

राष्ट्रीय मानव संसाधन विकास
NATIONAL HUMAN RESOURCE DEVELOPMENT

553-D, SECTOR 18, NOIDA (Near Noida Metro Station), UP- 201301

www.nhrd.org.in

No.R.02(24)/NHRD/Recruitment/2024/

DATED: 26/12/2023

VACANCY NOTICE

Advertisement No: 04/01/2024

IMPORTANT NOTE: - Only online applications will be accepted. Applications received through any other mode shall stand rejected automatically

Online Applications are invited for recruitment to the post of Group B, C & D in National Human Resource Development Trust. The date of opening of application **04 Jan. 2024** and last date of submission of online application is UPTO 23:59 HRS ON **02 Feb. 2024**.

S.NO	Post Code	Name of Post	Group	Grade-pay	Vacancy						
					UR	OBC	SC	ST	EWS	PWD	TOTAL
1	03/24	Assistant Section Officer	B	4600/-	18	12	4	3	8	-NIL-	45
2	04/24	Senior Assistant	B	4200/-	103	46	27	23	38	6	243
3	05/24	Upper Division Clerk (UDC)	C	2800/-	166	88	43	28	73	11	409
4	06/24	Assistant (IT)	C	2800/-	39	18	6	4	11	2	80
5	07/24	Assistant	C	2400/-	551	276	65	49	94	15	1050
6	08/24	Lower Division Clerk (LDC)	C	1900/-	253	120	43	31	64	7	518
7	09/24	MTS	D	1800/-	81	32	20	14	53	-NIL-	200
TOTAL					1211	592	208	152	341	41	2545

The details of the qualification, age limit, fee etc. are available on the website <https://nhrd.org.in/recruitment/> link. Candidates must apply online through the website <https://nhrd.org.in/recruitment/>. The closing date for submission of online application is up to 23:59 HRS on 02.02.2024 after which the link will be disabled. Applications received through any other mode would not be accepted and summarily rejected. Further, the Date of Examination for the above said post will be intimated separately in due course.

Assistant Director (Adm.)
NHRD

Advertisement No. - 04/01/2024

A. The details regarding educational qualifications, experience required, pay scale, age limit etc. as per the Recruitment Rules are as under:

Post Code	03/24	Number Vacancy	(Total - 45) : EWS-8, UR-18, OBC-12, SC-4 ST-3, PWD-nil
Name of Post	Assistant Section Officer		
Educational and other qualification	Essential	Bachelor's degree or equivalent from any recognized university	
	Desirable	-NIL-	
Experience	Essential	-NIL-	
	Desirable	-NIL-	
Pay Scale	Rs44,900 - 1,42,400; Level - 7; Grade Pay Rs.4600/- Group 'B'		
Age Limit: -	Not exceeding 40 Years		
Probation Period	02 years		

Post Code	04/24	Number Vacancy	(Total - 243) : EWS-38, UR-103, OBC-46, SC-27, ST-23, Pwd-6
Name of Post	Senior Assistant		
Educational and other qualification	Essential	Bachelor's Degree of a recognized University. Note: The appointed candidate shall be required to attain speed of not less than 35 words per minute in English or 30 Words per minute in Hindi on Computer within the period of probation.	
	Desirable	-NIL-	
Experience	Essential	-NIL-	
	Desirable	-NIL-	
Pay Scale	Rs.35400- 1,12,400; Level - 6; Grade Pay Rs.4200/- Group 'B'		
Age Limit: -	Not exceeding 35 Years		
Probation Period	02 years		

Post Code	05/24	Number Vacancy	(Total - 409) : EWS-73, UR-166, OBC-88, SC-43, ST-28, Pwd-11
Name of Post	Upper Division Clerk		
Educational and other qualification	Essential	Bachelor's Degree of a recognized University.	
	Desirable	Computer Knowledge	
Experience	Essential	-NIL-	
	Desirable	-NIL-	
Pay Scale	Rs29,200 - 92,300; Level - 5; Grade Pay Rs.2800/- Group 'C'		
Age Limit: -	Not exceeding 32 Years		
Probation Period	02 years		

Post Code	06/24	Number Vacancy	(Total - 80) : EWS-11, UR-39, OBC-18, SC-6, ST-4, PwD-2
Name of Post	Assistant (IT)		
Educational and other qualification	Essential	Bachelor's Degree/ Diploma from a recognized University in Electronics, Electronics and Communication, Electronics & telecommunications, Computer Sciences, Information Technology.	
	Desirable	-NIL-	
Experience	Essential	-NIL-	
	Desirable	-NIL-	
Pay Scale	Rs.29,200 - 92,300; Level - 5; Grade Pay Rs.2800/- Group 'C'		
Age Limit: -	Not exceeding 32 Years		
Probation Period	02 years		

Post Code	07/24	Number Vacancy	(Total -1050) : EWS-94, UR-551, OBC-276, SC-65, ST-49, PwD-15 (VH -LV-8, HI-HH - 7)
Name of Post	Assistant		
Educational and other qualification	Essential	(1) Secondary School Exam (12 th Pass) from a recognized University / Board or equivalent; and (2) Ability to type at a speed of not less than 30 words per minute in English or 25 Words per minute in Hindi on Computer.	
	Desirable	Knowledge of Hindi Language	
Experience	Essential	-NIL-	
	Desirable	-NIL-	
Pay Scale	Rs.25,500 - 81,100; Level - 4; Grade Pay Rs.2400/- Group 'C'		
Age Limit: -	Not exceeding 30 Years		
Probation Period	02 years		

Post Code	08/24	Number Vacancy	(Total -518) : EWS-64, UR-253, OBC-120, SC-43, ST-31, PwD-7 (VH -LV-4, HI-HH -3)
Name of Post	Lower Division Clerk		
Educational and other qualification	Essential	(1) Secondary School Exam (12 th Pass) from a recognized University / Board or equivalent; and (2) Ability to type at a speed of not less than 30 words per minute in English or 25 Words per minute in Hindi on Computer.	
	Desirable	Computer Knowledge	
Experience	Essential	-NIL-	
	Desirable	-NIL-	
Pay Scale	Rs.19,900 - 63,200; Level - 2; Grade Pay Rs.1900/- Group 'C'		
Age Limit: -	Not exceeding 30 Years		
Probation Period	02 years		

Post Code	09/24	Number Vacancy	(Total -200) : EWS-53, UR-81, OBC-32, SC-20, ST-14, PWD-nil
Name of Post	Multi Tasking Staff (MTS)		
Educational and other qualification	Essential	10th or equivalent passed from a recognized Board.	
	Desirable	-NIL-	
Experience	Essential	-NIL-	
	Desirable	-NIL-	
Pay Scale	Rs.18,000- 56,900; Level – 1; Grade Pay Rs.1800/- Group 'D'		
Age Limit: -	Not exceeding 30 Years		
Probation Period	02 years		

1. The candidates must apply Online only. No other mode of application shall be accepted.
2. The candidates must read the INSTRUCTIONS FOR APPLYING ONLINE carefully, which are available at www.nhrd.org.in/recruitment/ (when candidate login for filling up of applications) before filling up Online Application Form for the post(s) concerned.
3. Benefit of reservation for various categories i.e., SC/ST/OBC/EWS/PwBD shall be given as per the policy of Govt. of NCT of Delhi.
4. Candidates working with Central Govt./ State Govt./PSU/Autonomous bodies have to apply through proper channel and furnish 'NOC' at the time of document verification. The 'NOC' should also confirm that no disciplinary/Vigilance case is either pending or contemplated.
5. No request for change in particulars furnished in application form shall be entertained/permitted and the particulars provided by the applicant in the online application form will be taken as final.
6. Submit a separate application for each.
7. The successful candidates will be required to submit legible self-attested copies of the documents, Admit Card (if any) along with the hard copy of printout of online application form at the time of verification of documents (any information contained in the attached certificates shall not be considered unless it is claimed in the application form).
8. **MODE OF SELECTION:** The selection shall be made through examination scheme and Skill Test where applicable as given in annexure-1.

B. Examination Scheme:

1. The Organization will conduct examination from the syllabus given as annexure-I. However, Organization reserves the right to change/amend the examination scheme, if so required, any time before the examination.
2. The Examination questions will be bilingual (Hindi & English) except for the Language papers which would be in the language concerned only.

3. There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in respect of the examinations conducted by Organization.
4. The Organization reserves the right to cancel/withdraw any question/questions from the Test.
5. The Organization has fixed the minimum qualifying marks for different categories as given as follow
General (UR) 40%
OBC/EWS 35%
SC/ST/PH 30%
6. The Organization makes provisional selection of the candidates on the basis of information provided in the application and documents/certificates provided by the candidate at the time of submission of document. The Organization verifies and satisfies itself about the authenticity of documents/certificates and eligibility as per the Recruitment Rules and as per Government of India instructions issued in this regard vide MHA OM No. 2/29/54-RPS, 19/11/1954 before finally appointing the candidate(s). Therefore, the provisional selection of a candidate does not confer upon him/her any right of appointment unless the Organization is satisfied, after such inquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the post.
7. If there are two or more candidates in the same category having equal marks in the examination, the following criteria will be adopted
8. Candidate senior in age is to be placed higher in merit.
9. In case where the dates of birth are also the same, the candidate whose first name comes first in Alphabetical order (in English) is to be placed higher in merit.

C. Eligibility Criteria:

- I. The candidate must be a citizen of India.
- II. The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on the closing date of submission of application.
- III. Applicants of the post codes must have to qualify in MCQ Examination per their category (UR/OBC/SC/ST/PH) minimum qualifying marks.
- IV. However, final merit will be prepared on the basis of aggregate marks of both MCQ Examination and Skill Examination.
- V. Details of Skill test / Endurance test will be shared with all qualified candidates of MCQ Examination.

D. Reservation Benefits:

- I. Reservation benefits will be available to the EWS/SC/ST/OBC/PwD in accordance with the instructions / orders / circulars issued from time to time by the Govt. of NCT of Delhi.
- II. Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, must be in possession of relevant certificates (EWS/SC/ST/OBC/Non Creamy layer/PwD/Educational/Experience etc.) issued by the competent/notified authority (in prescribed format) on or before the cutoff date (closing date of advertisement) otherwise their claim for any category will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies, if eligible otherwise. The candidate has to select that particular category when applying online for the Post. No request for change of Category will be entertained at any later stage.
- III. Only OBC (Delhi) candidates notified by Govt. of NCT of Delhi vide letter/order No F.19(10)/2001/S-III/Pt. File/2278-2285 dated 27/07/2007, No. F.19(01)/2012/S. IV/1241- 1258 dated 28/07/2016 and No.F.19(02)/2011/S>IV/Vol.I/856 dated 31/05/2021 will be given the benefit of reservation/age relaxation under OBC category. OBC (Outside) candidates will be treated as Un-reserved candidate and they must apply under UR category. The OBC candidates must be in possession of non-Creamy layer certificate, along with his/her caste certificate.
- IV. Only following two types of certificates will be accepted as valid certificates for grant of benefit of reservation to OBCs: -
 - (A) An individual, who possesses OBC (Delhi) Certificate issued by the Revenue Department, Government of National Capital Territory of Delhi certifying that he/she belongs to a caste which has been notified as OBC by the Government of National Capital Territory of Delhi, shall be entitled for the benefits of reservation to OBCs in civil posts in various Departments of Government of National Capital Territory of Delhi, irrespective of the fact that the said OBC (Delhi) Certificate has been issued with or without mentioning of old certificate issued to his/her father, siblings and real uncles (paternal side only).**
 - (B) An individual, who possesses the OBC Certificate issued by a Competent Authority outside Delhi, certifying his/her belonging to a community duly notified as OBC by the Government of National Capital Territory of Delhi, shall also be entitled for the benefits of reservation to OBCs in civil posts under Government of National Capital Territory of Delhi. This certificate should have mandatorily been issued on the basis of OBC Certificate issued by Government of National Capital Territory of Delhi to his/her father, siblings and real uncles (paternal side only) of the concerned person, who had been residing in Delhi before 8th September, 1993.**
- V. A Candidate belonging to SC/ST/OBC who is selected on the same standard as applied to general category candidates and who appears in the general merit list is treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. Only such SC/ST/OBC candidates who are selected on the same standard as applied to general candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience,

qualification, permitted number of chances in written examination, extended zone of consideration larger than what is provided for general category candidates, etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

E. Age Relaxation:

S. No	Category	Extent of Age Concession
1.	SC/ST	05 Years
2.	OBC	03 Years
3.	PWD	10 Years
4.	PWD + SC/ST	15 Years
5.	PWD + OBC	13 Years
6.	Ex-Servicemen Group B & C (Non-Gazetted)	Period of Military service plus 3 years
7.	Widows/ divorced women/ women judicially separated and who are not re-married . (Only for Group 'C' Posts	Up to the age of 07 years above the age limit (up to 12yrs for SC/ST & 10 Years for OBC
8.	Employee Serving in State/Central Govt. / PSUs/Autonomous Body	As per Govt. rules

F. General Instructions for Candidates:

- I. The vacancies advertised are provisional and liable to vary (increase or decrease). In case the number of vacancies is reduced to any number or even nil, Organization is not liable to compensate the applicant for any consequential damage/ loss. Further, vacancies in respect of PH/ PwBD candidates are liable to vary (increase or decrease) subject to provisions of RPwD Act 2016.
- II. The Organization reserves the right to cancel or modify the advertisement wholly or part of it at any stage. The number of vacancies is provisional and subject to change.
- III. The Organization reserves the right to cancel a part or entire process of examination or a part of it due to administrative reason(s) and in case of unfair means, cheating or other irregularities/ malpractice noticed by the Organization. The Organization also reserves the right to cancel or set up a new examination centre and direct the candidates to appear at that examination centre if required.
- IV. The Organization reserves the right to change or make amendment in the examination scheme, given in Annexure-I, any time before the examination, if so required.
- V. The candidature of the candidate to the Examination is entirely provisional and subject to the outcome of any direction/ decision/ order/ pronouncement of any Court of Law and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.

- VI. The educational qualification, age, experience and other eligibility conditions against the post shall be determined as on the closing date of online submission of application.
- VII. Use of Calculator, Laptop, Palmtop, other Digital Instrument/ Mobile/ Cell phone, Pager/ electronic watches and any metallic items etc. is/ are not allowed. In case any candidate is caught/ found to be in possession of any gadget/instrument, he/ she would be debarred from the examination and legal proceedings shall also be initiated against the candidates.
- VIII. Candidates are advised not to bring any of the above gadgets in the examination centre as no arrangements for keeping or for security of these items would be available at the centres.
- IX. In case there is any discrepancy among the English, Hindi, Urdu and Punjabi version of advertisement/information, the English version will be treated as final.
- X. Candidates are warned that they should not furnish any particulars that are false or suppress/conceal any material information while filling the application form. Candidates are also warned that they should neither attempt to alter or otherwise tamper with any entry in a document or the self-attested certified copy submitted by them nor submit a tampered/fabricated document.
- XI. The Organization at its discretion may dispense with the Test-I exam and directly conduct the Test-2 examination in case the number of eligible candidates/applicants for the post codes whose examination schemes of Two Tests is lesser in number (i.e. not very high).
- XII. There will be NO Negative Marking.**
- XIII. The Organization reserves its right to prescribe a minimum cut off mark for any post as per availability of candidates. Skill test / Endurance test will be taken as per requirement of job.
- XIV. Without prejudice to criminal action/debarment from University's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:
- a) Involved in malpractices.
 - b) Using unfair means in the examination hall.
 - c) Obtaining support for his / her candidature by any means.
 - d) Impersonate/Procuring impersonation by any person.
 - e) Submitting fabricated documents or documents which have been tampered with.
 - f) Making statements which are incorrect or false or suppressing/concealment of material information.
 - g) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
 - h) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Organisation's representatives.
 - i) Taking away the Answer Sheet (in case of offline/online/descriptive/skill test papers) with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
 - j) Intimidating or causing bodily harm to the staff employed by the Organization for the conduct of examination.

- k) Not fulfilling the eligibility conditions mentioned in the Notice. Candidature can also be cancelled at any stage of the recruitment for any other ground which the Organization considers to be sufficient cause for cancellation of candidature.
- l) Possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centre, whether in use or in switch off mode and on person or otherwise.
- m) If any candidate uses offensive/abusive/foul language / obscene picture he/she will be liable for appropriate penal action under the relevant Act.

G. Application Fee:

An applicant has to pay following fee (Non-Refundable), failing which his application will be summarily rejected:

- ₹500/- (Rs. Five Hundred Only) for General & OBC Category
- ₹250/- (Rs. Two Hundred and Fifty Only) for others.

Syllabus of the Examination

Part - I : MCQ

Duration: 1 Hours
Maximum Marks: 200

Question will be from area of:

- i. **General Intelligence & Reasoning (25 questions)**
- ii. **Quantitative Abilities (25 questions)**
- iii. **General Awareness (25 questions)**
- iv. **English Language & Comprehension (25 questions)**

Part - II : (Descriptive)

Duration: 1 Hours
Maximum Marks: 100

- i. **Essay (in English) 60 Marks**
- ii. **Letter writing/ Expansion of Ideas (In English) 40 Marks**

Part - III : (MCQ)

Duration: 1 Hours
Maximum Marks: 100

- i. **Computer Knowledge (50 questions)**

Part - IV : Typing Test

Duration: 15 mins

- i. Ability to type at a speed of not less than 30 words per minute in English or 25 Words per minute in Hindi on Computer.

Examination Scheme

S.No.	Post Code	Name of Post	Examination	Skill Test
1.	03/24	Assistant Section Officer	Part-I & Part-II	No
2.	04/24	Senior Assistant	Part-I	No
3.	05/24	Upper Division Clerk (UDC)	Part-I	Yes
4.	06/24	Assistant (IT)	Part-I & Part-III	Yes
5.	07/24	Assistant	Part-I & Part-IV	No
6.	08/24	Lower Division Clerk (LDC)	Part-I & Part-IV	No
7.	09/24	Multi Tasking Staff (MTS)	Part-I	No

Note : The appointed candidate at The Post of Assistant Section Officer & Senior Assistant (Post Code : 03/24 & 04/24) shall be required to attain speed of not less than 35 words per minute in English or 30 Words per minute in Hindi on Computer within the period of probation.