



REGIONAL INSTITUTE OF EDUCATION
(A Constituent Unit of NCERT, Ministry of Education, Govt. of India)
Shyamla Hills, Bhopal -462002
(NAAC Accredited A⁺⁺ Graded Institute)

Advt. No.04/2023

Date 30.08.2023

//VACANCY NOTICE//

Applications are invited for filling up following vacancies in Regional Institute of Education (NCERT), Bhopal **on deputation basis:-**

S.No.	Name of the post	Pay Band	Place of posting	Total Number of post
1.	Assistant	Level-06 (Pre-revised PB-2 Rs. 9300-34800 + GP 4200/-)	Bhopal	UR-01
2.	Personal Assistant	Level-06 (Pre-revised PB-2 Rs. 9300-34800 + GP 4200/-)	Bhopal	UR-01
3.	Store Keeper Gr.-I	Level-05 (Pre-revised PB-1 Rs. 5200-20200 + GP 2800/-)	Bhopal (01 post) & Ahmedabad (01 post)	UR-02
4.	Semi Professional Assistant	Level-05 (Pre-revised PB-1 Rs. 5200-20200 + GP 2800/-)	Bhopal	UR-01
5.	UDC	Level-04 (Pre-revised PB-1 Rs. 5200-20200 + GP 2400/-)	Bhopal	UR-05 & ST-01

UR = Unreserved, ST = Scheduled Tribe.

Detail of educational qualification are as under:-

S.No.	Name of the post	Educational and other qualifications	Age limit	Period
1.	Assistant	Officers of the Central Govt./State Govt./UT/Autonomous Organization holding analogous posts on regular basis or having 10 years regular service as UDC in the Level-04 (Pre-revised PB -I Rs.5200-20200 Grade Pay Rs.2400/-).	The Maximum age limit for appointment by deputation shall be "Not exceeding 56 years" as on the closing date of receipt of applications.	One year (extendable upto three years) or till the regular incumbent joins, whichever is earlier.
2.	Personal Assistant	Officers of the Central Govt./State Govt./UT/Autonomous Organization holding analogous posts on regular basis or having 10 years regular service as Stenographer Gr.-II in the Level-04 (Pre-revised PB -I Rs.5200-20200 Grade Pay Rs.2400/-).		
3.	Store Keeper Gr.-I	Officials of the Central Govt./State Govt./UT/Autonomous Organization holding analogous posts on regular basis in the parent cadre or department and possessing the requisite educational qualification prescribed for direct recruitment. OR 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. Essential Educational Qualification for Direct recruitment :- 1. A Bachelors' Degree in Arts/Science/Commerce. OR A Bachelor's Degree/Diploma in any stream of Engineering/material management from a recognized university. 2. 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. 3. Working Knowledge of computer. Desirable: Certificate/Diploma in Purchasing, Store Keeping and Stock Control.		

4.	Semi Professional Assistant	<p>Officials of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre or department and possessing the requisite educational qualification prescribed for direct recruitment</p> <p style="text-align: center;">OR</p> <p>Officers having 03 years regular service in the post drawing Grade Pay of Rs. 1900 and possessing the requisite educational qualification prescribed for direct recruitment.</p> <p><u>Essential Educational Qualification for Direct recruitment :-</u> B. Lib. Sc./B.L.I. Sc./Graduation with Library Science /Information Science as one of the subject with 50% marks.</p> <p>Desirable : 1) Two (2) years experience in the field of library & information science. 2) Knowledge of library software.</p>		
5.	UDC	<p>Officers of the Central Govt./State Govt./UT/Autonomous Organization holding analogous posts on regular basis or having 08 years regular service as LDC in the Level-02 (Pre-revised PB -I Rs.5200-20200 Grade Pay Rs.1900/-).</p>		

HOW TO APPLY:-

The eligible candidates may send their **Annexure I & II** in the Application form 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 (Establishment Section), Regional Institute of Education (NCERT), Shyamala Hills, Bhopal (M.P.)-462002” within 21 days from the date of advertisement published in the Rojgar Nirman/New Paper.** Those employed in Govt./Semi Govt./Autonomus Organizations should send their applications Through Proper Channel. The authority, while forwarding such application, should send Vigilance Clearance Certificate, NOC 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**”. The other terms and conditions of the Deputation including Pay & Allowances, shall be regulated as per the DoPT OM No.6/8/2009-Estt.(pay-II) dated 17.06.2010 as amended from time to time and other relevant instructions on the Govt. of India/DoPT.

* **Number of post(s) can be increased or decreased. Decision of the Competent Authority in this respect will be final.**

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

-sd-
Principal

9. Present Grade Pay in Level in 7th Pay Commission & 6th Pay Commission :-

10. Date of Birth

D	D	M	M	Y	Y	Y	Y

11. Age as on date

Y	Y	M	M	D	D

12. Educational/Professional Qualifications (Starting from Class X onwards) :-

Examination Passed	Discipline/Specialization/Subject	Board/University	Year of Passing	Duration of Course	Division	% of marks

13. Additional Qualifications :-

14. 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

16. Any other information :-

17. Declaration to be signed by the Candidate

I hereby certify and declare that (1) I am an Indian National, (II) I have read the provision given the Advertisement, (iii) All statement made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect at any stage action can be taken against me and my candidature/ engagement shall automatically stand cancelled / terminated, (iv) I further declare that I fulfill all the conditions of eligibility regarding age, educational, professional qualification, etc. prescribed for the post applied for.

Place:

Date:

(Signature of the Applicant)

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. Duty 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 :-

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

Signature of the Forwarding Authority

Name and Designation

Official Seal

Complete Office Address

E-mail address of the Forwarding Authority

Telephone No./Fax No. of the Forwarding Authority

Date :

Place :

List of enclosures :-

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