

F.No.4-2/2015/R-II-LDE (LDC)/3975-3982  
National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi-16  
Recruitment – II

Date : 03/05/24  
06

**NOTIFICATION**

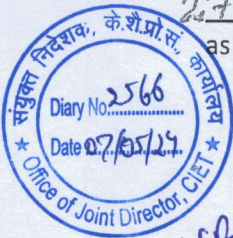
**Subject: Recruitment of Lower Division Clerk under 10% Limited Departmental Examination Quota in the NCERT.**

Applications are invited from the Council employees posted at New Delhi for filling up of **08 (SC- 1, ST-1 and UR-6)** existing posts of **Lower Division Clerk (LDC)** in the Pay Level- 2 (Rs.19900-63200) PB-I of Rs.5200-20200 with GP Rs.1900/- at NCERT HQ through Limited Departmental Examination Quota **from amongst Council employees having 2 years regular service in the GP of Rs.1800/- and possessing the following qualifications/eligibility criteria"**

**Essential :-**

1. 12<sup>th</sup> Class passed from any recognized Board (vide Council's Notification No.F.1-4/2017-EC/323-376 dated 12.07.2018, The Educational Qualification of Class X will apply for the post of LDC for departmental candidates competing under Limited Departmental Competitive Examination Quota).
2. Typing Speed of 35 wpm (English) or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions of each word).

All those regular employees of NCERT Headquarters who satisfy the eligibility conditions mentioned above, may apply in the prescribed Proforma (Annexure-I) through proper channel and send the application to Section Officer, Recruitment-II Section latest by <sup>27<sup>th</sup></sup> **May 2024**. Syllabus/Scheme of Examination for the post of Lower Division Clerk is given as Annexure – 'II'. Application received **"After the last date will not be entertained"**



630/met (R)  
03/05/24

Copy to :

1. Joint Director, CIET
2. CAO, NCERT
3. Administrative Officer, Publication Division, NCERT
4. PS to Director, NCERT
5. PS to Joint Director, NCERT
6. PS to Secretary, NCERT
7. Head ICT, CIET with a request to upload on NCERT website.
8. All Notice Boards.

FNA  
Dr. Rajesh D  
Lab 201  
H/D/C-1  
7.5.24  
03/05/24

(Pradip Kumar Rai)  
Under Secretary  
Non-Academic (R-II Section)

**APPLICATION FOR THE POST OF LOWER DIVISION CLERK (LDC) IN NCERT HQ.**

(Since this vacancy is to be filled up on Limited Departmental Examination, private candidates are not eligible)

1.	Post applied for				Self attested latest passport size photograph	
2.	Name					
3.	Date of Birth					
4.	Category to which belongs (UR/SC/ST/OBC/PWD/Ex-SM)					
5.	Complete postal address					
6.	Present Post					
7.	Date from which the present post is held on regular basis					
8.	Pay Matrix of the present post & Pay Drawn					
9.	Grade Pay as per 6 <sup>th</sup> CPC					
10.	Whether eligible as per the criteria prescribed for the post					
11.	Email. Id/Mobile/Office/Number		Email. Id :	Mob. No:	Office No:	
12.	Educational/Professional Qualification					
13.	Sl. No.	Qualification	Subject	Year/Division	Institution/University/ Place/Country	
14.	Details of Experience/employment (please attach a separate sheet, if required)					
	Sl. No.	Office	Post held	From	To	Pay Band along with Grade pay

Certified that information furnished above by me is correct in all respect to the best of my knowledge &amp; belief.

(Signature with date of the Candidate)

Forwarded for necessary action to concerned Establishment.

Head of Deptt./ Branch Incharge

Certified that

(1) Ms./Shri \_\_\_\_\_ is working as \_\_\_\_\_ w.e.f. \_\_\_\_\_ in the GP Rs.1800

on regular basis.

(2) As per Service Records he/she is 10<sup>th</sup> Class passed from the Recognized University:

Signature of the Verifying Authority of the concerned Estt. Section with Officer seal.

Section Officer, R-II Section

Scheme of Examination:-

1. (a) Written Examination (150 Marks and 3 Hours duration)

1. General Knowledge 50 Marks (Objective Type)
  2. General English 50 Marks (Objective Type)
  3. Written Expression 50 Marks (Descriptive Type)
- (Hindi or English as per the choice of the candidate)

b) Syllabus of Examination:-

General Knowledge which a Matriculation/High school passes candidates is expected to pass including simple questions on the reading a daily Newspaper  
General English of Matriculation/High School standard to test candidate's ability to write English effectively  
Short Essay notes to be written either in English or Hindi to test candidate's ability to write coherently

2. Minimum qualifying marks in each paper will be 50% for General candidates in each paper as well as aggregate and 40% marks for SC/ST/OBC/PH
3. Those who qualify in the written examination will have to appear for skill test on Computer Typing speed of 35 w.p.m in English or 30 w.p.m in Hindi (35 w.p.m and 30 w.p.m corresponding to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word is required to qualify the skill test. Skill test on computer
4. On the basis of result of written examination number of candidates to be called for the skill test will be decided by the Council and no communication/request in this regard will be entertained
5. Final merit list will be prepared in respect of those who qualify skill test on computer with the prescribed speed limit. Skill test is of qualifying nature and no marks for the skill test will be given. Merit position of the successful candidates in skill test will be prepared on the basis of marks secured in written examination

Handwritten signature and date: 22/11/16

No.F.1-4/2017-EC/323-376  
National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi - 110016.  
(Establishment Coordination Section)

Dated: 12.07.2018

**NOTIFICATION**

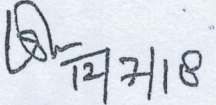
In continuation of council's notification of even number dated 28<sup>th</sup> July, 2017, the following changes/amendment in the Recruitment & Promotion Rules of NCERT in respect of non-academic staff are hereby notified in pursuance of decision taken by the Establishment Committee in its 46<sup>th</sup> meeting held on 04.04.2018 and approved by the Executive Committee in its meeting held on 25.04.2018:

1. Relaxation of Educational Qualification prescribed for the post of LDC under direct recruitment.

The Educational Qualification of Class X will apply for the post to LDC for departmental candidates for promotion under promotional quota as well as departmental candidates competing under Limited Departmental Competitive Examination Quota.

2. Age Relaxation to departmental candidates competing under direct recruitment: "one time no age bar relaxation" may be applicable to the employees of NCERT while competing under direct recruitment quota.

This issues with the approval of the competent authority.



(S.S Bisht)

Deputy Secretary

Copy to:

1. Joint Director, CIET
2. Joint Director, PSSCIVE Bhopal
3. Principal, RIEs ( Ajmer, Bhopal, Bhubaneswar, Mysore and Shillong)
4. Deputy Secretary, E-II
5. Deputy Secretary, E-III
6. Deputy Secretary, R-II

Copy also for information to :-

1. All Head of Departments
2. All Section/Unit/Cell
3. P.S to Director, NCERT
4. P.S to J.D, NCERT
5. P.S to Secretary, NCERT

323/376  
17/7/18

Sl.No.	Details of the Post	Recruitment Rules
1.	Name of Posts	Lower Division Clerk
2.	No. of Posts	173 (Subject to variation)
3.	Classification	Not applicable
4.	Scale of Pay	PB-I of Rs5200+20200+GP Rs. 1900/-
5.	Whether Selection post or non selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 27 years Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government) 10 years age relaxation for the employees of the Council. <u>Note:</u> The crucial date for determining the age limit shall be closing the date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangri Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	<u>Essential:-</u> 1. Intermediate, 10+2 or equivalent. 2. Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)
8.	Whether age and educational qualifications for direct recruits will apply to promotees	No
9.	Period of probation, if any	2 Years for Direct Recruits
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	(i) 75% by direct recruitment (ii) 10% by limited Departmental Competitive Examination (iii) 15% by promotion
11.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	<u>LDCE</u> On the basis of Limited Departmental Competitive Examination from amongst the Council Employee possessing 12 <sup>th</sup> class pass or equivalent and having 2 years regular service in the Grade Pay of Rs. 1800/- and possessing the following eligibility criteria:-

		<p>Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)</p> <p><b><u>For Promotion</u></b></p> <p>Promotion from amongst Group C employees having 3 year regular service in post with d of Rs.1800 and possessing Intermediate, 10+2 or equivalent and qualify the type test with of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. c 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being for promotion, their senior shall also be considered provided they are not short of the qualifying or eligibility service by more than half of such qualifying or eligibility service whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p>
12.	If a departmental Promotion Committee exists, what is the composition?	<p><b><u>Departmental Promotion/Confirmation Committee</u></b></p> <p>Secretary, NCERT - Chairperson  Deputy Secretary - Member  Representative of SC/ST - Member  (Nominated by Director NCERT)  Representative of Minority - Member  (Nominated by Director NCERT)</p>

*Existing*  
*RF-477*

	<p>Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)</p> <p><u>For Promotion</u></p> <p>Promotion from amongst Group C employees having 3 year regular service in post with the Grade Pay of Rs.1800 and possessing Intermediate, 10+2 or equivalent and qualify the type test with typing speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)</p> <p><u>Note 1:</u> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service. or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><u>Note 2:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p>
<p>12: If a departmental Promotion Committee exists, what is the composition?</p>	<p><u>Departmental Promotion/Confirmation Committee</u></p> <p>Secretary, NCERT - Chairperson  Deputy Secretary - Member  Representative of SC/ST - Member  (Nominated by Director NCERT)  Representative of Minority - Member  (Nominated by Director NCERT)</p>