राष्ट्रीय उर्दू भाषा विकास परिषद्
قومی کونسل برائے فروغ اردو زبان
National Council for Promotion of Urdu Language

Ministry of Education, Department of Higher Education, Govt. of India.
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi - 110025

ADVERTISEMENT NOTICE - 02/2026

OFFLINE and ONLINE applications are invited for the following posts in NCPUL :-

S. No.	Name of post and Pay Matrix Level	No. of Vacancies			Method of recruitment	Age Limit	Offline / Online	Posts suitable for PWD
		UR	PwD	Deputation				
1.	**Principal Publication Officer (PPO)** in Pay Matrix Level-12, (Rs. 78800-209200)	-	-	1	Deputation/Short term contract.	Not exceeding 56 years	Offline (as per instruction No. 3)	-
2.	**Senior Stenographer (Urdu)** in Pay Matrix Level-6, (Rs. 35400-112400)	1	-	-	Direct	18-27 years	Online	-
3.	**Junior Stenographer (Eng.)** in Pay Matrix Level-4, (Rs.25500-81100)	1	-	-	Direct	18-27 years	Online	-
4.	**Lower Division Clerk (LDC)** in Pay Matrix Level-2, (Rs.19900-63200)	-	1	-	Direct	18-27 years	Online	OA, OL, BL, OAL

Eligibility conditions are as under: -

1. Principal Publication Officer:- Essential: A) Officers of the Central/State Governments, Research Institutions/Universities/Autonomous Bodies. **(i)** Holding analogous posts on regular basis or with 5 years regular service in the Pay Matrix Level-11, Rs. 67700-208700/- **B).** Possessing the essential qualifications and experience prescribed below:-

1) Master's degree in Urdu of a recognized University or equivalent.

2) 10 years experience in publication work including experience of research/teaching, editorial and translation work, technique of printing and production of books.

Desirable: Preference will be given to the candidates possessing qualification M.A. in Arabic or Persian.

2. Senior Stenographer (Urdu):- Essential: 1. 10+2 or equivalent qualifications with Urdu as a subject. **2.** Should have speed of 100 words per minute in Urdu Stenography and 30 words per minute in Urdu Typing.

Desirable: 1. 2 years experience in a Government Department or an Organization of repute. Should have taken Hindi and English as subject at Matriculation level. **2.** Working knowledge of computer operation.

3. Junior Stenographer (English):- Essential: 1. 10+2 or equivalent. 2. 80 words per minute in English Shorthand. **3.** 30 Words per minute in English Typing.

Desirable: - Working Knowledge of Urdu., Knowledge of Computer Operation.

4. Lower Division Clerk: - Essential: 1. Matriculation or equivalent. **2.** Typing speed of 30 words per minute in English

Desirable: 1. Typing Speed of 25 words per minute in Hindi/Urdu. 2. Working knowledge of Hindi/Urdu. **3.** Knowledge of Computer Operation.

GENERAL INFORMATION/CONDITION:

How to apply:

1. Interested candidates fulfilling the prescribed qualifications for these posts may apply online on format available at NCPUL website i.e. www.urducouncil.nic.in by remitting prescribed fee Rs. 500/- through NEFT/RTGS in favour of "NCPUL" Account No. **912010028886515** of Axis Bank, IFSC Code- UTIB0001148 within 30 days from the date of publication of this advertisement. Persons with disabilities and women candidates are exempted for payment of fee. No fee for the post of PPO being on deputation. Candidate has to take a printout of the system generated application form duly signed and send it with self attested copies of relevant certificates at the above mentioned address within stipulated time falling which application will be rejected.

2. Applicant who wish to apply for more than one post should submit separate applications.

3. The applicants for the post of PPO may apply through proper channel in the prescribed format available on NCPUL website along with vigilance clearance certificate and attested copies of APARS for last 5 years. Advance copy can be sent directly by the candidates to avoid delay.

4. Candidates who are already employed should apply through proper channel or bring NOC at the time of written/skill test.

5. Applicants are advised to visit NCPUL website for further details.

6. National Council for Promotion of Urdu Language is an autonomous body under the Ministry of Education, Govt. of India.

7. Selected candidates will have to submit an undertaking before issue of offer of appointment to serve minimum initial service of 3 years compulsorily in NCPUL after date of joining. They will be governed by the "National Pension Scheme" and other rules as contained in NCPUL's Service Rules or as amended time to time and are liable to be posted in NCPUL office at any part of India.

8. Age relaxation will be available to eligible categories/departmental persons as per Govt. of India orders in force.

9. Age will be reckoned from the closing date of application.

10. Shortlisted/eligible candidates will have to appear in the written/descriptive and proficiency test.

11. Incomplete application/not in prescribed format/received after due date shall be summarily rejected.

12. Mere submission of application and fulfilling the eligibility conditions will not confer any right of the candidates to be called for test or for appointment.

13. The number of vacancies may be increased or decreased by the Competent Authority.

14. Canvassing in any form will disqualify the candidature.

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Director, NCPUL