



National Council for Promotion of Sindhi Language

(An Autonomous Organization under the Ministry of Education)

Department of Higher Education, Govt. of India

West Block-VIII, Wing No.7, 1st Floor, Sector-I, RK Puram, New Delhi-110066

Website: www.ncpsl.gov.in

Advertisement No 01/2022

Date: 22.10.2022

DETAILED NOTIFICATION OF VACANCY FOR RECRUITMENT

The National Council for Promotion of Sindhi Language, New Delhi under the Ministry of Education, Govt. of India invites applications through **online mode only** from Indian Nationals for recruitment to the following Posts. The applicants are required to apply Online through Link (ncpsl.csu.co.in) given in the NCPSL's Website www.ncpsl.gov.in under "Recruitment" head.

VACANCY POSITIONS						PwBD (Horizontal Reservation)	Mode of Recruitment	Age Limit
Sl.No:	Name of Post	Group	Pay Level (As per 7 th CPC)	UR	Total			
1.	Account Clerk	C	Level - 4 (Rs. 25500- 81100)	01	01	-	By deputation failing which by Direct recruitment	Between 18-27 years**
2.	Junior Secretariat Assistant (JSA)	C	Level - 2 (Rs. 19900- 63200)	02	02	01-OH	Direct	Between 18-27 years**

Note: UR – Unreserved, PwBD-Persons with Benchmark Disability, O.H. – Orthopedically Handicapped

****** Lower age limit will be calculated on last date of application and for upper age limit it will be calculated on start date of application.

Important:

1. For each post, separate application must be submitted through online mode along with requisite fee.
2. Each applicant will have to pay application fee of Rs. 500/- (Rs. 250/- for SC/ ST applicants) which can be paid through online mode only. Any other mode of payment shall not be accepted towards application fee. Fee once paid will not be refunded.
3. Women candidates and candidates belonging to Persons with Benchmark Disabilities (PwBD) are exempted from payment of fee.
4. Duly completed application should be submitted through online mode at NCPSL's Website (www.ncpsl.gov.in) under recruitment head. Candidates will have to submit scanned copies of the original Documents along with the application.

5. Schedule of submission of application is as under:-
- (i) **Start Date & Time of Online Registration /Submission of application 22.10.2022 by 10.00 a.m.**
 - (ii) **Last Date & Time of Online Registration/Submission of application 21.11.2022 by 11.59 p.m.**
6. The Centre for written Examination and Skill Test for the advertised posts will be at New Delhi only.
7. The details of vacancy position, qualifications and other eligibility criteria for above posts, procedure and conditions for submission of application, and other terms and conditions are given here in this detailed notification for recruitment.
8. Those in employment may submit/upload "No Objection Certificate" from his/her employer in the prescribed format while submitting the application through **online mode only**. No Objection Certificate and Vigilance Clearance Certificate in original from the concerned employer should be submitted at the time of Document Verification.
9. Candidates are advised to apply well before the prescribed last date of submission of application to avoid facing any hindrance in submission of **online** applications during the last date, due to probable heavy networkload. The University will not entertain any complaint in this regard.
10. **Information relating to selection process of above posts will be communicated through NCPSL's website or via registered email only to the concerned candidates. Further, Date/Schedule of Written Test/ Skill Test/Selection criteria and scheme of examination (as applicable) and other details etc. shall be uploaded/available in the NCPSL's website www.ncpsl.gov.in time to time. Hence, the Candidates should keep visiting NCPSL's website "www.ncpsl.gov.in" regularly for important announcement/ information/corrigendum/notices and other details throughout the selection processes at various stages for filling up these vacant positions.**
11. **The Council may entrust the recruitment process for conducting written examination etc. to an Expert Agency and details of such process and instructions for candidates therefore will be uploaded on NCPSL's website. Candidates will have to consult the website regularly and cautiously for being prepared for the written examination (as applicable) and also for further action to be taken by them in this regard.**
12. **It should be noted that Council will not verify the complete eligibility of the candidates with regard to eligibility criteria for the post(s) before conducting Written Test(s) for the concerned post(s). All candidates except Rejected Cases, will be permitted to appear in the Written Test(s), in the first instance, purely on provisional basis. The candidates should, therefore, ascertain themselves that they are completely eligible for applying for the post. Merely appearing at Written Test(s)/ Skill Test(s) will not entail the candidates for any claim/ right for the post. Rejected candidates will be informed through their concerned e-mail about their ineligibility for the post and Admit Cards in respect of them will not be generated in the concerned link. Any communication/submission from the candidates who were found Rejected will not be entertained, in any case, that the rejection of their candidature for the post has been found on the basis of procedural lapses for submission of application for the post(s), such as non-submission of requisite fee, incomplete application, etc.**

13. **Candidates qualifying Written Test and fulfilling all the requisite eligibility criteria will only be eligible for appearing at Skill Test(s), etc. wherever applicable.**
14. **The candidature of the applicant for appearing at written Test/Skill Test/ Document verification will be entirely provisional and mere issue of Admit Card or appearance in Written/Skill Tests does not entitle him/her for any right/ claim for the post(s).**
15. Process for recruitment to the above posts will be uploaded on the NCPSL's website time to time or may be communicated through email/mobile Number. NCPSL will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and NCPSL website: www.ncpsl.gov.in for updates.
16. **For any technical problem(s) faced during Registration, Online Application Submission etc, contact at dirncpsl.edu@nic.in**

DIRECTOR

1. Accounts Clerk (Direct Recruitment)

Educational & Other Qualifications:

Essential:

- (i) Bachelor's Degree from recognized University.

Desirable:

- (i) One year experience in accounts matters in Govt./Autonomous bodies/ Private fields.
- (ii) Working Knowledge of Sindhi in Arabic script and knowledge of accounting and establishment procedure.

2. Accounts Clerk (On Deputation)

Educational & Other Qualifications:

Essential:

- (i) Bachelor's Degree from recognized University.

Officer holding analogous posts in Central/ State Govts. Or Autonomous bodies and possessing the person working in level 3 with 5years service or level 2 with 8 years of service.

3. Junior Secretariat Assistant

Educational & Other Qualifications:

Essential:

- (i) 10 + 2 Pass.
- (ii) Typing Speed of 35w.p.m. English/ 30 w.p.m. in Hindi on computer.

Desirable:

- (i) Knowledge of Sindhi
- (iii) Experience of maintain office records.

General Terms and Conditions of Recruitments: -

1. Application Form :
 - a) The last dates as prescribed above may be extended by the competent authority depending upon the exigency of the situation. Notification to this effect will be placed on web-site of the University only and the candidates are advised to visit the Council's website "www.ncpsl.gov.in" regularly.
 - b) The columns in the online application form can be expanded to furnish any further information.
2. Applications/candidature of applicants are liable to be cancelled/rejected summarily or at any stage of the recruitment process in the event of all or any of the following:
 - i. Applications being incomplete.
 - ii. Application made in the form other than the form uploaded in Samarth Portal in Council's website "www.ncpsl.gov.in".
 - iii. Any variation in the Signatures. (All the signatures done on the Application Form and also on other Documents must be the same.)
 - iv. Fee not paid as per instructions.
 - v. Under aged/over aged candidates. Age limit will be counted as on the closing date of submission of online application.
 - vi. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
 - vii. Incorrect information or misrepresentation or suppression of material facts.
 - viii. For carrying mobile phones / accessories in the Examination premises/Hall, wherever applicable.
 - ix. If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
 - x. Non-production of Original Certificates at the time of Verification of Documents.
 - xi. Any other irregularity.
3. The Centre for written Examination and Skill Test for the advertised posts will be at New Delhi only.
4. Mere possession of eligibility conditions shall not entitle a candidate to be called for Written/Skill Tests. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be eligible for written test/skill test if he/she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
5. Candidates shall have to submit scanned copies of original documents along with the application to be submitted through Online. They shall, however, submit original documents thereof for verification during Documents Verification or at any stage of

recruitment or thereafter.

6. The experience in different fields as prescribed in eligibility criteria against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.
7. Relaxation in age qualification and experience etc. will be applicable as per the Govt. of India guidelines and NCPSL Recruitment Rules. A certificate to this effect issued from the competent authority should be attached with prescribed application form.
8. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned as physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I. Further any facility should be allowed to any person with benchmark disability as defined under "Guidelines for conducting written examination for persons with benchmark disabilities 2018". issued by Govt. of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan). For providing any facility to any person with benchmark disability as per the Govt. of India guidelines/rules, the Person with Disabilities (Divyangjan) may request/apply along with application form for obtaining the facilities as per Govt. of India guidelines.
9. Appointment of PwBD candidate (as the case may be), will be provisional, subject to verification of related Certificates/documents.
10. The candidate will have to present himself/herself for Written test/Skill test if called for, at the place and time fixed by the NCPSL at his/her own expenses.
11. Acceptance of documents/certificates/claims etc. submitted by an applicant will be subject to their verification by the Competent Authorities/Sources. If, any claim/certificate/document is found to be false/fake/incorrect/ mala fide at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/her candidature which shall lead to cancellation of his appointment, if already appointed.
12. If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience, or age etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
13. The persons appointed against any post shall be governed by the National Council for Promotion of Sindhi Language (NCPSL)/ Govt. of India Rules.

14. Admit card as applicable will be issued provisionally, on the basis of information furnished by the candidate in his/her application. The NCPSL will not verify/scrutinize this information in advance and therefore, mere appearance at the examination will not, in any way, entitle him/her to claim for the post.
15. It may be noted that candidates found Eligible/Provisionally Eligible will have to undergo Written Test (as applicable) in the first instance. Final list of candidates found eligible for Skill Test/Written Test will be displayed separately in due course. Candidates qualifying Written Test will be eligible for Skill Test. List of those qualified candidates and schedule of Skill Test will be displayed in NCPSL's website in due course.
16. The candidature will be treated as invalid ab-initio, in case he/she does not fulfill the eligibility criteria. Candidate should satisfy himself/herself regarding the possession of the required qualifications, age, caste etc., as stipulated for the post; he/she has applied for as on last date of receipt of applications.
17. If any candidate appearing for any examination finds that his/her name, reservation category, post name, post code, photo or signature is missing or is incorrect in his/her Admit Card, he/she should get it rectified by visiting the office of the NCPSL. The NCPSL will not make any kind of corrections in admit cards received by post. No modification, whatsoever, in the admit card at the examination Centre will be allowed.
18. Candidate should bring all original certificates relating to his / her age, qualification, experience and caste etc. at the time of Document Verification. In case the candidate fails to submit the original documents for verification of the certified / Xerox copies of the enclosures to his/her application, he or she shall not be allowed to appear at the written test/skill test/document verification and his/her candidature shall be treated as cancelled without any further communication in this regard.
19. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the NCPSL may require.
20. The Candidates should keep a copy of Application printout along with fee submission receipt for producing at the time of Document Verification and also for their future reference.
21. The NCPSL has framed Selection Criteria and Scheme of Examination for particularized posts for recruitments. The NCPSL reserves the right to modify the Criteria/Scheme concerning the recruitment and/or to add/withdraw the post (s) in/from the preview of Scheme of Examination as per requirement.
22. The NCPSL reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in case of any inadvertent mistake in the process of selection as may be detected even after issue of appointment letter.
23. The NCPSL reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any error etc., for which the candidates are advised to be in the lookout for announcements in the website: "www.ncpsl.gov.in".
24. The select panel of candidates of this recruitment process will be valid for one year.

25. The NCPSL reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
26. The NCPSL reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
27. The NCPSL reserves the right to increase or decrease the vacancies according to the circumstances.
28. The NCPSL reserves the right to reject any application without assigning any reason thereof.
29. Canvassing in any form will be a disqualification.
30. Interim enquiries shall not be entertained.
31. **Statutory Warning:** Selection in the NCPSL is free, fair and merit basis. Any attempt to influence the selection process detected at any stage is liable to lead to termination of candidature of service and legal action against the concerned individual will be initiated.
32. In case of any dispute, any suite or legal proceeding against the NCPSL, the territorial jurisdiction shall be Hon'ble Courts in Delhi.
