



राष्ट्रीय उर्दू भाषा विकास परिषद्  
قومی کونسل برائے فروغ اردو زبان  
**National Council for Promotion of Urdu Language**

(Ministry of Human Resource Development)  
Department of Higher Education, Govt. of India  
FC-33/9, Institutional Area, Jasola  
New Delhi – 110025. Ph. 011 - 49539000

**ADVERTISEMENT NOTICE – 02/2018**

Applications are invited for filling up following posts by transfer on deputation basis on foreign service terms & conditions of Govt. of India, DoPT OM No. 2/29/91-Estt(Pay II) dated 05.01.1994 or as amended time to time.

Name of post	No. of vacancies	Pay Matrix Level	Method of recruitment
Principal Publication Officer	01 Group 'A'	Pay Matrix Level-12, (Rs. 78800-209200)	Deputation/Short term contract
Personal Assistant	01 Group 'B'	Pay Matrix Level-6, (Rs. 35400-112400)	Deputation
Librarian	01 Group 'B'	Pay Matrix Level-6, (Rs. 35400-112400)	Deputation
Accounts Clerk	01 Group 'C'	Pay Matrix Level-4, (Rs. 25500-81100)	Deputation

**Eligibility conditions are as under:**

**1. Principal Publication Officer – A)** Officers of the Central/State Governments. Research Institutions/Universities/Autonomous Bodies.

i) Holding analogous posts on regular basis or ii) 5 years regular service in the Pay Matrix Level-11, Rs. 67700-208700.

**B).** Possessing the essential qualifications and experience prescribed below.

i) Master's degree in Urdu of a recognized University or equivalent.

ii. 10 years experience in publication work including experience of research/teaching, editorial and translation work, technique of printing and production of books.

**Desirable:-** Preference will be given to the candidates possessing qualification M.A. in Arabic or Persian.

**Note:-** Those candidates who already submitted application in response to advt. Notice No. 01/2017 published in E.N. dated 26- Aug.2017 to 01- Sept. 2017, through proper channel of their employer need not to apply again and their application will be considered with the candidates applying in response to this advt.

**2. Personal Assistant**

By transfer from amongst the persons holding analogous posts or 5 years regular service as Jr. Stenographer in the Pay Matrix Level-4 in Central Govt. Deptt/Autonomous Body and possessing qualifications prescribed for direct recruitment as under:-

**ESSENTIAL-** (i) 10+2 or equivalent. (ii) 100 words speed per minute in shorthand in English. (iii) 40 words typing speed per minute in English.

**DESIRABLE** – (i) Atleast 3 years experience as Stenographer in a Govt. Department or an Organization of repute. (ii) Working knowledge of computer operation.

**3. Librarian –A)** Employee of the Central/State Governments. Research Institutions/Universities/Autonomous Bodies.

i) Holding analogous posts on regular basis or ii) 6 years regular service in the Pay Matrix Level-5, Rs. 29200-92300 or 10 years regular service in the Pay Matrix Level-4, Rs. 25500-81100.

**B).** Possessing the essential qualifications and experience prescribed below.

i) Master's degree in Library of a recognized University or equivalent.

ii. 03 years experience in Library in any educational institution.

**4. Accounts Clerk -** Persons holding analogous post in Central Govt. Deptt./Autonomous Bodies OR LDC with 8 year service and having experience in Admn./Accounts.

**Age:** Not exceeding 56 years for all posts.

**Last date of submission:** 30 days from the date of publication in the Employment News.

For applications format and instruction, please refer website of NCPUL i.e. [www.urducouncil.nic.in](http://www.urducouncil.nic.in)

**Director, NCPUL**

**INSTRUCTION FOR THE POST OF PRINCIPAL PUBLICATION OFFICER,  
PERSONAL ASSISTANTS, LIBRARIAN and ACCOUNTS CLERK**

Willing eligible candidates, as per recruitment rules, may apply in the prescribed format through proper channel along-with vigilance clearance certificate and attested copies of ACR for the last 5 years so as to reach this office on or before 09/09/2018. Advance copy can be sent directly by the candidate to avoid delay. Terms and conditions of Dept. of Personnel and Training's OM No. Dept. of Per. & Trg. OM No. 2/29/91-Estt.(Pay-II), dated the 5th January, 1994 as amended by O.M., dated the 20th June, 2006 will apply. Incomplete application will not be entertained.

**APPLICATION FORM FOR THE POSTS OF PRINCIPAL PUBLICATION OFFICER,  
PERSONAL ASSISTANTS, LIBRARIAN and ACCOUNTS CLERK**

1. Name in Block Letters:-

2. Father's Name:-

3. Date of birth:-

4. Residential Address with Mobile:-

5. Office address with Phone No:-

6. Educational Qualifications:-

7. Name of present post and Pay Band+Grade Pay/Level  
of the post:-

8. Date of regular appointment to the present post  
Pay Band + Grade Pay/Level:-

9. Whether belonging to SC/ST/OBC/PH:-

10. Experience and details of service rendered from the date of entry in Government organization

Sl No	Name of Employer	Name of Post	Period		Pay Band+ Grade Pay/Level of post held	Whether held on regular/ adhoc basis	Nature of duties performed
			From	To			

11. This is to certify that information furnished are correct to the best of my knowledge and nothing has been concealed.

(Signature of Candidate with date)