



NATIONAL COUNCIL FOR COOPERATIVE TRAINING

Vacancy Notice

National Council for Cooperative Training (NCCT) is an organization established under the aegis of the Department of Agriculture, Cooperation and Farmer's Welfare of the Government of India. It is mandated to impart education and training to personnel working in cooperative sectors and allied stake holders of the cooperative movement in the country. It has 20 Institutes of repute, located in capitals of various state Governments and other places all over the country. The headquarter of NCCT is located at 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016. NCCT invites application from eligible candidates for filling up the following vacancies on direct recruitment basis:

- 1 Library and Information Assistant: (1 post) (reserved for Schedule Caste). The post is in the pay scale of PB 2 of Rs.9300-34800 with grade pay of Rs.4200 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit for the applicant is 30 years, relaxable by five years in the case of SC candidates. The applicant should hold (i)Degree from a recognized university/ institution and (ii)Degree in Library Science from a recognized University/ institution. The post is available at Bhubaneshwar (Odisha). However, selected person can be posted in various RICMs/ICMs anywhere in India.
- 2 Building Overseer-cum-Caretaker: (1 post) (unreserved) The post is in PB 2 of Rs.9300-34800 with grade pay of Rs.4200 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit for the applicant is 25 years, relaxable by three years for OBCs, five years for SC/ST applicants. Age relaxation for Persons with Disability (PwD) will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The applicant must hold a Diploma in Civil/ Electrical Engineering from a recognized institution. He/she should be well conversant with the construction/ maintenance work of buildings. The post is available at Pune (Maharashtra). However, selected person can be posted in various RICMs/ICMs anywhere in India.
- 3 Junior Stenographer (English): (2 posts) (unreserved) The post is in PB 1 of Rs.5200-20200 with grade pay of Rs.2400 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit is 25 years, relaxable by three

- years for OBCs and five years for SC/ST applicants. Age relaxation in case of PwD will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The person must be a Graduate in any discipline from a recognized University/ institution. He/she should have one year certificate/ diploma in English shorthand with speed of 80 w.p.m. and 40 w.p.m. in typing. Candidates possessing six months certificate course in computer operation will be given preference. Initially the post is available at Pune (Maharashtra). However, selected person can be posted in various RICMs/ICMs anywhere in India.
- 4 Junior Stenographer (Hindi): (1 post) (unreserved) The post is in PB 1 of Rs.5200-20200 with grade pay of Rs.2400 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit for the applicant is 25 years, relaxable by three years for OBCs and five years for SC/ST applicants. Age relaxation in case of PwD will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The person must be a Graduate in any discipline from a recognized University/ equivalent. He/she should have one year certificate/ diploma in Hindi shorthand with speed of 80 w.p.m. and 30 w.p.m. in typing. Candidates possessing six months certificate course in computer operation will be given preference. Initially the post is available at Nagpur (Maharashtra). However, selected person can be posted in various RICMs/ICMs anywhere in India.
- 5 Lower Division Clerk: (1 post) (unreserved) The post is in PB 1 of Rs.5200-20200 with grade pay of Rs.1900 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit is 25 years, relaxable by three years for OBC and five years in the case of SC/ST applicants. Age relaxation in case of PwD will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The person must be a Graduate in any discipline from a recognized University/ equivalent and at least six month's certificate course in computer training. He should have minimum typing speed of 40 w.p.m. in English and 30 w.p.m. in Hindi. Preference will be given to candidate having proficiency in both English and Hindi typing. Initially the post is available at Kalyani in West Bengal (near Kolkata). However, selected person can be posted in various RICMs/ICMs anywhere in India.
- 6 Staff Car Driver: (2 posts – 1 unreserved and 1 for OBC). The post is in PB 1 of Rs.5200-20200 with grade pay of Rs.1900 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit is 25 years, relaxable by three years for OBC and five years in the case of SC/ST applicants. Age relaxation in case of PwD will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The person should pass Matriculation or 10th standard. He should possess a commercial license of driving, issued by a Government Authority. He should have at least three years experience of driving. Initially these posts are available at Lucknow

and Dehradun respectively. However, selected person can be posted in various RICMs/ICMs anywhere in India.

- 7 **Multi Tasking Staff (MTS):** (13 posts – 5 unreserved, 3 for SC, 2 for ST, 2 for OBC and 1 for PwD). The post is in PB 1 of Rs.5200-20200 with grade pay of Rs.1800 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit is 25 years, relaxable by three years in case of OBC and five years for SC/ST applicants. Age relaxation in case of PwD will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The person should pass Matriculation or equivalent from a recognized Board/ institution and have working experience of various tasks. These posts are available at Chennai, Madurai, Thiruvananthapuram, Bhubaneswar, Kalyani (WB), Jaipur, Dehradun, Guwahati etc. However, selected person can be posted in various RICMs/ICMs anywhere in India.

General conditions:

- (i) The application form is available on the website of NCCT. Candidates are required to fill and submit the application online. Instructions for filling and submission of online application is available on website www.recruitment-portal.in
- (ii) Person wishes to apply for the post(s) are required to pay Rs.350/- towards fees for each post. Fee may be paid online in favour of C-DAC at Mohali. Persons belonging to SC/ST/PwD/BPL and female candidates are exempted from payment of the fee.
- (iii) Person wish to apply for more than one post should submit application separately for each post along with the prescribed fee.
- (iv) A passport size recent photograph of the applicant must be pasted on the right hand top corner of the application form.
- (v) There shall be written test for each post and in addition there shall be shorthand/ typing test/ skill test for some specific posts as per requirements of those posts.
- (vi) Candidates shortlisted for appearing in shorthand/ typing test shall be required to show the original documents in support of their educational and other qualifications/ experience as well claim about caste/ categories etc. Self attested copies of those certificates must be submitted to NCCT.

(vii) Nationality/Citizenship: A candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India, before the 1st January, 1962, with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

- (viii) The applicant found eligible for the post applied, may be called for written test at the centre fixed by NCCT. Efforts will be made to call the candidate for the written test at the nearest centre from his/ her place of residence. A list of such centre is given in **Annexure-I**.
- (ix) The applicant should indicate three centre for examination in order of preference to enable the Council to allot centre as per preference in case of cancellation of any centre for want of extra candidates/shortfall of candidates.
- (x) The scheme of examination for making selection for the aforesaid posts is enclosed in **Annexure-II**.
- (xi) Incomplete applications or application without prescribed fees shall not be accepted. Person(s) furnishing false information shall be disqualified from the candidature and the fees submitted by him/ her shall be forfeited. In case a person is selected and appointed on the basis of false information furnished by him, his/ her services will be terminated forthwith and criminal proceedings in the appropriate court shall be initiated.
- (xii) NCCT has NI/RICM/ICM all over the country. Any appointment in NCCT bears transfer liability in these institutions anywhere in India.

- (xiii) NCCT reserves right to reject application/ candidature of any person without conveying any reason thereof.
- (xiv) In case of any litigation the jurisdiction of the court shall be Delhi/ New Delhi.

VACANCY TO BE FILLED ON DEPUTATION BASIS

8. In addition to the aforesaid vacancies, there is one post of Senior Translator (English to Hindi and vice versa) in the pay scale of PB 2 with grade pay of Rs.4600, to be filled on deputation basis from amongst persons with five years regular service as Translator in PB 2 of Rs.9300-34800 with grade pay of Rs.4200 in Central/ State Governments, Autonomous Bodies, Cooperative organizations, Semi Government organizations and other equivalent organizations. The pay fixation and other terms and conditions/ tenure of deputation will be governed in accordance with instructions issued by the Central Government in this behalf. The person should not be more than 56 years of age as on closing date of application. Interested persons may submit their application in the prescribed format at **Annexure- III** through their employer. The application must be accompanied with latest five years APARs. Complete application should be received in NCCT latest by 13/6/2017.

List of Centers for Written Test

1. Vaikunth Mehta National Institute of Cooperative Management,
Ganeshkhind Road, Near Pune University,
Pune-411007
2. Regional Institute of Cooperative Management,
No.67, Padmanabhanagar, BSK II Stage,
Bangalore-560070.
3. Regional Institute of Cooperative Management,
Sector 32-C, Chandigarh.
4. Udaybhansinghji Regional Institute of
Cooperative Management,
Sector-30, Gandhinagar -382030, Gujarat
5. Netaji Subhas Regional Institute of
Cooperative Management,
Central Park, Kalyani,
Nadia - 741 235, West Bengal
6. D.N.S. Regional Institute of Cooperative Management,
Unit VIII, Shastri Nagar, Patna-800023.
7. Institute of Cooperative Management
E-8/77, Trilanga Road, Shahpura, Bhopal - 462039
Madhya Pradesh
8. Madhusudan Institute of Cooperative Management,
Bhubaneswar-751012.(ODISHA)
9. Natesan Institute of Cooperative Management,
2377A, Shanthy colony Road, Annanagar, Chennai-600040,
Tamil Nadu
10. Institute of Cooperative Management,
6 Old Mussoorie Road, Rajpur, Dehradun,
Uttarakhand

11. Institute of Cooperative Management,
VIP Road, Hengrabari
Guwahati –781036 (Assam),
12. Institute of Cooperative Management,
Rajendranagar,
Hyderabad-500030 (Telangana)
13. Institute of Cooperative Management,
Imphal Cooperative Complex,
Lamphelpat, P.O.-Lamphel, Pin-795004, Manipur.
14. Institute of Cooperative Management,
10-B, Block-A, Jhalana Institutional Area,
Jhalana Doongri, Jaipur-302004 Rajasthan
15. Institute of Cooperative Management,
Parassinikkadavu P.O.,
Kannur Dist, Kerala–670563
16. Indira Gandhi Institute of Cooperative Management,
Block-B, Sector-18, Rajajipuram,
Lucknow – 226 017 (U.P.)
17. Institute of Cooperative Management, P.T.C. Post,
Chinnaudaippu, Madurai-625022. Tamil Nadu
18. Dhananjayrao Gadgil Institute of
Cooperative Management, New Nandanwan,
ICM Bus Stop, Nagpur.
19. Dr. V.V. Patil Institute of Cooperative Management,
43/16-A, Erandwana Karve Road, Nal Stop,
Bank of India and Indian Oversease Bank Lane
Near Shangrila Hotel, Pune-411004 (Mah)
20. Institute of Cooperative Management,
Poojappura, Thiruvananthapuram,
Kerala – 695 012

Annexure-II

Syllabus for Building Overseer cum Caretaker

General Intelligence & Reasoning

The Syllabus for General Intelligence include questions of both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will also include questions designed to test your abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

General Awareness

Questions will be aimed at testing your general awareness of the environment around you and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research, etc. These questions will be such that they do not require a special study of any discipline.

Part-A: Civil & Structural Engineering

Civil Engineering: Building Materials, Estimating, Costing and Valuation, Surveying, Soil Mechanics, Hydraulics, Irrigation Engineering, Transportation Engineering, Environmental Engineering.

Structural Engineering: Theory of Structures, Concrete Technology, RCC Design, Steel Design.

Part-B: Electrical Engineering

Basic concepts, Circuit law, Magnetic Circuit, AC Fundamentals, Measurement and Measuring instruments, Electrical Machines, Fractional Kilowatt Motors and single phase induction Motors, Synchronous Machines, Generation, Transmission and Distribution, Estimation and Costing, Utilization and Electrical Energy, Basic Electronics.

**Syllabus for Recruitment to the post of
Library & Information Assistant**

Paper I: English Language

This paper will test the skills and abilities of the candidate in Essay Writing, Precis Writing, Comprehension, Drafting of letters/notices/other forms of communications in English.

Paper II: Library Methods and Techniques

Library and Society: Laws of Library Science; Types of Libraries; Library Associations, Systems and Programmes; Library Movement and Library Legislation in India; Organizations and Institutions involved in the development of Library and Information Services-UNESCO, IFLA, FID, INIS, NISSAT, etc.;

Library Management: Collection development - Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Principles of Library Management, Library Organization and Structure; Use and Maintenance of the Library - Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.;

SSC Stenographer Syllabus

Students must need to prepare the three sections which are mentioned in Paper Pattern. SSC Steno Syllabus 2017 for Group C & D is listed below:

General Intelligence & Reasoning:

This section contains questions based on both verbal and non verbal reasoning. Questions on following topics are asked in the exam:

- Analogies
- Similarities And Differences
- Space Visualization
- Problem Solving & Analysis
- Judgment & Decision Making
- Visual Memory, Discriminating
- Relationship Concepts
- Arithmetical Reasoning
- Non-Verbal Series
- Cubes and Dice
- Decision Making
- Number Series
- Mirror Images
- RBling-DeRBling
- Non-Verbal Series
- Directions

General Awareness:

Question based on current events and happenings are always asked to test the knowledge of contenders:

- Sports
- History & Culture
- Geography
- Economic scene
- General Polity including Indian Constitution
- Scientific Research
- Indian Constitution
- General Politics
- Spatial Visualization
- Science & Technology
- Figures Classification
- Current Events – National, International
- Spatial Orientation
- Visual Memory

- Social Events related to India etc

English Language and Comprehension:

- Vocabulary
- Grammar
- Sentence structure
- Synonyms & antonyms and its correct usage
- Writing Ability
- Active and passive voice
- Direct and Indirect Conversion
- Spellings
- Cloze passage
- Fill in the blanks

<u>Sr. No</u>	<u>Part</u>	<u>Subject</u>	<u>Questions</u>	<u>Marks</u>	<u>Duration</u>	
					<u>General Candidates</u>	<u>Handicapped Candidates</u>
1.	Part I	General Intelligence & Reasoning	30	30		
2.	Part II	General Awareness	30	30	2 hours	2 hours 40 Min
3.	Part III	English Language & Comprehension	40	40		

Stenographer Skill Test

Name of the Post	Speed	Transcription Time
Junior Stenographer	80 w.p.m.	40 minutes (English) 55 minutes (Hindi)

Selection Method for SSC LDC:

Written Examination, Typing Test

Pattern of SSC LDC Exam:

- 1. General Awareness:** 25 Marks
- 2. General Intelligence:** 25 Marks
- 3. Quantitative Aptitude (Basic Arithmetic Skill):** 25 Marks
- 4. English Language:** 25 Marks

Total **100 Marks**

Number of Questions will be 25 in each section.

SSC LDC Exam Course Structure:

- 1. General Awareness:** Culture, History, Geography, General policy and Scientific Research Economic Scene Etc.
- 2. General Intelligence:** Symbolic Operations, Semantic Analogy, Trends, Figural Analogy, Space Orientation, Symbolic/Number Analogy, Semantic Classification, Symbolic/Number Classification, Drawing inferences, Venn Diagrams, Semantic Series , Figural Classification, Figural Pattern – folding and completion , Social Intelligence, Punched hole/pattern-folding & unfolding, Number Series Figural Series , Critical Thinking, , Embedded figures , Problem Solving, Emotional Intelligence, Word Building , Numerical operations, Coding and decoding.
- 3. Quantitative Aptitude (Basic Arithmetic Skill):** Decimal and Fractions, Computation of Whole Number, Basic algebraic identities of School Algebra (and their simple applications), Relationship between numbers, Graphs of Linear Equations, Elementary surds (simple problems), Triangle and its various kinds of centres viz. Centroid, In-centre, Orthocenter, Circum-centre, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons (sum of the internal angles of a polygon) , Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, Circle , Right Circular Cone , Right Prism, Sphere, Right Circular Cylinder, Hemispheres, , Regular Right Pyramid with triangular or square Base, Rectangular Parallelepiped, Trigonometry (for acute angles $0 < \theta < 90$), Trigonometric ratios , Histogram, Pie-chart, Frequency polygon , Bar-diagram, Degree and Radian Measures, Etc.
- 4. English Language:** Fill in the Blanks, Spot the Error, Synonyms/Homonyms , Antonyms, Idioms & Phrases, Spellings/Detecting Mis-spelt words ,One word substitution, Improvement of Sentences , Conversion into Direct/Indirect narration, Active/Passive

Voice of Verbs , Shuffling of Sentences in a passage, Shuffling of Sentence parts, Comprehension Passage Cloze Passage .

Typing Test for LDC:

The test for typing will be conducted for those candidates who pass in the Written Test and the medium of typing can be either in English or Hindi subjects to candidate's choice filled in Application Form.

Candidates who have opted to type in English language should have the typing speed at least 35 words per minute and for Hindi language, the typing speed must be at least 30 words per minute.

SSC MTS Exam Pattern 2017

S. NO	Paper	Exam Type	Topics	No. of Questions	Marks	Duration
1.	Paper-I	Objective	General Intelligence & Reasoning	15	15	2 Hours
2.			Numerical Aptitude	15	15	
3.			General English	15	15	
4.			General Awareness	15	15	
5.	Paper-II	Descriptive	Short Essay/Letter		40	
Total					100	

Multitasking Staff Exam 2017:

- The MTS Exam Paper I will be of Objective type Multiple choice Questions.
- There will be Negative marks (0.25 Marks).
- Paper II will be Descriptive type either Essay or Letter Writing.

Staff Selection Commission MTS Syllabus 2017:

1. Reasoning.
2. Quantitative Aptitude.
3. General Awareness.
4. English.

SSC Multi Tasking Staff Syllabus 2017 – Reasoning

- Logical Sequence of Words.
- Visual memory
- Discriminating observation
- Figure Classification.
- Analysis
- Judgment
- Decision making
- Non-Verbal Series.
- Number Ranking.
- Number Series.
- Alphabet Series.
- Arithmetical Computation.
- Analogy.
- Coding-Decoding.
- Problem Solving.

- Verbal and Figure Classification.
- Arithmetical Number Series.
- Relationship Concepts
- Arithmetical Reasoning etc.

SSC MTS Non Technical Syllabus 2017 – Quantitative Aptitude

- Number System.
- Computation of Whole Numbers
- Simplification.
- Relationship between Numbers
- Decimal & Fractions.
- Profit and Loss.
- Discounts.
- Percentages.
- Fundamental arithmetical operations
- Ratio and Time.
- Averages.
- HCF & LCM.
- Use of Tables and Graphs.
- Mensuration.
- Time and Work.
- Simple & Compound Interest.
- Time and Distance.
- Tables and Graphs.
- Data Interpretation etc.

Staff Selection Commission MTS Syllabus 2017 – English

- Verb.
- Tenses.
- Adverb.
- Articles.
- Subject-Verb Agreement.
- Fill in the Blanks.
- Error Correction.
- Comprehension.
- Sentence Rearrangement.
- Vocabulary.
- Grammar.
- Unseen Passages.
- Idioms & Phrases.
- Synonyms
- Antonyms.

SSC Multi Tasking NonTechnical Staff Syllabus 2017 – General Awareness

- Indian Constitution.
- Books.
- Awards and Honors.
- History.
- Culture.
- Current Affairs – National & International.
- Current events.
- Geography.
- Economic Scene.
- Sports and Games.
- Important Days.
- General Politics.
- Books and Authors.
- Economic Scene.
- Science – Inventions & Discoveries.
- Abbreviations.
- Important Financial & Economic News.

Examination scheme for Recruitment of Staff Car Driver

The Examination for recruitment to the post of Staff Car Driver consists the following:

1. Preliminary Examination
2. Skill Test

1. Preliminary Examination (Objective Type- Multiple Choice answers)

The Preliminary Examination is a screening test for selection of candidates for the skill test and in of objective type. It consists of only one paper of 100 marks (Duration of 2 hours) which will contain questions on the subjects as indicated below:

S.No.	Subjects	Total Marks	Duration
1.	General Awareness (20 questions)	20	2 Hours
2.	General Intelligence (20 questions)	20	
3.	Elementary Maths (10 Marks)	10	
4.	General English (10 Marks)	10	
5.	General Hindi (10 Marks)	10	
6.	Driving Techniques and Motor Car Mechanism (30 questions)	30	
	Total	100	

The marks obtained by the candidates in this examination would be counted for the preparation of final merit list.

2. Skill Test (100 Marks)

This test will assess the candidate's driving skills and test his knowledge of motor driving, motor mechanics and traffic rules and regulations.

FORMAT OF APPLICATION

(FOR DEPUTATION)

(To be filled in Capital letters)

(Strike out which is not applicable)

Post Applied for

**Affix latest
passport size
Photograph

duly pasted
and self**

1. Name in Full
(In block letters as per H.S. certificate)
2. Father's/Husband's name
3. Date of Birth
(Attested copy of Matriculation/10th/High School must be enclosed)
4. Place of Birth
5. Age as on the last date of submission of Application
6. Write category to which you belong to
(SC/ST/OBC/Physically Handicapped/Departmental Candidate)
7. Religion
8. Nationality
9. A) Present Postal Address for Correspondence
.....
.....
.....Pin.....
Email/Mobile/Residential Phone No.

B) Permanent Postal Address for Correspondence
.....
.....
.....Pin.....
Email/Mobile/Residential Phone No.

14. (A) Details of Research/Publications/Articles :

Name of Journal	Title of Publication	Year of Publication

(B) Details of seminar/conference/workshop attended and papers presented :

Name of the event	Participation	Title of Paper Presented	Place and year

15. Details of Books/Articles/chapters published :

Name of the Book	Book Chapter	Year of Publication	Author

i) Training Attended

ii) Honors and Rewards

16. Name and Addresses of Three References :

Name & Address	Designation	Organization	Email	Phone No.

17. Time Period required for joining, if selected :

18. Write a paragraph (Not exceeding 200 words) regarding your suitability for the Post applied for (Attach a separate sheet, if required) :

19. Any other information

20. List of Documents attached

Declaration

I hereby declare that all the entries & information made available by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof

Date

(Signature of Applicant)

Certification by the Employer/Cadre Controlling Authority

The applicant Dr./Mr./Mrs./Ms. _____, who has submitted this application for the post of _____ in the NCCT has been working in this organization, _____ in the post of _____ in temporary/permanent capacity with effect from _____ in the scale of pay/pay band of Rs._____. He/She is drawing a basic pay of Rs._____. The information given by Dr./Mr./Mrs./Ms. _____, has been verified from the records.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant and no major/minor penalty has been imposed on him/her during the last 10 years. There is no objection for his/her application being considered for the post of Sr. Translator in NCCT.

(Signature of the forwarding officer with seal) _____

Name: _____
Designation: _____
Place: _____
Date: _____