



REGIONAL INSTITUTE OF EDUCATION

Shyamla Hills, Bhopal (M.P.) 462013

(A Constituent Unit of NCERT)

Advertisement No. 04/2010 (W)

Applications are invited to fill-up various positions from eligible candidates for the following posts in the office of RIE, Bhopal (3% of the posts are reserved for persons with disabilities). The details are mentioned below:

S. No.	Name of the Post	No. of the Posts			Mode of Selection	Pay Scale
		UR	ST	Total		
1.	Semi Professional Assistant	-	01	01	Regular Basis	PB-1 Rs.5200-20200 + Grade Pay Rs.2800
2.	Store Keeper Grade II	1	-	01	Regular Basis	PB-1 Rs.5200-20200 + Grade Pay Rs.2400
3.	U.D.C.	-	-	01	Deputation basis	PB-1 Rs.5200-20200 + Grade Pay Rs.2400

UR = Unreserved , SC= Schedule Caste, ST= Schedule Tribe,

Eligibility:

1. Semi Professional Assistant :-

1. Degree in Arts/Science or Commerce and a diploma/Certificate in Library Science.

Upper Age : 27 Years as on 01.01.2010 (05 Years age relaxation to ST category candidates as per Govt. of India norms.)

Mode of Selection: Interview

(Merit will be prepared on the basis of marks obtained by the candidates in Degree/diploma/Certificate in Library Science)

2. Store Keeper Grade II: -

Essential:

1. Must have passed Matriculation or equivalent examination from a recognized Board/University.
2. Experience procurement/Inspection/Custody/ Maintenance and verification of stores in a Govt. /Semi. Govt. organization or a Private organization.

Desirable

1. Certificate/Diploma in Store-Keeping and purchasing.

Upper Age: 27 years as on 01.01.2010

Mode of Selection: Written test and Interview:-

There will be one paper of 2 hrs. Containing written examination

Paper I: - Storekeeping and Inventory Management - 100 marks

Paper II:- Purchasing Management - 100 marks

The interview will be of 25 marks.

3. **Upper Division Clerk:-** The vacancy is proposed to be filled up on deputation on Foreign Service terms and condition basis initially for a period of one year (Extendable further) or till the regular incumbent joins. The vacancy is available at Regional Institute of Education, Bhopal.

Qualification: Atleast put in five years of regular service in analogue scale or put at least 5 year regular service as LDC in the pay scale of PB-1 Rs.5200-20200 + Grade Pay Rs.1900

Age limit: Not more than **56 years**

Mode of Selection: Deputation basis.

GENERAL CONDITIONS:-

1. **The number of posts could be varied without prior notice.**
2. The prescribed application form is available alongwith this advertisement. The said application form should be neatly typed on A4 size paper (only one side of paper be used)/downloaded from the web site.. The completed application form should be sent by Post at the following address:-

**Administrative Officer,
Establishment Section,
Regional Institute of Education,
Shyamla Hills, Bhopal (MP) 462013**

The candidate should mention “Application for the post of _____” in bold letter on top of the envelop. A self addressed envelop must be enclosed alongwith.

The specified Application form can also be downloaded from Institute website www.riebhopal.ac.in

The last date of receipt of application is 30.07.2010 by 05.00 p.m. Applications received after last date due to postal delay etc. will not be entertained.

3. The applicant should not exceed age limit indicated above as on 01.01.2010. However, this age is relaxable as per Govt. of India standing instruction for the following categories, if the post belongs to reserved category.

1.	For SC/ST Candidates	05 Years
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4. There will be no age limit for the Council’s regular employees.
5. The experience wherever prescribed should be in the relevant field/area and after acquiring the prescribed minimum qualification.
6. An examination fee of Rs. 250/- (Rupees Two Hundred Fifty only) for General category is payable in the form of Demand Draft drawn in favour of **Principal, RIE, Bhopal** payable at **SBI, RCE Branch, Bhopal (M.P.) (Branch Code :2889)**. However SC/ST, Physical handicapped candidates and Council employees are fully exempted from the application fee.

Before collecting the demand draft from the Bank, the candidates are advised to check the following:-

- The date of Issue of Bank draft is correctly mentioned.
- The Signature of Bank Authorities exists on the Bank Draft.
- The Address of Issuing Bank and Branch Code are correctly mentioned.
- The amount of examination fee is correctly mentioned in words and figures.
- The Draft is valid for six months.

7. The candidates applying for the post may download the application form appended below and submit alongwith desired documents, D.D. (wherever applicable). Candidates are further required to mention the post applied for on the upper left corner of the envelope.
8. The candidates applying for more than one post should submit separate application & DD for each post (wherever applicable)
9. The following documents must be enclosed with the application.
 - (i) Self addressed Envelop after affixing postage stamp of Rs. 5/-
 - (ii) Recent passport size photographs affixed on application
 - (iii) Copy of Certificate showing the date of birth (preferably marks-sheet of high school)
 - (iv) Copy of Caste Certificate (Issued by competent authority), if applicable.
 - (v) Certificate/Marks Sheets of Educational qualification in chronological order and
 - (vi) Experience Certificate, if any,
10. The candidates working in Govt. /Semi Govt. /Autonomous Bodies/Public Sector should route their application Through Proper Channel. However an advance copy may be sent.
11. Incomplete application/s received after due date or those without demand draft of Rs.250/- (Unless exempted) and required copies of certificates will not be entertained.
12. Application without photocopies of certificates or incomplete in any manner will be rejected.
13. The above posts shall carry usual allowances as admissible to Central Govt. employees.
14. Mere fulfilling of essential qualification will not vest any right in a candidate for being called for Test/Interview. Application will be short listed for the test/interview and decision of the Principal, RIE, Bhopal shall be final.
15. Selected candidates could be initially posted at Bhopal. However, Council employees are transferable through-out India.
16. The posts are purely temporary but likely to continue.
17. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
18. No TA/DA will be paid for attending Interview/Test.
- 19. All the disputes are subject to Bhopal jurisdiction.**

The application complete in all respects should reach the office of **The Administrative Officer, Establishment Section, Regional Institute of Education, Shyamla Hills, Bhopal-462013** on or before 05p.m. on 30.07.2010.

Advt.No.04/2010

Administrative Officer

13. Educational/Professional/Technical Qualification (Starting from Class 10th onwards)

Examination Passed	Discipline/Specialization/ Subject	Board/ University	Year of Passing	Duration of Course	% of marks	Division

14. Experience, if any, starting from previous to present Total Experience : ___ Years ___ Months

Employers Name and Address (Also indicate whether Central Govt./State Govt./Autonomous Bodies/Private Sector)	Designation	Scale of pay/Salary per annum	Length of Service		Total Experience in Years	Nature of work, in brief
			From	To		

15.

Any other information	
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16. Permanent Address

Name						
Father/Husband's Name						
Address:						
State						
Pin						

Please affix one recent Photograph
Duly self attested

17. Postal Address

Name						
Father/Husband's Name						
Address:						
State						
Pin						

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby certify and declare that (1) I am an Indian National, (II) I have read the provision given the Advertisement (iii) All statement made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect at any stage action can be taken against me and my candidature/appointment shall automatically stand cancelled/terminated (iv) I further declare that I fulfill all the conditions of eligibility regarding age, educational, professional qualification etc. prescribed for the post applied for as on 01.01.2010 (v) In case my application is not received by RIE, Bhopal within the stipulated date due to postal delay or otherwise, RIE, Bhopal will not be responsible for such delay.

Place :

Date:

(Signature of the Applicant)