

**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE**

(Ministry of Human Resource Development)

Department of Higher Education, Govt. of India

Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi-110025

**ADVERTISEMENT NOTICE – 02/2013**

Applications **only on the prescribed format** of Council are invited for the following posts:-

| S. No | Name of Post              | No. of Vacancies | Pay Band + Grade Pay                 | Method of recruitment | Age limit   |
|-------|---------------------------|------------------|--------------------------------------|-----------------------|-------------|
| 1     | Junior Stenographer (Eng) | 01 (UR)          | PB – 1, Rs. 5200-20200 + GP Rs. 2400 | Direct                | 18 – 27 yrs |
| 2     | Lower Division Clerk      | 01 (UR)          | PB – 1, Rs. 5200-20200 + GP Rs. 1900 | Direct                | 18 – 27 yrs |

**Educational Qualification and Experience :-**

**1. Junior Stenographer (English):**

**Essential**

1. 10+2 or equivalent
2. 80 words speed per minute in English Shorthand.
3. 30 words per minute in English Typing.

**Desirable**

1. Working knowledge of Urdu.
2. Knowledge of computer operation.

**2. Lower Division Clerk:**

**Essential**

1. Matriculation or equivalent
2. Typing speed 30 words per minutes in English.

**Desirable**

1. Typing speed 25 words per minutes in Hindi/Urdu.
2. Working knowledge of Hindi/Urdu.
3. Knowledge of Computer Operation.

**GENERAL INFORMATION/CONDITIONS:**

**How to apply:**

1. Interested candidates fulfilling the prescribed qualifications/experience may apply within 45 days from the date of publication of this advertisement **only on application format** which can be down loaded from [www.urducouncil.nic.in](http://www.urducouncil.nic.in) and deposited duly filled along-with prescribed fee of Rs. 150/- (Rs75/- for SC/ST) by means of demand draft

in favour of “Director (NCPUL)”. **Person with disabilities and Women candidates** are exempted for payment of fee.

2. Applicants who wish to apply for more than one post should submit separate applications. Candidates who are already employed should intimate their employers and bring NOC at the time of interview. Incomplete applications/ not in prescribed format/received after the due date shall be summarily rejected.
3. National Council for promotion of Urdu Language is an autonomous body under the Ministry of Human Resource Development, Govt. of India.
4. Selected candidates will be governed by the “New Pension Scheme” and are liable to be posted in NCPUL office at any part of India.
5. Age relaxation will be available to eligible categories/ departmental persons as per Govt. of India orders in force.
6. Age will be reckoned from the closing date of application.
7. Shortlisted/eligible candidates will have to appear in the written test followed by proficiency test in Stenographer/ typing and interview respectively.
8. Mere submission of application and fulfilling the eligibility conditions will not confer any right on the candidates to be called for test/interview or for appointment.
9. The number of vacancies may be increased or decreased by the Competent Authority.

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