



National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi-110016  
www.ncert.nic.in



Advertisement No:- 5-1/2022-R-II/Deputation

**VACANCY NOTICE**

Applications are invited for filling up the following vacancies in NCERT by Deputation for a period of one year extendable up to three (03) years from time to time on performance basis:-

S. No	Name of the post	Pay Band	Total Number of post	Eligibility Conditions
1.	Chief Accounts Officer	Level – 12 (78800-209200) PB-III, Rs. 15600-39100/- with GP of Rs. 7600/-	01	<b>Educational and other qualifications:</b> Officers of Central Govt./State Govt./UT/Autonomous Organization or officers of Indian Audit and Accounts Service, Indian Defense Accounts Services and other organised Accounts Cadre holding analogous post or 5 year regular service in PB-3 with GP Rs. 6600/- . <b>Age limit:</b> 'Not exceeding 56 years' as on the closing date of receipt of applications.
2.	Senior Accounts Officer	Level – 11 (67700-208700) PB-III, Rs. 15600-39100/- with GP of Rs. 6600/-	02	<b>Educational and other qualifications:</b> Officers of the Central Govt./State Govt./UTs/Autonomous Organization holding analogous posts on regular basis or 9 year of regular service in the Pay Band –II Rs.9300-34800 with GP Rs. 4600. <b>Age limit:</b> Not exceeding 56 years' as on the closing date of receipt of applications.
3.	Assistant Store Officer	Level-6 (35400-112400) PB-II of Rs. 9300-34800 with GP Rs. 4200/-	04	Officers of Central Govt./State Govt./Central Autonomous organization who are holding analogous post of regular basis in the parent cadre of department and possessing the requisite educational qualification prescribed for direct recruitment i.e.-: i. A degree in Art/Science/Commerce OR Degree/Diploma in any stream of Engineering/material management from a recognized university. ii. Three (3) years' experience of procurement / inspection / Maintenance / Custody / accounting of Stores and verification of Stores in a well-established stores organization in Govt. / Semi-Govt./ Industry/Private Organization. iii. Working Knowledge of computer. <b>Desirable:</b> Certificate/Diploma in Purchasing, Store Keeping and Stock Control. <b>OR</b> Officers having 06 years regular service in the post drawing Grade Pay of Rs.2800 and possessing the requisite educational qualification prescribed for Direct Recruitment. <b>Age limit:</b> Not exceeding 56 years' as on the closing date of receipt of applications.
4.	Store Keeper Gr.-I	Pay Level-5 (Rs.29200-92300) PB-I of Rs.5200-20200 with GP Rs. 2800	09	Officers of Central Govt./State Govt./Central Autonomous organization who are holding analogous post of regular basis in the parent cadre of department and possessing the requisite educational qualification prescribed for direct recruitment i.e.-: i. A Bachelors' Degree in Art/Science/Commerce. <b>OR</b> A Bachelor's Degree/Diploma in any stream of Engineering / material Management from a recognized university. ii. Two (2) years' experience of procurement / Inspection / maintenance / Custody / accounting of Stores and verification of Stores in a well-established stores organization in Govt. / Semi-Govt. / Industry / Private Organization. iii. Working Knowledge of computer <b>Desirable:</b> Certificate / Diploma in Purchasing, Store Keeping and Stock Control. <b>OR</b> Officers having 05 years regular service in the post drawing Grade pay of Rs.2400 and possessing the requisite educational qualification prescribed for direct recruitment. <b>Age limit:</b> Not exceeding 56 years' as on the closing date of receipt of applications.

**HOW TO APPLY:** The eligible candidates may send their application in the **Annexure I & II** duly signed along with self-attested copies of qualification/ experience/ Cast certificate etc. with latest passport size photograph pasted on application form to "The Section Officer, (R-II), NCERT, Sri Aurobindo Marg, New Delhi-110016" within 21 days from the date of advertisement published in the Employment News". The candidates should send their applications through proper channel only. The authority, while forwarding such application, should send Vigilance Clearance Certificate and attested copies of APAR of the employee for the last five year. **Incomplete applications and applications received after the last date will not be entertained under any circumstances.** The applications may be sent through post only. Please superscribe on the envelope "Application for the post of \_\_\_\_\_". **A drop box has also been placed at Ground Floor, Zakir Hussain Block, NCERT, New Delhi for receiving of applications.**

The number of posts may vary, and the Council reserves the right to fill up or not to fill up the advertised post.

For further details and prescribed proforma, Annexure I & II etc. visit NCERT website at [www.ncert.nic.in](http://www.ncert.nic.in) > announcement > vacancies > non-academic OR scan QR code give above.

**PROFORMA FOR THE POST OF**

**(ON DEPUTATION) 2023**

1.	Full Name (IN BLOCK LETTERS)			Self-attested latest passport size photograph
2.	Father's/Husband's name			
3.	Date of Birth			
4.	Complete postal address			
5.	Contact number			
6.	Email ID			
7.	Present Grade Pay in 6 <sup>th</sup> Pay Commission & Level in 7 <sup>th</sup> Pay Commission			
8.	Educational Qualifications			
9.	Details of service rendered			
	Name of Organization	Post held	Pay scale/Pay band with GP/Level in Pay Matrix	Period of service rendered in the post
10.	Whether belongs to SC/ST/OBC/EWS/PWD/Ex-serviceman category			

**Signature of applicant with date**

**Certificate To Be Furnished by the Employer/Head of Office/Forwarding Authority**

1. Certified that the particulars furnished by Shri/Smt./Ms. \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.
2. Also Certified that:-
  - i. There is no vigilance or disciplinary case pending or contemplated against Shri/Smt./Ms. \_\_\_\_\_.
  - ii. His/her Integrity is certified.
  - iii. Duly attested Photocopies of ACRs for the last five years (2018-19 to 2022-23) are enclosed.
  - iv. \*No major/minor penalty has been imposed on him/her during the last ten years.
  - v. \*A list of major/minor penalties imposed on him/her during the last ten years is enclosed.  
(\*Strike out which is not applicable).
3. The Overall grading/numerical grading given in the ACRs of the applicant for the various years are as under:-

<b>Year</b>	<b>Overall grading/numerical grading {on a scale of Zero (0) to ten (10)}</b>
2018-19	
2019-20	
2020-21	
2021-22	
2022-23	

Signature of the Forwarding Authority


Name and Designation

Official Seal

Complete Office Address

Email address of the Forwarding Authority

Telephone Number/Fax No. of the Forwarding Authority

Date:

Place

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.