

## CENTRAL TIBETAN SCHOOLS ADMINISTRATION, DELHI

(An autonomous organization under the Department of School Education and Literacy, Ministry of Human Resource Development, Govt. of India)

### VACANCIES OF NON-TEACHING POSTS

Application are invited from the **Indian Nationals** for the following non-teaching posts:

S.No	Name of the Post	Mode of selection	Vacancies (including anticipated) and Category		Age Limit to be reckoned as on 30.4.2017	Pay Scale as per 6 <sup>th</sup> Pay Commission
1	Deputy Director	Deputation	01	NA	56 years	PB-III-15600-39100+6600
2	Accounts and Audit Officer	Deputation	01	NA	56 years	PB-II-9300-34800+4600
3	Deputy Education Officer	Direct	01	UR	40 years	PB-II-9300-34800+4600
4	Assistant	Direct	02	UR	35 years	PB-II-9300-34800+4200
5	Stenographer Grade -C	Direct	02	UR	35 years	PB-II-9300-34800+4200
6	Stenographer Grade -D	Direct	02	UR	27 years	PB- I -5200-20200+2400
7	Upper Divisional Clerk	Direct	09	UR-08 OBC-01	35 years	PB- I -5200-20200+2400
8	Lab Assistant	Direct	01	UR (PH)	18-27 years	PB- I -5200-20200+2400
9	Driver	Direct	01	OBC	30 years	PB- I -5200-20200+1900
10	Staff Nurse	Direct	04	UR-2 SC-1 OBC-1	35 years	PB- I -5200-20200+2800
11	Warden	Direct	04	UR-2 SC-1 OBC-1	45 years	PB- I -5200-20200+1900
12	Matron	Direct	02	UR-1 OBC-1	45 years	PB- I -5200-20200+1900
13	Lower Divisional Clerk	Direct	07	UR-07	27 years	PB- I -5200-20200+1900
14	Lab Attendant	Direct	01	UR	27 years	PB- I -5200-20200+1800



**For details of eligibility criteria and other instructions please visit our website**

**[www.ctsa.nic.in](http://www.ctsa.nic.in)**

- Central Tibetan Schools are located mainly in the remote areas of the country in Tibetan Camps and follow Tibetan/English Medium of instructions. Candidates willing to work in interior areas only may apply.
- All posts bear all India transfer liability.
- Age relaxation for SC/ST/OBC/PH. Ex. Servicemen, Govt/Autonomous bodies employees/ CTSA employees will be as per rules.
- The number of posts may increase or decrease due to any eventualities.
- The administration reserves the right to fill or not to fill the above mentioned posts without assigning any reasons.
- Age shall be reckoned as on 30.04.2017
- Self-attested copies of certificate in support of Educational qualifications, Experiences, Caste and Date of Birth to be enclosed with the application.
- The Administration may conduct written test/Trade test/Interview for above said posts.
- Any application with incomplete/blank information/ send through email/fax/unsigned will be rejected.
- Application (on prescribed format available on our website mentioned above). Typed on one side of A-4 paper containing the details viz , Post, Name, Date of Birth, Nationality, Educational/Professional qualification, Experience, Address with Phone No., Signature and a Photograph accompanied by self-attested photocopies of Educational/Professional Degree/Diploma and experience along with a **Demand Draft / through on line payment of Rs. 200/-** for each post applied, in favour of **Director, Central Tibetan Schools Administration, Delhi** (Except SC/ST/PH/Ex. Serviceman/Women & Deputation Post ) must reach to the **“Director, Central Tibetan Schools Administration, ESS ESS PLAZA, Community Centre, Sector-3, Rohini, Delhi - 110085,** within **21 days** of publication of this advertisement on employment news . The application must be send in an envelope containing the **advertisement no. and name & serial no. of the post on the top of the envelop.** The applications received after the last date of submission, shall not be entertained.

CHAIRMAN



# CENTRAL TIBETAN SCHOOLS ADMINISTRATION, DELHI

## DETAILED ADVERTISEMENT

Application are invited from the **Indian Nationals** for the following non-teaching posts:

<b>1</b>	Name of the Post	<b>DEPUTY DIRECTOR</b>
	Number of Post	<b>1 (One)</b>
	Scale of Pay	PB-3          Rs. 15600-39100          Grade Pay 6600
	Method of Recruitment	<b>Deputation</b>
	Age Limit	Up to 56 Years
	<b>Essential Qualification and Experience</b>	<b>By Deputation</b> Officers holding analogous post in the pay band -III with grade pay of Rs. 6600/- in the scale of Rs. 15600-39100 in Central/ State Govts. Or Central/State autonomous /statutory educational organizations on regular basis having experience in Educational Administration /Personnel and Establishment matters. <b>OR</b> Officers working in pay band 3 with grade pay of Rs. 5400/- with five years of regular service. (b) Possessing Bachelor's degree from a recognized University
<b>2</b>	Name of the Post	<b>ACCOUNTS AND AUDIT OFFICER</b>
	Number of Post	<b>1 (One)</b>
	Scale of Pay	PB-2          Rs. 9300-34800          Grade Pay 4600
	Method of Recruitment	<b>Deputation</b>
	Age Limit	Up to 56 Years
	<b>Essential Qualification and Experience</b>	<b>By DEPUTATION</b> Officers working in the analogous pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4600/- on regular basis in Central/ State Govt. or Central/State autonomous/ statutory organizations having one year's experience in Accounts & Audit Matters. <b>OR</b> Officers working in the pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4200/- on regular basis in Central/State Govt. or Central/State autonomous /statutory organizations having two years of experience in a supervisory capacity, out of which at least one year in Accounts & Audit matters /Administration . <b>IN ADDITION TO ABOVE :</b> (i) The Officers should have Bachelor's Degree, preferably in Commerce from a recognized University . (ii) Working knowledge of Computer applications.



3	Name of the Post	<b>DEPUTY EDUCATION OFFICER</b>
	Number of Post /Category	<b>1(One) – UR</b>
	Scale of Pay	PB-2 Rs. 9300-34800 Grade Pay 4600/-
	Method of Recruitment	<b>Direct</b>
	Age Limit	40 Years relaxable upto five years in the case of employees of CTSA and Central Govt./ Central Autonomous bodies.
	<b>Essential Qualification and Experience</b>	<p><b>A. EDUCATIONAL</b></p> <p>1. Master's Degree in one of the subjects taught in CTSA Schools with 50% marks from a Recognized University.</p> <p>2. B.Ed. from a recognized University</p> <p><b>B. EXPERIENCE</b></p> <p>1. Persons holding the post of PGT/Headmaster(M.S) in the school run by Central / State Govt./ Central/ State Autonomous Bodies/ Defence establishment etc. with at least 5 years' experience in the pay scale of Rs. 6500-10500 (Pre-revised)</p> <p><b>Desirable</b> Knowledge of Computer operation &amp; Tibetan Culture.</p>
4	Name of the Post	<b>ASSISTANT</b>
	Number of Post /Category	<b>2(Two) –UR</b>
	Scale of Pay	PB-2 Rs. 9300-34800 Grade Pay 4200
	Method of Recruitment	<b>Direct</b>
	Age Limit	35 Years, relaxable as per Govt. of India rules (Ten years age relaxation for CTSA employees)
	<b>Essential Qualification And Experience</b>	<p><b>Essential Qualifications</b></p> <p><b>A. EDUCATIONAL</b></p> <p>1. Bachelor's Degree from a recognized</p> <p><b>B. Experience :</b></p> <p>Candidates having at least seven years' experience as UDCs in the pay scale of Rs. 5200-20200 with GP of Rs. 2400/- or analogues post in Central /State Govt./Central State Autonomous/statutory organization or reputed private organization.</p>
5	Name of the Post	<b>STENOGRAPHER GRADE 'C'</b>
	Number of Post /Category	<b>2(Two) -UR</b>
	Scale of Pay	PB-2 Rs. 9300-34800 Grade Pay 4200
	Method of Recruitment	<b>Direct</b>
	Age Limit	35 Years, relaxable as per Govt. of India rules (Ten years age relaxation for CTSA employees)
	<b>Essential Qualification and Experience</b>	<p>(1) Graduate from a recognized University</p> <p>(2) Dictation 10 mts @ 100 w.p.m Trans : 40 mts (English) 55 mts (Hindi) Working knowledge of computers programmes such as Windows, MS office, Fox base/Fox Pro, Unix and use of internet.</p>



		<b>Experience :</b> 05 years' experience as Stenographer grade 'D' in Central /State Govt./Central State Autonomous / statutory organization or reputed private organizations.
6	Name of the Post	<b>STENOGRAPHER GRADE 'D'</b>
	Number of Post /Category	<b>2 (Two) -UR</b>
	Scale of Pay	PB-1 Rs. 5200-20200 Grade Pay 2400
	Method of Recruitment	<b>Direct</b>
	Age Limit	27 Years, relaxable as per Govt. of India rules (Ten years age relaxation for CTSA employees)
	<b>Essential Qualification and Experience</b>	(1) Graduate from a recognized University (2) Dictation 10 mts @ 80 w.p.m Trans : 50 mts (Englsh) 65 mts(Hindi) Working knowledge of computers programmes such as Windows, MS office, and use of internet.
7	Name of the Post	<b>UPPER DIVISIONAL CLERK</b>
	Number of Post /Category	<b>9 (Nine ) UR -08 OBC -01</b>
	Scale of Pay	PB-1 Rs. 5200-20200 Grade Pay 2400
	Method of Recruitment	<b>Direct</b>
	Age Limit	35 Years, relaxable as per Govt. of India rules (Ten years age relaxation for CTSA employees)
	<b>Essential Qualification and Experience</b>	(1) Bachelor's degree from a recognized University <b>Experience :</b> Five years' experience as LDC or equivalent grades in Central/State Govt./ Central State Autonomous/statutory organization or reputed private organizations.
8	Name of the Post	<b>LABORATORY ASSISTANT</b>
	Number of Post /Category	<b>1 (One) - UR (PH-ORTHO)</b>
	Scale of Pay	PB-1 Rs. 5200-20200 Grade Pay 2400
	Method of Recruitment	<b>Direct</b>
	Age Limit	18-27 Years, relaxable up to 40 years in the case of employees of CTSA and Central Govt. /Central autonomous bodies.
	<b>Essential Qualification and Experience</b>	B.Sc. with PCM or CBZ Desirable : Knowledge of Computer application
9	Name of the Post	<b>DRIVER</b>
	Number of Post /Category	<b>1 (One) -OBC</b>
	Scale of Pay	PB-1 Rs. 5200-20200 Grade Pay 1900
	Method of Recruitment	<b>Direct</b>
	Age Limit	30 Years, relaxable as per Govt. of India rules (Ten years age relaxation for CTSA employees).
	<b>Essential Qualification and Experience</b>	(1) Sr. Secondary from a recognized Board. (2) Possession of a valid commercial driving license for light motor vehicle.( LMV). (3) Knowledge of traffic rules and capable to carry out minor repairs and maintenance.



10	Name of the Post	<b>STAFF NURSE</b>
	Number of Post /Category	<b>4 (Four) UR-02 , SC-01 , OBC-01</b>
	Scale of Pay	PB-1 Rs. 5200-20200 Grade Pay 2800
	Method of Recruitment	<b>Direct</b>
	Age Limit	35 Years, relaxable as per Govt. of India rules (Ten years age relaxation for CTSA employees).
	<b>Essential Qualification and Experience</b>	<b>Essential Qualification</b> (1) Secondary School Exam(Class X) or equivalent from any recognized Board (2) Grade 'A' 3 years Diploma/Certificate in Nursing from a recognized Institute . (3) <b>Desirable</b> : Practical Experience of two years in a hospital/clinic
11	Name of the Post	<b>WARDEN</b>
	Number of Post /Category	<b>4 (Four) UR-2 SC-1 OBC-1</b>
	Scale of Pay	PB-1 Rs. 5200-20200 Grade Pay 1900
	Method of Recruitment	<b>Direct</b>
	Age Limit	45 Years, relaxable as per Govt. of India rules (Ten years age relaxation for CTSA employees)
	<b>Essential Qualification and Experience</b>	(1) Sr. Secondary Exam (Class XII) passed from recognized Board having good knowledge of Tibetan culture. <b>Desirable</b> : Working Experience of a residential school preferably in Tibetan Schools
12	Name of the Post	<b>MATRON</b>
	Number of Post /Category	<b>2 (Two) UR-1 OBC-1</b>
	Scale of Pay	PB-1 Rs. 5200-20200 Grade Pay 1900
	Method of Recruitment	<b>Direct</b>
	Age Limit	45 Years, relaxable as per Govt. of India rules (Ten years age relaxation for CTSA employees)
	<b>Essential Qualification and Experience</b>	(1) Sr. Secondary Exam (Class XII) passed from recognized Board having good knowledge of Tibetan culture. <b>Desirable</b> : Working Experience of a residential school preferably in Tibetan Schools
13	Name of the Post	<b>LOWER DIVISIONAL CLERK</b>
	Number of Post /Category	<b>07 (SEVEN) - UR</b>
	Scale of Pay	PB-1 Rs. 5200-20200 Grade Pay 1900
	Method of Recruitment	<b>Direct</b>
	Age Limit	27 Years, relaxable as per Govt. of India rules (Ten years age relaxation for CTSA employees)
	<b>Essential Qualification and Experience</b>	(1) Sr. Secondary or equivalent from any recognized Board. (2) Minimum speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or computer corresponding to 10500KDPH/9000KDPH on an average of 5 key depressions for each word for a test of 10 minutes (3) Knowledge of computer operations.



<b>14</b>	Name of the Post	<b>LAB ATTENDANT</b>
	Number of Post /Category	<b>1 (One) - UR</b>
	Scale of Pay	PB-1 Rs. 5200-20200 Grade Pay 1800
	Method of Recruitment	<b>Direct</b>
	Age Limit	27 Years, relaxable as per Govt. of India rules (Ten years age relaxation for CTSA employees)
	<b>Essential Qualification and Experience</b>	Sr. Secondary With Science Subject

**UR – UNRESERVED SC-SCHEDULED CASTE ST-SCHEDULED TRIBE OBC- OTHER BAKWARD CLASS  
PH- PHYSICALLY HANDICAPPED ORTH- ORTHOPADICS**

### **GENERAL INSTRUCTIONS :**

1. Central Tibetan Schools are located mainly in the remote areas of the country in Tibetan Camps and follow Tibetan/English Medium of instructions. Candidates willing to work in interior areas only may apply.
2. All posts bear all India transfer liability.
3. Age relaxation for SC/ST/OBC/PH. Ex. Servicemen, Govt/Autonomous bodies employees/ CTSA employees will be as per rules.
4. The number of posts may increase or decrease due to any eventualities.
5. The administration reserves the right to fill or not to fill the above mentioned posts without assigning any reasons.
6. Crucial date for determining eligibility with regards to age limit, qualifications and experience will be reckoned as on 30.04.2017.
7. The posts advertised above, where the method of recruitment is **DEPUTATION**, **candidate must submit their application in prescribed format routed through proper channel along with (i) Vigilance Clearance; (ii) ACRs/APARs for the last five years duly attested on each page by a Group 'A' Gazetted Officer; (iii) Details and nature of experience, and (iv) No Objection Certificate.**
8. **Candidate already working in Government Service and fulfilling requirement of eligibility are also required to submit their applications through proper channel in the prescribed format proper channel along with (i) Vigilance Clearance; (ii) ACRs/APARs for the last five years duly attested on each page by a Group 'A' Gazetted Officer; (iii) Details and nature of experience, and (iv) No Objection Certificate.**
9. Merely fulfilling minimum essential qualifications shall not entail the candidate for calling for written test/skill test/Interview.



10. Candidate desirous of applying for more than one post must apply separately.
11. Self-attested copies of certificate in support of Educational qualifications, Experiences, Caste and Date of Birth to be enclosed with the application.
12. The Administration may conduct written test/Trade test/Interview for above said posts.
13. **Any application with incomplete information /blank information/ send through email/fax/unsigned will be rejected.**
14. The candidates fulfilling the laid down eligibility criteria may submit their application by post on prescribed format place below in a typed A-4 size paper (one side only) along with the self-attested photocopies of Educational/Professional Degree/ Diploma and experience and a **Demand Draft – payable at Delhi / through on line payment of Rs. 200/-** for each post applied, in favour of **Director, Central Tibetan Schools Administration, Delhi** (Except SC/ ST/ PH/ Ex.-Serviceman / Women & Deputation Post ), must reach to the **“Director, Central Tibetan Schools Administration, Ess Ess Plaza, Community Centre, Sector-3, Rohini, Delhi -110085,** within **21 days** in case of the post for **direct recruitment method** and within **30 days** in case of the post for **deputation basis,** on publication of this advertisement in employment news .
15. The application must be send in an envelope containing the **advertisement no. and name & serial no. of the post on the top of the envelop.**
16. Through on line mode of payment the requisite fee of Rs. 200 /- may be transferred in the Account No . **10652814583** IFSE Code No. **SBIN0011357** . in favour of **Director, Central Tibetan Schools Administration, Delhi.**
17. The applications received after the last date of submission, shall not be considered.
18. CTSA will not be responsible for any postal delay.
19. Candidates may indicate a valid e-mail id in the application form. They are advised to check their mail regularly for any information regarding test/interview. NIOS reserves the right to communicate with the applicant by e-mail and not by post.
20. **No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/or interview and reasons for not being called for test/or interview.**
21. **Application format is given below as Annexure -I.**

CHAIRMAN



**PROFORMA FOR APPLICATION**

Application for the post of \_\_\_\_\_

Advt. No. \_\_\_\_\_

Sl. No. of post \_\_\_\_\_

**BIO -DATA**

Recent passport size photograph (self-attested)

- 1. Name (In Block Letters): .....
- 2. Father's/Husband's Name: .....
- 3. Date of Birth: .....
- 4. Age as on 30.04.2017: .....
- 5. Nationality: .....
- 6. Whether belongs to SC/ST/OBC/PH/Ex-serviceman: .....
- 7. Details of Payment of fee :

**(a) Through Demand Draft :**

- (i) Demand Draft No. .... (ii) Date .....
- (iii) Name of Bank ..... (iv) Amount Rs.....

**OR**

**(b) Through on-line payment :**

- (i) Bank Transaction No. /UTR NO. .... (ii) Date .....
- (iii) Name of Bank ..... (iv) Amount Rs.....

8. Postal Address. ....

.....

9. Permanent Address: .....

.....

10. Mobile Number: .....

11. Email address: .....



12. Educational Qualification: (Matriculation Onwards) *A separate sheet may be used if the space available at below is less.*

Sl. No	Exam Passed	Board/ University	Year of Passing	%age of marks	Division	Subject/Specialization
1.						
2.						
3.						

13. Experience: *A separate sheet may be used if the space available at below is less.*

Sl.	Name of The Employer	Name of the post	Pay Band and grade Pay	Present Basic Pay and Total pay.	Date of Joining	Date of Leaving	Nature of duties Assigned/ performed
1							
2							
3							

13. Any other relevant information if any:

### Declaration

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provide by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld. If any information found wrong/incorrect at any stage my candidature will liable to be terminated at any time without assigning any reason thereof.

Place:

Date:

(Signature of the Candidate)

(Name of the candidate in Capital letters)

List of Enclosures:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....



**CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**  
**( only for government employees )**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

(i) There is no vigilance or disciplinary case pending/contemplated against  
Shri/Smt. \_\_\_\_\_

(ii) His/ Her integrity is certified.

(iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned** \_\_\_\_\_  
**(Employer/Cadre Controlling Authority with seal)**

Place: \_\_\_\_\_ Date: \_\_\_\_\_

- 9 -