



राष्ट्रीय उर्दू भाषा विकास परिषद्  
قومی کونسل برائے فروغ اردو زبان

**National Council for Promotion of Urdu Language**

Ministry of Human Resource Development, Deptt. of Higher Education  
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi-110025

**Advertisement Notice – 01/2015**

Applications on the prescribed format of Council are invited for the following post:-

01. **Online Applications** (through website of NCPUL at [www.urducouncil.nic.in](http://www.urducouncil.nic.in) and [www.onlineprocess.in/ncpul](http://www.onlineprocess.in/ncpul) are invited for filling up the following vacancies of **Research Assistant and Lower Division Clerk** in the Pay Band + Grade Pay as mentioned below:

S.No.	Post	No of Post	Pay Band	Method of Recruitment	Age Limit
1.	Research Assistant	03 (1-ST, OBC-1, UR-1)	PB-2 (Rs.9300-34800+GP Rs. 4200)	Direct	21-35
2.	Lower Division Clerk	01 (UR)	PB-1 (Rs.5200-20200+GP Rs. 1900)	Direct	18-27

In addition to Pay they will also be eligible for DA, HRA and Transport Allowance as per rules in force from time to time applicable to the employees of the NCPUL.

02. **Age Limit:**

**For Research Assistant:** 35 years of age as on closing date i.e. **27-12-2015**. Upper age limit is also relaxable to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

**For Lower Division Clerk:** Between 18 to 27 years of age as on closing date i.e. **27-12-2015**. Upper age limit is also relaxable to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

03. **Educational Qualifications:**

**For Research Assistant :**

**Essential:**

1. Master's degree of a recognized University or equivalent.
2. Must have taken Urdu as an optional subject at the graduation level for 3 years/2 years degree course in the case of M.A. or must have taken Urdu as a second language up to 2 years or 3 years degree in case of M.A./M.Sc/M.com or must have taken Urdu at High School/Higher Secondary School Level in case of M.Sc/M.Com where offering Urdu as second language at degree level is not provided.
3. 3 years experience of teaching or terminological and/or translation/editing work in Urdu/Library Science/Distance Education.

**For Lower Division Clerk:**

**Essential:**

1. Matriculation or equivalent.
2. On Manual Typewriter 30 w.p.m or on computer 35 w.p.m in English.

**Desirable:**

1. Urdu/Hindi typing ðOn manual type writer 30 w.p.m. or on computer 35 w.p.m. in English.
2. Working knowledge of Urdu/Hindi.
3. Knowledge of computer Operation.

**04. Amount of Application Fee:-**

**(a) For Research Assistant:**

<b>S. No.</b>	<b>Category</b>	<b>Fee Amount</b>
01	PWD and Female Candidates	NIL
02	Schedule Cast /Schedule Tribe	75/-
03	All other categories	150/-

**(b) For Lower Division Clerk:**

<b>S. No.</b>	<b>Category</b>	<b>Fee Amount</b>
01	PWD and Female Candidates	NIL
02	Schedule Cast /Schedule Tribe	75/-
03	All other categories	150/-

**Mode of payment: -**

A Demand Draft of Rs.150/- and Rs.75 (as applicable) in favour of “**Director, NCPUL New Delhi**” drawn on any scheduled bank **payable at New Delhi** has to be submitted along with the System Generated hard copy of application.

**Note: -**

- i. Fee once paid will not be refunded under any circumstances.
- ii. Only Demand Draft drawn on State Bank of India or any scheduled bank valid for three months will be accepted. Application Fee paid by any other mode will not be accepted.
- iii. The Demand Draft must be issued after the issuing date of this advertisement.
- iv. The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form. The name and address of the candidates should be written on the reverse side of the Demand Draft.

## 5. How to Apply:-

### a) **GUIDELINES FOR FILLING ONLINE APPLICATION;**

- 1) Candidates are advised to read the instruction carefully **Guidelines to Candidates Option** given on NCPUL website.
- 2) Candidates should first scan their Photograph and signature as detailed under guidelines for scanning the photograph, signature and thumb impression, Candidate have to visit NCPUL website [www.urducouncil.nic.in](http://www.urducouncil.nic.in), [www.onlineprocess.in/ncpul](http://www.onlineprocess.in/ncpul) for filling the Online Application Registration.
- 3) Fill the application carefully and submit the online application. When the application is successfully submitted, a registration number will be generated by the system and displayed on the screen. Candidates should print / note down the registration number for further reference. Candidates can reopen the saved data by using Registration number, can edit the before final submission of application on final screen. The registration at this stage is provisional.
- 4) Candidate will receive registration confirmation by E-MAIL after submitting the online application. It may be ensured to furnish correct e-mail address to receive the registration confirmation.
- 5) Candidates are advised to prepare a Demand Draft and fill necessary details in system generated application form as per given space in bank details column.

**(Note: Candidates should have valid email ID. This will help him/her in getting Admit Card/Interview advice etc. by e-mail.**

## 6. General Instructions:

Candidates have to Online Registration as per given instruction in website and send the system generated application form with duly supported with clear / legible attested copies of the relevant certificates and marks statements (in English or Hindi) along with Bank Challan in an envelope super scribed **APPLICATION FOR THE POST OF \_\_\_\_\_** should be sent by Registered post / Speed post before **Last Date** at the following address:-

**The Director**  
**National Council for Promotion of Urdu Language**  
Farogh-e-Urdu Bhawan,  
FC-33/9, Institutional Area,  
Jasola, New Delhi-110025

**a) Documents required to be attached with the application. Self attested Photocopies of certificates are to be attached:**

- 1) Application Fee (Demand Draft)
- 2) Date of Birth Certificate
- 3) All Educational Qualification(Alongwith marks sheet)
- 4) Technical/professional qualification alongwith Mark Sheets.
- 5) Caste certificate wherever required.
- 6) Experience certificate wherever required.
- 7) Disability certificate in case of candidate with disabilities(Physically Challenged)
- 8) Discharge Certificate for Ex-serviceman incase of Ex-serviceman.

**NOTE:-** (1) The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form. (2) Fee once paid will not be refunded under any circumstances. (3) Candidate must write his/her name, post applied for and address on the back of the Bank Challan.

b) Incomplete application or application received without the prescribed documents would summarily be rejected.

c) No TA shall be paid to any candidate including SC candidates for appearing in the written examination. TA Shall be paid to SC candidates for interview only as per Govt. of India orders.

d) All eligibility criteria for the above posts i.e. Age, educational/Technical qualification/Registration/Internship and experience will be reckoned on or before (Last Date for receipt of online application).

e) Candidates claiming reservation/age relaxation on grounds of belonging to OBC should submit the Community Certificate in annexure A prescribed vide Govt. of India, Department of Personnel and Training OM No.36012/22/93 Estt.(SCT) dated 8.9.1993 which is modified vide GOI, DOPTs OM No. 36033/3/2004 ESTT. (Res.) dated 9.3.2004 failing which the benefit of reservation/relaxation will not be given or their application shall be rejected and no request/correspondence will be entertained. A declaration confirming that he does not belong to creamy layer as per DOPT-O.M.No.36033/3/2004 Estt.(Res.) dated 9.3.2004 should also be furnished by the candidates.

f) Original documents/certificates should not be enclosed / sent with application.

g) The candidates already in Govt. Service must specifically mention the details of employment and should submit their hard copy of application (generated by the system) through proper channel. However, they may send an advance hard copy of their application (generated by the system) alongwith Fee demand draft and other certificates and testimonial so as to reach this office on or before the last date for receipt of application.

- h) The applicant should keep visiting NCPUL website for important announcements / information through out the selection process at its various stages.
- i) In case of selection, persons working in Central/State Govt./PSU will have to submit a disciplinary clearance and No objection certificate from their employer.
- m) Last date of ONLINE application **27-12-2015**. Hard copy of online application with required documents should reach at the office by Speed Post/Registered post (address give above) on or before **4:00 p.m. on 07-01-2016** (last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep will be **15-01-2016** up to 4:00 PM) **NCPUL will not be responsible for postal delays.**
- n) Council reserves the right to conduct written test or online examination.
- The NCPUL also reserves the right to cancel the recruitment as well as the notified vacancies at its discretion and such decision will be binding on all concerned. In the event of cancellation of notified vacancies, the examination fee will not be refunded.

**[CAUTION:- CONVASSING IN ANY FORM WILL BE A DISQUALIFICATION]**

### **GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE AND THUMB IMPRESSION**

Before applying online a candidate will be required to have scanned (digital) image of his/her photograph and signature as per the specifications given below:-

**(i) PHOTOGRAPH IMAGE:**

- Photograph must be a recent passport size colour picture;
- The picture should be in colour; against a light-colored, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there is no red-eye.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- Dimensions 100x120 pixels (preferred).
- Size of file should be between 04 kb-12 kb.

- Ensure that the size of the scanned image is not more than 12KB. If the size of the file is more than 12 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**(ii) SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 40x60 pixels (preferred).
- Size of file should be between 04 kb-12 kb.
- Ensure that the size of the scanned image is not more than 12KB.

**SCANNING THE PHOTOGRAPH, & SIGNATURE:**

- Set the scanner resolution to a minimum of 150 dpi (dots per inch) .
- Set color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image 01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the image icon.
- Candidates using MS Windows/MS Office can easily obtain photo, signature and thumb impression in .jpeg format not exceeding 100 KB , 50 KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph, signature and thumb impression in any format can be saved in .jpg format by using -Save As option in the File menu and size can be reduced below 100KB (photograph), 50KB (signature) & 20KB (thumb impression) by using crop and then resize option (Please see point (i), (ii) & (iii) above for the pixel size) in the -Image menu. Similar options are available in other photo editor also.

If the size and format are not as prescribed, an error message will be displayed.

**Procedure for Uploading the Photograph, & Signature:**

- 1) There will be three separate links for uploading Photograph, & Signature impression
- 2) Click on the respective link "Upload Photograph/ Signature"
- 3) Browse & Select the location where the Scanned Photo/Signature file has been saved.
- 4) Select the file by clicking on it.
- 5) Click the **"Upload"** Button

**NO OTHER MODE OF APPLICATION/PRINTOUT OR DRAFT ETC. WILL BE ACCEPTED.**

**ACTION AGAINST CANDIDATES FOUND GUILTY OF CONDUCT.**

Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

<b>IMPORTANT DATES</b>	
Online Registration of Application on <a href="http://www.urducouncil.nic.in">www.urducouncil.nic.in</a> and <a href="http://www.onlineprocess.in/ncpul">www.onlineprocess.in/ncpul</a>	<b>27-11-2015 to 27-12-2015</b>
Last Date for Applying online and closing of Registration.	<b>27-12-2015 (by 17:00 Hrs)</b>
Last Date for Sending of System Generated Application forms (Hard Copy) with required Document.	<b>07-01-2016 (by 16:00 Hrs)</b>
Last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.	<b>15-01-2016 (by 16:00 Hrs)</b>
Address for Sending of System Generated Application Form (Hard Copy).	<b>The Director National Council for Promotion of Urdu Language Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi-110025</b>
List of Rejected will be uploaded on website which can be downloaded from <a href="http://www.urducouncil.nic.in">www.urducouncil.nic.in</a> and <a href="http://www.onlineprocess.in/ncpul">www.onlineprocess.in/ncpul</a> .	Confirm Later
The Admit Cards will be download through NCPUL website.	Confirm Later
Tentative date of written examination.	Confirm Later

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***DIRECTOR, NCPUL***