



## राष्ट्रीय उर्दू भाषा विकास परिषद्

National Council for Promotion of Urdu Language  
Ministry of Education, Deptt. of Higher Education  
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi – 110025  
**Advertisement Notice – 01/2022**

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

1. **Online** applications (through website of NCPUL at [www.urducouncil.nic.in](http://www.urducouncil.nic.in)), <http://onlineprocess.in/ncpul/> are invited for filling up the following posts:-

S. No.	Name of Post and Pay Matrix Level	No. of Vacancies			Method of recruitment	Age Limit	Posts identified for PWD
		UR	OBC	Total			
1	Lower Division Clerk (LDC), in Pay Matrix Level-2 (Rs.19000-63200)	01	01	02	Direct	18-27	B.L.V, H.H, BL, OA,OL
2	Urdu Typist (UT), in Pay Matrix Level-2 (Rs.19000-63200).	01	-	01	Direct	18-27	BLV, HH, BL, OL

### 02. Age Limit

**For Lower Division Clerk:-** Age 18-27 years on closing date i.e. **24-07-2022** upper age limit is relax-able to OBC/PWD/EX-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

**Urdu Typist (UT):-** Age 18-27 years on closing date i.e. **24-07-2022** upper age limit is relax-able to OBC/PWD/EX-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

### 03. Educational Qualifications:

#### **For Lower Division Clerk**

##### **Essential:**

- a. Matriculation or equivalent.
- b. Typing Speed 30 words per minute in English.

##### **Desirable:**

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

**Urdu Typist (UT)**

**Essential**

- a Matriculation or equivalent.
- b Typing speed of 25 words per minute in Urdu.
- c Working knowledge of Hindi.

**Desirable**

1. Typing Speed of 30 words per minute in English or 25 words per minute in Hindi.
2. Knowledge of Computer Operation.

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

**(4) For Lower Division Clerk (LDC)**

<b>S. No.</b>	<b>Category</b>	<b>Fee Amount</b>
<b>01</b>	PWD and Female Candidates	NIL
<b>02</b>	All other categories	500

**(4) For Urdu Typist (UT)**

<b>S. No.</b>	<b>Category</b>	<b>Fee Amount</b>
<b>01</b>	PWD and Female Candidates	NIL
<b>02</b>	All other categories	500

**Mode of payment:-**

Before filling Online Application form, those candidates eligible for Application fee are requested to submit the prescribed Application Fee Rs. 500 through NEFT/RTGS only in favour of “**Director NCPUL**” Account No. **912010028886515** of Axis Bank New Delhi, Branch Name Jasola, **IFSC Code – UTIB0001148**.

**Note:-**

- i. Fee once paid will not be refunded under any circumstances.
- ii. Fee will be accepted through NEFT/RTGS only as per given account details. Application Fee paid by any other mode will not be accepted.
- iii. The NEFT/RTGS Number received from bank will be entered at the time of filling of Online Application form, and upload the scanned copy of the same with the documents.

**05. 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) Before filling Online Application form, those candidates eligible for Application fee are requested to submit the prescribed Application Fee Rs. 500 through NEFT/RTGS only in favour of **“Director NCPUL”** Account No. **912010028886515** of Axis Bank New Delhi, Branch Name Jasola, **IFSC Code – UTIB0001148.**
- 3) Candidates should first scan their Photograph and signature as per details given under guidelines for scanning the photograph and signature and then have to visit NCPUL website [www.urducouncil.nic.in](http://www.urducouncil.nic.in) for filling the Online Application Registration.
- 4) 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 and edit before final submission of application on final screen. The registration at this stage is provisional.
- 5) Candidates 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.
- 6) **With respect to post at Sl.No.1, applications of OBC candidates will be considered subject to production of OBC Certificate in the prescribed format.**

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

**06. General Instructions:-**

After filling the Online Application forms Candidates must take a print out of the System Generated application form duly signed and send it with self-attested copies of relevant certificates 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 (NEFT/RTGS Receipt)
- 2) Date of Birth Certificate
- 3) All Educational Qualification (Alongwith marks sheet)
- 4) Technical/professional qualification along with Mark Sheets.
- 5) Caste certificate wherever required.
- 6) Disability certificate in case of candidate with disabilities(Physically Challenged)

**NOTE:- The candidates who are applying for the post of LDC and UT needs to send the hardcopy/system generated application to NCPUL as per schedule. The candidature will be eligible after receiving of hardcopy/system generated application subjects to verification of self-attested documents.**

- b) Incomplete application or application received without prescribed documents would summarily be rejected.
- c) All eligibility criteria for the above post i.e. Age, educational/Technical qualification/Registration/Certificate and experience will be reckoned on or before last date for receipt of online application.
- d) Candidate claiming reservation/age relaxation on grounds of belonging to OBC should submit the Community Certificate in Annexure-A as 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/she does not belong to creamy layer as per DOPT-OM No. 36033/3/2004 Estt.(Res.) dated 9.3.2004 should also be furnished by the candidates.

- e) Original documents/certificates should not be enclosed/sent with application.
- f) 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) along with RTGS/NEFT fee slip and other certificates and testimonial so as to reach this office on or before the last date of receipt of application.
- g) The applicant should keep visiting NCPUL website for important announcements/information throughout the selection process at its various stages.
- h) 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.
- i) Last date of ONLINE application is **24-07-2022**. Hard copy of online application with required documents should reach at the office by Speed Post/Registered post (address given above) on or before 4.00 p.m. on **31-07-2022**. **NCPUL will not be responsible for postal delays.**
- j) Council reserves the right to conduct written test or online examination.

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

### **GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE**

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-coloured, 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 12 KB. 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 12 KB.

**SCANNING THE PHOTOGRAPH and SIGNATURE:**

- Set the scanner resolution to 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 image 01 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 and signature in .jpeg format not exceeding 100 KB, 50 KB & 20 KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 100 KB (photograph) and 50 KB (signature) by using crop and then resize option (Please see point (i) & (ii) 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 and Scanned Documents:**

- 1) There will be two separate links for uploading Photograph, & Signature
- 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 ACCPTED.

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

Candidates are warned that they should not furnish any particulars that are false, tampered /fabricated and 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> <a href="http://www.onlineprocess.in/ncpul">www.onlineprocess.in/ncpul</a>
Last Date for Applying online and closing of Registration.	<b>24-07-2022</b> (by 17:00 Hrs)
Last Date for Sending of System Generated Application forms (Hard Copy) with required Documents.	<b>31-07-2022</b> (by 16:00 Hrs)
Last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.	<b>07-08-2022</b> (by 16:00 Hrs)
Address for Sending of System Generated Application Form (Hard Copy) with required documents.	<b>The Director</b> National Council for Promotion of Urdu Language Farogh-e-Urdu Bhawan, FC- 33/9, Institutional Area, Jasola, New Delhi - 110025

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (OBC) APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Km\* \_\_\_\_\_ son/ daughter of \_\_\_\_\_ of village \_\_\_\_\_ District/Division \_\_\_\_\_ in the State \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10<sup>th</sup> September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13<sup>th</sup> September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20<sup>th</sup> October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24<sup>th</sup> May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25<sup>th</sup> May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6<sup>th</sup> December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri /Smt./Km. \_\_\_\_\_ and/or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer ) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

Dated:

District Magistrate or  
Deputy Commissioner etc.

Seal:



- NOTE-I:** (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificate are indicated below:-
- (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

**NOTE-II:** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer.

**The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice.**