

**National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi 110 016**

**(An autonomous Body under the aegis of the
Ministry of Women and Child Development, Govt. of India)**

Applications are invited from Indian Citizens for appointment to the following posts in the
Institute on direct recruitment/transfer on deputation basis:-

A. Regular Post (on direct recruitment basis)				
Sl.No.	Post, Pay Band and Grade Pay	Number of posts and reservation status	Eligibility conditions	Maximum Age limit
1	Stenographer Grade-II PB-1 of Rs. 5200-20200 + GP Rs. 2400/-	04 02 (un-reserved) 01 (Reserved for ST) 01 – (reserved for OBC)	i) 12 th class pass or equivalent from a recognized Board or University ii) Skill Test Norms Dictation : 10 mts@80 w.p.m Transcription: 65 mts. (English) 75 mts. (Hindi) (on Manual Typewriter) Or 50 mts. (English) 65 mts. (Hindi) (On Computer)	18-27 years
2	Assistant PB-2 Rs. 9300-34800 + GP Rs. 4200/-	03 (Anticipated vacancies) 02(Un-reserved) 01 (reserved for OBC)	Graduate from a recognized university with experience of working in a Central/State Government office or Autonomous Bodies and knowledge of Government rules and orders. Experience of work in Cash, Establishment/General administration will be preferred.	30 years
3	Lower Division Clerk PB-1 of Rs. 5200-20200 + GP Rs. 1900/-	03 (02 Clear Vacancy, Un-reserved, 01 Anticipated, Un-reserved)	i) 12 th class or equivalent qualification from a recognized Board or University. ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter. Or A typing speed of 35w.p.m. in English or 30 w.p.m. in Hindi on computer, (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)	Between 18 to 27 years
B. Appointment on transfer on deputation basis				
S. No.	Post, Pay Band and Grade Pay	Number of posts and Available at	Eligibility Conditions	Maximum Age limit
4	Joint Director (CS)	01 at Delhi	Officers holding analogous posts in the	56 years

	PB-3 of Rs. 15,600-39100 + GP Rs. 7600/-		Central / State Governments, universities, autonomous bodies or officers in the Pay Band of Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 6600/- with 5 years service in the grade.	
5	Section Officer (Acctts.) PB-2 9300-34800 + GP Rs. 4600/-	01 for NCF at Delhi	Officers having rendered at least 5 years service in an analogous post in a Government Department/Autonomous body/educational institution in a scale the minimum of which is Rs. 5500/- (pre-revised)".	56 years
6	Stenographer Grade-1 PB-2 of Rs.9300 – 34800 + GP Rs.4200/-	01 for Regional Centre at Indore	Officers holding the post of Stenographer (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) with ten years regular service in the Pay Band 1 with Grade Pay of Rs. 2400 or equivalent	56 years

Further Note/Instructions:-

1. Applications for the posts to be filled up on direct recruitment should be sent along with the required testimonials and an application fee of Rs. 100/- (Rupees one hundred only) in the form of a Demand Draft in favour of the **“National Institute of Public Cooperation and Child Development”** payable at New Delhi. SC/ST/Physically Handicapped Candidates are exempted from the payment of Application Fee.
2. Application for the posts to be filled up on transfer on deputation basis should be sent along with the complete ACR dossiers for the preceding five years in a sealed cover. The authority forwarding the applications should also certify that no vigilance/ disciplinary case is pending/contemplated against the officers whose applications are being forwarded.
3. Separate applications may be submitted by the applicants for applying to different posts. The envelope may be superscripted “Application for the post of _____”.
4. The eligible Physically Challenged persons can apply for the above posts.
5. All the posts are transferable among the Institute’s Headquarters, its existing Regional Centres located in Guwahati, Bengaluru, Lucknow and Indore and the new Regional Centres proposed at Mohali and Patna.
6. Provisions for employing and giving relaxation in age to SC/ST/OBC/Ex-Service Man/PH candidates as per existing Govt. Policy. Maximum age limit will be reckoned as last date of receipt of application as per the advertisement in Employment News.

7. For availing relaxation in age claim or waiver of Application Fee for a specific category, the concerned Certificate (attested True Copy) should be available with the application.
8. In addition to Pay, other allowances like Dearness Allowance, H.R.A. etc. are payable as per rules of the Institute, which are, in general, similar to the Rules for employees of Govt. of India.
9. Merely satisfying the essentially required minimum qualification and experience does not entitle an applicant to be called for test/interview/appointment.
10. The Institute reserves the right to call only limited number of persons for written test/computer skill test/interview, as the case may be. Applicants short-listed for test/computer skill/interview will be informed through its website – www.nipccd.nic.in at an appropriate time. No further correspondence/query will be entertained.
11. Applications lacking all the supporting evidential documents or certificates etc or applications lacking any of the information mentioned herein, or applications received late and with those without application fee shall be summarily rejected.
12. The Institute reserves the right to cancel the requirement for any of the posts at any stage/time.
13. The actual number of positions may increase/decrease.
14. Canvassing in any form will be a disqualification.
15. The material information received will be confidential.
16. As regards applicants already in service in Govt./Autonomous Body/Public Sector Undertaking/Govt. Co. etc., the application should be sent through proper channel. Only those applications will be processed/considered, which are received by the Institute through proper channel by the prescribed last date. A candidate should ensure also that there is a certificate of the employer along with the application certifying the pay- scale(s), post(s), period of the post(s), and the nature of the duties/experience regarding each of the posts mentioned in the application.
17. The candidate must apply in the following prescribed format along with two recent passport size colour photographs with self attested photocopy of certificates/testimonials/experience certificates and caste certificate, if any.
18. The applicant should send the application to the **Assistant Administrative Officer (Pers.) National Institute of Public Cooperation and Child Development, 5, Siri Institutional Area, Opposite Hauz Khas Police Station, Hauz Khas, New Delhi-110016, Delhi** so as to reach by **10 May 2014**, i.e. within 30 days of the publication of the advertisement in the Employment News dated 5 – 11 April, 2014. The Application received after 10 May 2014 will not be entertained and the Institute will not be responsible for postal / courier / other delays.

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

5 Siri Institutional Area, Hauz Khas, New Delhi-110 016

Application Form

Recent Passport size
Colour Photograph

Date of Advertisement in Employment News: 5 –
11 April, 2014

1	NAME OF THE POST APPLIED FOR	:	
2.	Full Name (in Capital letters)	:	
3.	Father's Name	:	
4	Mother's Name	:	
5.	Husband's Name (In case of female married candidates)	:	
6.	Nationality	:	
7.	(a) Address for communication (with Pin Code)	:	
	(b) Permanent Address (with Pin Code)	:	
	(c) e-mail ID	:	
	(d) Mobile phone No.	:	
	(e) Telephone No. with STD Code	:	
	Date of Birth (DD/MM/YYYY)	:	
8.	Age as on the date of last date of receipt	:	

12.	Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection). Additional sheet may be added, if required.					
Name of Organization & Address	Post held & Pay Scale / Pay Band + Grade Pay	Nature of appointment whether regular/ ad-hoc/full time/part time / Contractual	Duration of Service		Nature of Duties / Responsibilities	Remarks
			From	To		
13.	Have you ever been imposed any penalty. if yes please give details					
14	If any departmental inquiry pending or contemplated against you. If yes please give details					
15	Application Fee: a) Amount of Demand Draft b) DD Number & Date c) Drawn on (Drawer Bank) & Place					
16.	Any other relevant information which you would like to mention in support of your suitability for the post applied for:					

17.	DECLARATION: (i) I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature / appointment is liable to be cancelled / terminated. (ii) I have enclosed the required attested copies of the certificates.

Place :

Date :

Signature of the Applicant