



उत्तर पूर्व क्षेत्रीय शिक्षा संस्थान
NORTH EAST REGIONAL INSTITUTE OF EDUCATION

(राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद)
(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING)

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
(An Autonomous Organization under Ministry of HRD, Government of India)

उमियाम, शिलांग – 793103, मेघालय
Umiam – 793103, Shillong, Meghalaya

फोन /Ph. No. : 0364-2570009/17/24/52

ई मेईल /Email : nerie.ncert@gmail.com

फैक्स /Fax No. : 0364-2570062/24

वेब साईट /Website : <http://nerie.nic.in>

No.F.1-1/2011-NERIE/RECTT/ 2613

Date: 13.03.2013

RECRUITMENT NOTICE

Applications on a prescribed format are invited from citizens of India for filling up the following posts on adhoc basic (purely on temporary capacity) in the North East Regional Institute of Education - NCERT, Umiam, Shillong, Meghalaya:

Sl. No.	Name of Posts	No. of Posts
1.	Stenographer Gr.II	05 (English – 04, Hindi - 01)
2.	Lower Divisional Clerk (LDC)	05
3.	Staff Car Driver	01
4.	Multi-Tasking Staff (Lift Operator/Guest House Attendant / Library Attendent/Safaiwala / Mali)	05

Details of eligibility criteria and other conditions are given below:

1. Stenographer (05 Posts) (English – 04, Hindi - 01)

- Pay Scale:** PB-I (5,200 – 20,200/- + 2400/- Grade Pay)
- Essential Qualifications:** Must have passed 12th Class or any other examination recognized, as equivalent to the said examination by the Govt. of India with English as one of the subjects.
- Age Limit:** Between 18 – 27 years as on 29.04.2013.
- Desirable Qualifications/Experience:** 1) Graduate in any discipline from recognized university, 2) Experience in Computer application.
- Mode of Selection:** The examination shall consist of a stenography test of dictation in English/Hindi at the speed of 80 words per minute for 10 minutes. Candidates who opt to take the stenography test in English will be required to transcribe the dictated passage in 60 minutes and those who opt to take the stenography test in Hindi will be required to transcribe the dictated passage in 70 minutes as per recruitment rules.

2. Lower Divisional Clerk (05 Posts)

- Pay Scale:** PB-I (5,200 – 20,200/- + 1900/- Grade Pay)
- Essential Qualifications:** (a) Must have passed 12th Class or any other examination from a Government recognized Board / University. (b) Typing skill of Computer (English Typing @35 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)
- Age Limit:** Between 18 – 27 years as on 29.04.2013.
- Desirable Qualifications/Experience:** Graduate in any discipline from recognized university. 2) Experience in Computer application.

E. Mode of Selection: There will be a written examination in Essay, General English and General Knowledge including Geography. The written Examination will consists of the following two test papers:

Sl. No.	Test	Duration	Max Marks
1.	Objective Type	01 Hour	100
2.	Descriptive type	01 Hour	100

Those who qualify in the Written Test will be called for Skill Test in Computer typing. The Selection List will be prepared on the basis of merit.

3. Staff Car Driver (01 Posts) (Only male candidates)

A. **Pay Scale:** PB-I (5,200-20,000/- + 1900/- Grade Pay)

B. **Essential Qualifications:** (a) Matriculation passed or equivalent from a Government recognized Board / University. (b) Possessing a valid civil driving license for motor cars (c) Experience of driving a motor car for at least 03 (three) years.

C. **Age Limit:** Between 18 – 27 years as on 29.04.2013.

D. **Desirable Qualifications/Experience:** Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle).

E. **Mode of Selection:** Written Test and Skill Test.

4. Multi-Tasking Staff (Lift Operator/Guest House Attendant/ Library Attendant/Safaiwala / Mali) (05 Posts)

A. **Pay Scale:** PB-I (5,200-20,000/- + 1800/- Grade Pay)

B. **Essential Qualifications:** (a) Matriculation passed and equivalent from a Government recognized Board / University.

C. **Age Limit:** 18 – 25 years as on 29.04.2013.

D. **Desirable Qualifications/Experience:** (a) Minimum 06 months experience for the post of Lift Operator after acquiring the qualification as mentioned in 'B' above.

E. **Mode of Selection:** Proficiency Test / Interview.

THE FOLLOWING DOCUMENTS SHOULD BE ATTACHED WITH THE APPLICATION FORM:

1. Two copies of recent colour passport size photographs duly attested by a Gazette Officer with one photograph pasted on the application form.
2. Attested copies of certificate and testimonials in proof of age/date of birth/educational qualification/caste/experience, etc.

INSTRUCTIONS AND ADDITIONAL INFORMATION FOR CANDIDATES:-

1. The appointments are on adhoc-basis (purely on temporary capacity), initially for a period of one year, which may be extended at the discretion of the competent authority.
2. Candidates can apply for more than one post.
3. Incomplete/unsigned applications received without photographs, required certificates such as educational qualification, caste/community etc. duly attested by a Gazette Officer and those received after the prescribed last date for receipt of application will summarily be rejected without any communication to the candidate.
4. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.

5. Wrong declaration/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
6. No interim correspondence will be entertained.
7. Those candidates who are employed in Govt./Semi-Govt./Autonomous bodies etc. should send their application through "proper channel" or submit No Objection Certificate from the employer. However they may send an advance copy of their application along with other certificates and testimonials so as to reach this office before the due date.
8. Application should be submitted strictly in the prescribed format only and all columns should be filled up in block/capital letters in the candidates own handwriting.
9. Application should be sent in a cover super scribed as "Application for the post of" by Registered Post/Speed Post, so as to reach the **Principal, North East Regional Institute of Education, Umiam, Ri-Bhoi District, Pin – 793103, Meghalaya.**
10. Age relaxation will be admissible to SC/ST/OBC/PH etc. as per Govt. of India rules.
11. Mere submission of the application does not confer any right on the applicant to be called for written test/interview. The undersigned reserves the right of short listing of Applications on reasonable grounds.
12. The last date for submission of duly filled in application form is 29.04.2013 upto 05.30 PM.
13. The competent authority reserves the right to cancel/suspend/postpone the recruitment process.
14. Canvassing in any form will be disqualification and shall lead to cancellation of the candidature.



PRINCIPAL

North East Regional Institute of Education
(National Council of Educational Research and Training)
Umiam, Ri-Bhoi District, Meghalaya – 793103

APPLICATION FORM

Please Affix
passport size
photograph duly
attested

Post applied for: _____

1. Name of the Candidate: _____
2. Father/Husband Name: _____
3. Date of Birth: _____
4. Address for Communication: _____

_____ Contact No. _____
5. Permanent Residential Address: : _____

_____ Contact No. _____
6. Caste (SC/ST/OBC/MOBC): _____
7. Nationality: _____
8. Religion: _____
9. Educational Qualification starting from 10th Standard onwards:

Name of the Board/ University/ Institution	Examination Passed	Year	Subjects	Class/ Division obtained

10. Work Experience Particulars:

Name of the Post	Organization / Institution	Date of Joining	Date of Leaving	Pay Scale / Remuneration

DECLARATION

“I hereby declare that the particulars mentioned in the application form are correct and true to the best of my knowledge and belief. I am aware that if particulars furnished by me are found false my service will be terminated without any notice.”

Date:

(Signature of the Applicant)