

1.	<u>GENERAL CONDITIONS/INSTRUCTIONS</u>	
	Candidates are required to apply online "through the NCERT website www.ncert.nic.in at Announcement-Vacancy- Academic. . No other means/mode of submission of applications will be accepted. The schedule of ONLINE registration is as follows:-	
1.1	Commencement of Online Registration on NCERT website www.ncert.nic.in	10.09.2016 from 11.00 a.m.
1.2	Last Date of Online Registration and apply online	26.09.2016 up to 23:59 hours
1.3	Last date for submission of envelopes containing Demand Draft/Bankers Cheque along with copy of acknowledgement to Section Officer, Recruitment-I Section, Room No. 12, 5 th Floor, Zakir Hussain Block, NCERT, Sri Aurobindo Marg, New Delhi- 110016	10.10.2016
2.	Eligible and interested candidates would be required to apply only online through NCERT website (Announcement-Vacancy-Academic) www.ncert.nic.in .	
3.	Before applying for the post, the candidates must have a valid email id through which he/she will register with the online application portal.	
4.	Candidates are required to visit NCERT website www.ncert.nic.in where complete advertisement, details regarding eligibility criteria, selection procedure, application fee, online registration and general conditions are available.	
5.	Application fees :- Applicants { UR (Male)/OBC (Male) } are required to pay a fee of Rs.500/- (Rupees five hundred only) in the form of demand draft/Bankers Cheque only in favour of Secretary, NCERT payable at State Bank of India, NCERT Branch, New Delhi-110016. No application fees for SC/ST/PWD/Women/NCERT employees. Applications without the prescribed fee would not be considered and summarily rejected. Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.	
6.	Candidates should fill in the details to register and then fill the information in the online application form at the appropriate places very carefully as per the instructions available on the website.	
7.	Fields with STAR (*) mark are mandatory and essential to be filled in by the candidate. When all the required information have been provided, click submit button. However, before clicking "Submit" button, candidate must make sure that no changes are required. After application is submitted, no alteration will be entertained.	
8.	While filling up the details in the application online, candidates are also required to upload their recent/latest colour passport size photograph and scanned copy of the applicant's signature. As the database of the candidates applying against this advertisement is available with NCERT online, they are only required to send the Demand Draft/Bankers Cheque with the copy of acknowledgement by specifying the name of candidate, name of post applied for on the reverse of DD/BC to NCERT only and not the complete sets of application.	
9.	After submission of the application, an acknowledgement page with a Unique Registration Number (URN) will appear. The Demand Draft/Bankers Cheque as mentioned above along with a copy of the acknowledgement will only be required to be sent in an envelope superscripted " Name of the post applied, Advt. No. and URN No. " and should reach to Section Officer, Recruitment-I Section, Room No. 12, 5 th Floor, Zakir Hussain Block, NCERT, Sri Aurobindo Marg, New Delhi- 110016 by ordinary post/registered post/speed post only by the closing date i.e. 10.10.2016. The candidates who are exempted from the payment of application fees will not be required to send any document to NCERT.	
10.	The above mentioned envelopes containing DD/BC received after the closing date will not be entertained. The Council will not be responsible for non-receipt/untimely receipt of applications/ documents etc. due to any postal delay. Demand Draft/Bankers Cheque by courier or in person will not be accepted at all.	

11.	In case a candidate wishes to apply for more than one post, he/she should submit separate application online along with the requisite fee for each post applied for. All the online applications should be completed in all respects as each will have a separate reference number. Only one application for individual post from one applicant will be accepted.
12.	No other means/mode of application will be accepted. Before applying the candidates should ensure that they fulfill all the eligibility norms.
13.	The candidate should meet the eligibility criteria and provide the information which he/she possess as on the last date of submission of the application. Candidates who have not acquired/will not acquire the educational qualification as on the closing date of receipt of application will not be eligible and need not apply. Candidate will not be allowed to add any documents to their applications after the submission of the application.
14.	The Council will not undertake details scrutiny of the applications for eligibility and other aspects at the time of written examination and, therefore, their registration/admission will be provisional at all stages of recruitment as their eligibility will be verified only at the time of Interview. From their original documents. Mere issue of admit card/Interview call letter will not imply acceptance of candidature of the applicants. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.