राष्ट्रीय उर्दू भाषा विकास परिषद्

National Council for Promotion of Urdu Language
Ministry of Education, Deptt. of Higher Education
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi – 110025

Advertisement Notice – 02/2026

Applications on the prescribed format of Council are invited for the following posts:-

01 **Online** applications (through website of NCPUL at www.urducouncil.nic.in) are invited for the post of **Senior Stenographer (Urdu), Junior Stenographer (English) and Lower Division Clerk**.

Offline applications are invited for the post of **Principal Publication Officer (PPO)** in prescribed format. Other details are as under:-

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) Pay Matrix Level-12, (Rs. 78800-209200)			01	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)	01	--	--	Direct	18-27 Years	Online	
3	Junior Stenographer (English) in Pay Matrix Level-6, (Rs.25500-81100)	01	--	--	Direct	18-27 Years	Online	
4	Lower Division Clerk (LDC), Pay Matrix Level-2 (Rs.19000-63200)		01	--	Direct	18 - 27 Years	Online	OA,OL, BL, OAL

Application in the prescribed format for the post of Principal Publication officer are invited offline as per details/instructions available on NCPUL Website i.e. urducouncil.nic.in.

02. Age Limit

For Principal Publication Officer:- Not exceeding 56 years of age as on closing date i.e. **20-12-2026.**.

02. Age Limit

Senior Stenographer (Urdu):-Not exceeding 27 years of age as on closing date i.e. **20.12.2026**

Junior Stenographer (English):-Not exceeding 27 years of age as on closing date i.e. **20.12.2026**

Lower Division Clerk (LDC):- Not exceeding 27 years of age as on closing date i.e. **20.12.2026**

03. Educational Qualifications:

Senior Stenographer (Urdu):-

Essential:

i) 10+2 or equivalent.
ii) 100 words speed per minute in shorthand in Urdu.
iii) 30 words typing speed per minute in Urdu.

Desirable:

i) At least 2 years experience as Stenographer in a Govt. Department or an Organisation of repute. Should have taken Hindi and English as subject as Matriculation level.
ii) Working knowledge of computer operation.

Junior Stenographer (English):-

Essential:

iv) 10+2 or equivalent.
v) 80 words speed per minute in shorthand in English.
vi) 30 words typing speed per minute in English.

Desirable:

iii) Working knowledge of Urdu. Knowledge of computer operation.

Lower Division Clerk

Essential:

1. Matriculation or equivalent.
2. Typing speed of 30 w.p.m. in English.

Desirable:

1. Typing speed of 25 w.p.m. in Hindi/Urdu.
2. Working knowledge of Hindi/Urdu.
3. Knowledge of Computer Operation

04. Amount of Application Fee:-

(1) **Senior Stenographer (Urdu), Junior Stenographer (English), Lower Division Clerk.**

S. No.	Category	Fee Amount
01	PWD and Female Candidates	NIL
02	All other categories	500

Mode of payment:-

Before filling Online Application form, those candidates eligible for Application fee are requested to submit the prescribed Application Fee of Rs. 500 through NEFT/RTGS only in favour of **"NCPUL"**Account No. **912010028886515** of Axis Bank New Delhi, Branch Name Jasola. **IFSC Code – UTIB0001148.**

Note:-

Fee once paid will not be refunded under any circumstances.

i. Fee will be accepted through NEFT/RTGS only as per given account details in **Mode of Payment** Column. Application Fee paid by any other mode will not be accepted.

ii. The NEFT/RTGS Number received from bank will be entered at the time of filling of Online Application form and attached the scanned copy of the same with the documents.

05. How to Apply:-

a) **GUIDELINES FOR FILLING ONLINE APPLICATION**:

1) **Candidates are advised to read the instruction carefully "Guidelines to Candidates Option" given on NCPUL website.**

2) Before filling Online Application form, those candidates eligible for Application fee are requested to submit the prescribed Application Fee Rs. 500 through NEFT/RTGS only in favour of **"NCPUL"** Account No. **912010028886515** of Axis Bank New Delhi, Branch Name Jasola, **IFSC Code – UTIB0001148.**

3) Candidates should first scan their Photograph and signature as per details given under guidelines for scanning the photograph and signature and then have to visit NCPUL website www.urducouncil.nic.in for filling the Online Application Registration.

4) Fill the application carefully and submit the online application. When the application is successfully submitted, a registration number will be generated by the system and displayed on the screen. Candidates should print/note down the registration number for further reference. Candidates can reopen the saved data by using Registration number and edit before final submission of application on final screen. The registration at this stage is provisional.

5) Candidates will receive registration confirmation by E-MAIL after submitting the online application. It may be ensured to furnish correct e-mail address to receive the registration confirmation.

(Note: Candidates should have valid email ID. This will help him/her in getting Admit Card/Interview advice etc. by e-mail.

06. General Instructions:-

After filling the Online Application forms Candidates must take a print out of the System Generated application form duly signed and send it with self-attested copies of relevant certificates at the following address.

The Director
National Council for Promotion of Urdu Language
Farogh-e-Urdu Bhawan,
FC-33/9, Institutional Area,
Jasola, New Delhi - 110025

a) Documents required to be attached with the application form. Self attested Photocopies of certificates are to be attached:

1) Application Fee (NEFT/RTGS Receipt)
2) Date of Birth Certificate
3) All certificates of Educational Qualification (Along with marks sheet)
4) Technical/professional qualification along with Mark Sheets.
5) Caste certificate wherever required.
6) Disability certificate in case of candidate with disabilities(Physically Challenged)
7) Experience Certificate.

NOTE:- The candidates needs to send the hardcopy/system generated application to NCPUL as per schedule. The candidature will be eligible after receiving of hardcopy/system generated application subject to verification of self-attested documents.

b) Incomplete application or application received without prescribed documents would summarily be rejected.

c) All eligibility criteria for the above post i.e. Age, educational/Technical qualification/Registration/Certificate and experience will be reckoned on or before last date of receipt of online application.

d) Original documents/certificates should not be enclosed/ sent with application.

e) The candidates already in Govt. Service must specifically mention the details of employment and should submit their hard copy of application (generated by the system) through proper channel. However, they may send an advance hard copy of their application (generated by the system) along with RTGS/NEFT fee slip and other certificates and testimonial so as to reach this office on or before the last date of receipt of application.

f) The applicant should keep visiting NCPUL website for important announcements/information throughout the selection process at its various stages.

g) In case of selection, persons working in Central/State Govt./PSU/Autonomous Body will have to submit a disciplinary clearance and No objection certificate from their employer.

h) Last date of ONLINE application is **20-12-2026**. Hard copy of online application with required documents should reach at the office by Speed Post/Registered post (address given above) on or before 6.00 p.m. on **27.12-2026. NCPUL will not be responsible for postal delays**.

i) Council reserves the right to conduct written test or online examination.

[CAUTION:- CONVASSING IN ANY FORM WILL BE A DISQUALIFICATION]

GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE

Before applying online a candidate will be required to have scanned (digital) image of his/her photograph and signature as per the specifications given below:-

(i) PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture;
- The picture should be in colour; against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there is no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- Dimensions 100x120 pixels (preferred)
- Size of file should be between 04 kb – 12 kb.
- Ensure that the size of the scanned image is not more than 12 KB. If the size of the file is more than 12 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 40x60 pixels (preferred)
- Size of file should be between 04 kb-12 kb.
- Ensure that the size of the scanned image is not more than 12 KB.

SCANNING THE PHOTOGRAPH and SIGNATURE:

- Set the scanner resolution to minimum of 150 dpi (dots per inch).
- Set color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above.)
- The image file should be JPG or JPEG format. An example file name is : image 01 jpg or image 01 jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the image icon.

- Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 100 KB, 50 KB & 20 KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 100 KB (photograph) and 50 KB (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image menu. Similar Options are available in other photo editor also.

If the size and format are not as prescribed, an error message will be displayed.

Procedure for Uploading the Photograph, Signature and Scanned Documents:

1) There will be two separate links for uploading Photograph, & Signature
2) Click on the respective link "Upload Photograph/Signature"
3) Browse & Select the location where the Scanned Photo/Signature file has been saved.
4) Select the file by clicking on it.
5) Click the "Upload" Button.

NO OTHER MODE OF APPLICATION/PRINTOUT OR DRAFT ETC. WILL BE ACCPTED.

ACTION AGAINT CANDIDATES FOUND GUILTY OF CONDUCT.

Candidates are warned that they should not furnish any particulars that are false, tampered /fabricated and should not suppress any material/information while filling up the application form:-

IMPORTANT DATES	
Online Registration of Application on	*www.urducouncil.nic.in*
Last Date for Applying online and closing of Registration.	**20-12-2026**
Last Date for Sending of System Generated Application forms (Hard Copy) with required Documents.	**27-12-2026**
Last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, LadakhLahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.	**27-12-2026**
Address for Sending of System Generated Application Form (Hard Copy) with required documents.	**The Director** National Council for Promotion of Urdu Language Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi - 110025