

# 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

R.K. Puram, New Delhi-110066 ADVERTISEMENT NOTICE- 01/2019

Applications **only on the prescribed format** of Council are invited for the following posts:-

**1. Name of Post: Junior Administrative-cum Accounts Officer No. of Vacancies: 01**

**Pay:** PB-2, Rs. 9300- 34800 GP Rs. 4200 (pre-revised)

**Method of recruitment:** Direct recruitment

**Age Limit:** 35 years

**2. Name of Post: Proof Reader No. of Vacancies: 01**

**Pay:** PB-2, Rs. 9300-34800 GP Rs. 4200 (pre-revised)

**Method of recruitment:** Direct recruitment

**Age Limit:** 35 years

**Educational Qualification and Experience:-**

**1. Junior Administrative-cum Accounts Officer :- (Direct recruits) 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 regulations governing Government Departments/Autonomous institutions. **Desirable:-** i) Diploma/Certificate in Computer application.

**Period of Probation:** 2 years

**2. Proof Reader :- (Direct recruits) 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 recognised university /institution. (iii) Two years experience in proof reading in Government/autonomous bodies/reputed organisation. **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. 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](http://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. Application received after the prescribed date will also be 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 as per Central Govt. norms.
- Age will be reckoned from 01.01.2019.
- Mere submission of application and fulfilling the eligibility conditions will not confer any right on the candidates to be called for test or for appointment.
- The number of vacancies can be increased or decreased by the Competent Authority.
- Candidates knowing Sindhi Language will be given preference.
- The last date for receipt of applications is **15.04.2019**.