

**NATIONAL CONSUMER DISPUTES REDRESSAL COMMISSION
NEW DELHI**

Date: 20.07.2019

DIRECT RECRUITMENT IN VARIOUS CATEGORIES

NOTICE

Online applications are invited from Indian Citizens for filling up following existing vacancies:

S. No.	Post	Level in Pay matrix as per 7th CPC	No. of Vacancies					Total	Horizontal Reservation for PH and Ex- Servicemen	
			Gen	EWS	SC	ST	OBC		PH	Ex-Servicemen
1	UDC (Group 'C')	Level-04 (₹ 25500-₹ 81100/-)	7	1	1	0	2	11	-	1
2	LDC (Group 'C')	Level-02 (₹ 19900-₹ 63200/-)	7	1	1	0	3	12	-	1
3	MTS (Group 'C')	Level-01 (₹ 18000-₹ 56900/-)	8	1	1	1	3	14	1 HH	1

SCHEDULE OF DATES:

Commencement of Online Registration	20.07.2019 (10:00 AM)
Closing date for Online Registration	19.08.2019 (11:59 PM)

No off-line application will be entertained.

Date of Examination for objective/descriptive type written test and Typing Speed Test on computer (for UDC/LDC posts) and objective type test (for MTS posts) will be notified later. Candidates are advised to visit the National Consumer Disputes Redressal Commission website i.e. <http://ncdrc.nic.in> regularly for updates.

Essential Qualification: -

- (a) UDC: Graduate or equivalent from a recognized university.
- (b) LDC: 12th class pass from a recognized board or university.
- (c) MTS: Matriculation pass from a recognized board.

NOTE: Only such candidates, who possess essential qualifications as on the last date of online registration, need to apply.

Age Limit: -

- (a) UDC: 18-27 years as on the closing date for submission of online application
- (b) LDC: 18-27 years as on the closing date for submission of online application

(c) MTS: 18-25 years as on the closing date for submission of online application

NOTE: Permissible relaxation in upper age limit for the above specified posts to the eligible categories will be as under:

S.No.	Category	Age-Relaxation permissible beyond the upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PwD (Unreserved)	10 years
04	PwD (OBC)	13 years
05	PwD (SC/ST)	15 years
06	Ex-Servicemen	3 years after deduction of military service rendered from the actual age as on closing date of receipt of online application. There will be an additional 3 years relaxation in upper age for OBCs and 5 years for SCs/STs Ex-Servicemen candidates, subject to maximum age of 50 years.
07	Central Government Civilian Employees who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications	Upto 40 years of age (45 years for SCs/STs). The relaxation in upper age limit will not be applicable to candidates who are working in Public Sector Undertakings etc.

Reservation: -

Consistent with the general policy of reservation of the Government of India and with due regard to Reservation Roster, 15% posts will be reserved for Scheduled Castes, 7.5% posts for Scheduled Tribes, 27% posts for Other Backward Classes, 10% posts for EWS. Besides, horizontal reservation for identified posts to the extent of 4% for persons with disabilities and 10% for Ex-Servicemen shall be reserved.

OBC reservation benefit shall be given to only those candidates who are in possession of OBC Certificate issued by the Competent Authority of the State/Union Territories for the caste recognized as OBC by the Government of India. Candidates belonging to OBC category will be required to submit non-creamy layer (NCL) Certificate issued from the Competent Authority of the States/UTs in case his/her caste certificate was issued in the previous financial years. The NCL certificate should have been issued in the financial year 2018-19 by the Competent Authority and the candidate claiming concessions as OBC candidate should not fall in creamy layer on the date of application for the post. Otherwise, such candidates will be treated in General category.

Reservations for economically weaker sections will be as per eligibility criteria brought out in O.M. No. 36039/1/2019-Estt.(Res.) dated 19.01.2019 and 31.01.2019, issued by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi. The annual income of the family should be below ₹ 8.00 lakh and shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also person whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income.

- (i) 5 acres of Agricultural Land and above;
- (ii) Residential flat of 1000 sq.ft. and above;
- (iii) Residential plot of 100 sq. yards and above in notified municipalities;

- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The income certificate in the prescribed format (Annexure-I) should be issued by a Revenue Officer not below the rank of Tehsildar in the States/UTs. The officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT.

Candidates belonging to Persons with Disability category and suffering from HH disability only, shall be required to fulfil the criteria applicable for the respective categories and relaxation in age and marks shall be given to them as per their respective category only, if applicable. Only such persons would be eligible for reservation under the quota reserved for Persons with Disability, who suffer from not less than 40% of relevant disability mentioned above in this Notice.

Candidates belonging to SC/ST/OBC/EWS category, who are selected on the same standard as applied to General category candidates and who appear in the general merit list, would be treated as General candidates owing to their own merit. Such candidates are adjusted against unreserved point of the reservation roster. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC/EWS candidate, for example, in the age limit, etc., SC/ST/OBC/EWS candidates shall be counted against reserved vacancies only. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

MODE OF SELECTION

For UDC posts: -

Selection shall be made on the basis of OMR based Objective Type Test, Written Descriptive Test and Typing Skill Test as detailed under:

Paper 1	Objective Type Test Question Papers with multiple choice answers containing 100 questions (consisting of 50 General English questions including comprehension section, 25 General Aptitude questions and 25 General Knowledge questions)	2 hours
Paper 2	Objective Type Computer Knowledge Test (25 questions)	
Paper 3	Typing (English) Skill Test on Computer with minimum speed 35 w.p.m. (mistakes allowed 3%)	10 minutes
Paper 4	Descriptive Test (in English Language) consisting of Comprehension passage, Precise Writing and Essay Writing)	2 hours

Qualifying marks are 50% in each of the Papers 1, 2 & 4 for General category candidates and 45% for the candidates belonging to SC/ ST/ OBC/ EWS/ PH (Physically Challenged) categories. The Typing Test will be a qualifying test, and no marks will be awarded to those who qualify in the said Test.

For LDC posts: -

Selection shall be made on the basis of OMR Objective Type Test, Descriptive Test and Typing Test as detailed under:

Paper 1	Objective Type Test Question Papers with multiple choice answers containing 100 questions (consisting of 50 General English questions including comprehension section, 25 General Aptitude questions and 25 General Knowledge questions)	2 hours
Paper 2	Objective Type Computer Knowledge Test (25 questions)	
Paper 3	A typing speed of thirty-five words per minute in English or thirty words per minute in Hindi on Computer. Thirty-five words per minute and thirty words per minute correspond to 10500 key depressions per hour or 9000 key depressions per hour on an average of five key depressions for each word.	10 minutes

Paper 4	Descriptive Test (in English Language) consisting of Comprehension passage, Precise Writing and Essay Writing)	2 hours
---------	--	---------

Qualifying marks are 50% in each of the Papers 1, 2 & 4 for General category candidates and 45% for the candidates belonging to SC/ ST/ OBC/ EWS/ PH (Physically Challenged) categories. The Typing Test will be a qualifying test, and no marks will be awarded to those who qualify in the said Test.

NOTE (for UDC and LDC post):

- (a) The OMR based Objective Type Test and Written Descriptive Test (in English language) will be held simultaneously on the same date/day in the forenoon and afternoon session.**
- (b) Answer sheets of Written Descriptive Test (in English language) will be evaluated of those candidates only, who would qualify in the Objective Type Test (OMR based objective Type).**
- (c) Only the qualified candidates in both the papers namely, Objective Type Test and Written Descriptive Test will be called for the Typing Test on computer.**
- (d) The final select/merit list will be prepared by adding the marks secured by candidates in different stages of examination i.e., Objective Type Test and Written Descriptive Test subject to the candidate having qualified the Typing Skill Test on computer (English). There shall, however, be no rounding off of marks at any stage of the Written Examination.**

For MTS posts: -

Selection shall be made on the basis of OMR based Written Examination as detailed under:

Part	Subject	No. of Questions	Duration
A	General Intelligence & Reasoning	25	2 hours
B	Numerical Aptitude	25	
C	General English	25	
D	General Awareness	25	

Qualifying marks for making appointment to these posts will be 50% for General category candidates and 45% for the candidates belonging to SC/ ST/ OBC/ EWS/ PH (Physically Challenged) categories.

NOTE:

- (a) The OMR based Objective Type Test will be the basis for preparation of final select list/merit list and there will be no rounding off of marks.**

Examination Fee:

A non-refundable online fee of ₹ 350/- (Rupees Three Hundred & Fifty Only) along with applicable transaction charges will be payable by General, EWS and OBC candidates and ₹ 200/-

(Rupees Two Hundred Only) along with applicable transaction charges will be payable by the candidates belonging to the categories of SC/ST/Ex-Servicemen/Persons with disabilities. Fee shall not be accepted in any other form. The fee shall be paid online through payment gateway provided by AXIS Bank.

It is clarified that the fee once paid shall not be refunded under any circumstances. It is also clarified that no chargeback will be entertained. Therefore, the candidates, before applying, should ensure that they are eligible for the post.

How to Apply: -

Applications Forms can be filled up online by visiting the website of this Commission i.e. <http://ncdrc.nic.in> **with effect from 20.07.2019 (10:00 A.M.)** under the link; **“Jobs Direct Recruitment 2019”** and also keep themselves regularly updated about the recruitment.

After successful completion of online application form, candidate will be able to preview his or her duly submitted application. Candidates are advised to take a printout of the filled up application for his or her records. Printout of filled up applications NEED NOT be sent to the Registry of NCDRC.

The candidate should retain his or her application number carefully for generation of admit card, from the link to be provided in the website of NCDRC and for other information regarding the prescribed written/skill test.

In case a candidate submits more than one application form for single post he or she must note that application which is submitted last will only be entertained by the Registry. No correspondence requesting to accept previous application will be entertained.

General Instructions:

1. The medium of Written Test shall be in English language.
2. No scrutiny of applications for the eligibility and other aspects will be undertaken at the stage of Written Test. Therefore, the candidature will be provisional only and subject to scrutiny at the appropriate stage. The candidates are advised to go through the requirements of educational qualification, age, reservation, relaxation, etc. and satisfy themselves that they are eligible, before applying.
3. **Candidates must fulfil the criteria relating to qualification, income, etc. on the last date of registration i.e. closing date for applying for the post.**
4. Candidates must invariably produce and submit true copies of the documentary proofs with respect to date of birth, educational qualifications, residential addresses, reservation, relaxation, NOC in case of candidates already in government service, etc. before the Authority in this Court, whenever the same is demanded. Candidates belonging to SC/ST/OBC Categories must also invariably produce and submit true copies of valid Caste Certificate. Non- Creamy Layer (NCL) Certificate in respect of OBC candidates and Income & Asset Certificate in respect of EWS candidates need to be produced by the candidates claiming concessions before the Authority in this Commission, whenever the same is demanded. Failure to produce valid Certificates or any of the documentary proofs and/or submit true copies thereof, at the relevant point of time, shall result in cancellation/rejection of the candidature and no further correspondence in this regard shall be entertained.

5. The candidates already in Government Service should intimate their Department/Office where they are serving and shall be required to produce No Objection Certificate, if declared successful in the Written Test.
6. The candidature of the candidate will be entirely provisional and mere issuance of Admit Card or appearance at Written Test shall not entitle him/her to raise any claim for appointment to the post. No admit card will be sent by post and the candidates are to download the admit card for all stages of test from NCDRC website.
7. Use of Calculator, Laptop, Palmtop, other Digital Instrument/Mobile/Cell phone, Pager/electronic watches etc. is/ are not allowed in the examination. In case any candidate is caught/ found to be in possession of any gadget/instrument, he/she would be debarred from the examination.
8. The venue for written exam/skill test will be at Delhi/NCR.
9. No TA/DA will be payable to the candidates for appearing in the Written Test.
10. The Candidate is required to scan his or her photo having 5cm height and 3.8 cm width (size upto 50 kb) in JPG format and signature having 2.5 cm height and 5 cm width (size upto 50 kb) in JPG format for uploading the same at the relevant space on the online application form.
11. No request for change in category filled in online application form will be entertained.
12. This Commission reserves 'the right to cancel a part or entire process of examination due to administrative reasons and/or in case of unfair means, cheating or other irregularities/malpractice noticed by this Commission.
13. In case there is any discrepancy among the English, Hindi, etc. version of advertisement/information, the English version will be treated as final.
14. In case, where the marks obtained in the written exam are same by two candidates, whosoever is older will get the preference in selection and when both marks and age are same, the alphabetical order of name will prevail.
15. APPLICATIONS WHICH DO NOT COMPLY WITH THE INSTRUCTIONS SHALL BE SUMMARILY REJECTED.
16. In case of any disputes, Legal Jurisdiction will be Delhi.

It is also notified that no correspondence (either by post or by e-mail received in this Commission) with respect to the change of date of examination, eligibility criteria of any category, permissible documentary proofs and after conduct of the examination, with respect to the expected date of declaration of result will be entertained.

(S. Hanumantha Rao)
Joint Registrar

Government of.....

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size attested photograph of the applicant

***Note1:** Income covered all sources i.e. salary, agriculture, business, profession etc.

****Note 2:** The term “Family” for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

*****Note3:** The property held by a “Family” in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.