

National Council for Promotion of Sindhi Language
(An Autonomous Organization of Ministry of Human Resource Development)
Department of Higher Education, Govt. of India
West Block-VIII, Wing No.7, 1st Floor, Sector-I, RK Puram, New Delhi-110066

ADVERTISEMENT NOTICE- 01 /2017

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 (for direct recruits)
1.	Junior Administrative cum Accounts Officer	01	PB-2, Rs. 9300-34800 with GP of Rs. 4200 (Pre-revised)	Deputation	35
2.	Proof reader	01	PB-2, Rs. 9300-34800 with GP of Rs. 4200 (Pre-revised)	Deputation	35

1 Junior Administrative cum Accounts Officer:-By transfer on Deputation: i) Officers holding analogues posts under the Central /State Govt. or Autonomous bodies Or with five years experience in the scale of pay of PB -2, of Rs. 5200-20200 with GP of Rs. 2800 OR Ten (10) years experience in the scale of pay of PB-2, Rs.5200-20200 with GP of Rs.2400 possessing the essential qualifications prescribed for direct recruitment, (Period of deputation shall not ordinarily exceeding 3 years). Age not exceeding 56 years in case of deputation.

Essential Qualification - i) Bachelor's Degree of a recognized university in Commerce / Science / Arts (ii) Three years experience in maintaining accounts, preparation of budget, balance sheet etc. and administration in Government/ Semi Government/Autonomous institutions (iii) Incumbent must have knowledge of accounts and administrative procedures and rules and regulation governing Government Departments / Autonomous institutions.

Desirable:-i) Diploma/ Certificate in Computer application. Period of probation- 2 years

2 Proof Reader :- By transfer on Deputation:- Officers holding analogous post under the Central / State Government or autonomous bodies OR five (5) years experiencing in the scale of pay PB:-2 Rs. 5200-20200 with GP of Rs. 2800 OR ten year experience in the scale of pay of PB-2, Rs.5200-20200 with GP of Rs.2400 possessing the essential qualification prescribed for Direct recruits (Period of deputation shall not ordinarily exceed 3 years) Age not exceeding 56 years in case of deputation.

Essential Qualification - i) Graduation with Sindhi medium (Knowledge of both Scripts of Sindhi Language) and English & Hindi & compulsory /elective Subject at degree level OR Graduation with Sindhi, Hindi and English language compulsory/elective subjects at Degree level OR Graduation in Hindi medium and Sindhi and English as a compulsory /elective Subject at degree level OR Graduation in English medium and Hindi and Sindhi as a compulsory /elective subject at degree level (ii) Degree / Diploma in printing technology or as Journalism from recognized university /institution. (iii) Two years experience in proof reading in Government /autonomous bodies/ reputed organization.

Desirable: i) Knowledge of any Modern Indian Language other than those mentioned in the essential qualification. Period of probation- 2 years

GENERAL INFORMATION/CONDITIONS:

How to apply:

- Interested candidates fulfilling the prescribed qualification experience may apply within 30 days from the date of publication of this advertisement. The application form can either be obtained from office of NCPSL by depositing prescribed fee of Rs.150/- in shape of demand draft in favour of Director (NCPSL) or the same can be downloaded from website ncpsl.gov.in and be sent to NCPSL along with prescribed fee. Person with disabilities, women candidates and SC/STs are exempted for payment of fee.
- Applicants who wish to apply for more than one post should submit separate applications. Candidates who are already employed should submit application through their employers and bring NOC at the time of interview. Incomplete applications received shall be summarily rejected.
- National Council for Promotion of Sindhi Language (NCPSL) is autonomous body under the Ministry of Human Resource Development, Govt. of India.
- Selected candidates are liable to be posted in NCPSL office at any part of India.
- Age relaxation will be available to eligible categories.
- Age will be reckoned from 15.06.2017.
- 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.
- The number of vacancies can be increased or decreased by the Competent Authority.

Last Date — within 30 days from the date of publication.