Ph.D in Urdu OR Ph.D in 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 pre-revised pay scale of 12,000-16,500/-

(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.

Contd./....

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 officers under the Central/State Government/Universities /autonomous bodies holding analogous posts in the pre-revised pay - scale of ₹14300-18300/- or working in the scale of pay of ₹12000-16500/-.

Tenure of appointment on deputation or Contract:

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 **Shri P.K. Saha, Deputy Secretary (Languages), Department of Higher Education, Ministry of Human Resource Development, Room No.522, C Wing, Shastri Bhawan, New Delhi - 110115** within **60 days** from the date of publication of the advertisement for the above post in the Employment News/Rozgar Samachar.

Note-1:-

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 a certificate to the effect that no disciplinary proceedings are pending or contemplated against the officer. A.C.Rs. of the last 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 detail)

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 _____

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 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: _____