

F. No. 6-2/2022-Pub.(EW)
Publication Division

Dated: 09.01.2024

Notification

Subject: Walk-in-Interview for the Engagement of Assistant Editor and Editorial Assistant.

Publication Division, NCERT will conduct a Walk-in-Interview for engagement for the posts of Assistant Editor and Editorial Assistant purely on contract basis. The Council can terminate the services of contractual employees at any time without giving any reason.

1. Assistant Editor - 02 Posts (English-01 & Hindi-01)

a	Educational Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • A Bachelor degree from a recognized University. • Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject. • At least 5 year experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity. • Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Word processing and techniques of online editing.
b	Age Limit	Not Exceeding 35 years
c	Remuneration	Rs. 65,000/- per month (Consolidated)
d	Tenure	Six months (this period of engagement can be terminated at any time without assigning any reason)
e	Date of Screening and interview	15 th January, 2024 at 10.00 AM to 3.00 PM
f	Venue	Room No. 104, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016

2. Editorial Assistant - 01 Post (English)

a	Educational Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • A Bachelor degree from a recognized University. • At least 3 year experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity. • Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Word processing and techniques of online editing.
b	Age Limit	Not Exceeding 30 years
c	Remuneration	Rs. 42,000/- per month (Consolidated)
d	Tenure	Six months (this period of engagement can be terminated at any time without assigning any reason)
e	Date of Screening and interview	15 th January, 2024 at 10.00 AM to 3.00 PM
f	Venue	Room No. 104, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016

Interested candidates who fulfil the above conditions may attend Walk-in-Interview in Publication Division, NCERT, New Delhi.

The applicants may attend the test and interview with a copy of their Curriculum Vitae (CV) alongwith original certificates and photocopies of the same duly self-attested.

Age relaxation for SC/ST/OBC etc, will be applicable as per Government of India instructions. The Certificates issued by the Government of India shall only be accepted for the purpose.

Note:

1. It is the responsibility of the candidates to ensure that they fulfil the eligibility conditions in terms of (1) Educational qualifications (2) Experience etc.
2. The appointment is purely on contractual basis and does not bestow and right on him/her for regular appointment.
3. Candidates should bring their original certificates at the time of interview.
4. No TA/DA is admissible either for attending skill test/interview or at the time of joining the post. The selected candidates may be required to join immediately.

Head
Publication Division

Copy to:-

1. Website of NCERT - www.ncert.nic.in
2. Employment Officer, District Employment Exchange, Delhi Govt., Sector-4, R.K. Puram, New Delhi-110022
3. Director, National Book Trust, Nehru Bhawan, 5 Institutional Area, Phase-II, VasantKunj, New Delhi-110070
4. Director, A.J.K. Mass Communication Research Centre, JamiaMilliaIslamia, Maulana Mohammad Ali JauharMarg, New Delhi-110025
5. Director, Indian Institute of the Mass Communications (IIMS), JNU New Campus, ArunaAsaf Ali Marg, New Delhi-110067
6. Registrar, Jawaharlal Nehru University, New Mehrauli Road, Munirka, New Delhi-110067
7. Registrar, JamiaMilliaIslamia, Jamia Nagar, New Delhi-110025
8. Registrar, IGNOU, MaidanGarhi, New Delhi-110068
9. Registrar, University of Delhi, Benito Juarez Marg, South Campus, South MotiBagh, New Delhi-110021
10. Registrar, Dr. B.R. Ambedkar University Delhi, Lothain Road, Kashmiri Gate, New Delhi-110006
11. Principal, Regional Institute of Education Bhopal, Shyamla Hills Bhopal, Madhya Pradesh - 460003
12. Principal, Regional Institute of Education (NCERT) Ajmer, Capt. DP ChoudharyMarg, Ajmer, Rajasthan - 305004
13. Principal, Regional Institute of Education (NCERT) Mysuru, Manasagangothri, Mysuru, Karnataka - 570006
14. Principal, North East Regional Institute of Education (NCERT), UmiamRi-Bhoi District, Meghalaya - 793103

F. No. 6-2/2022-Pub.(EW)
Publication Division

Dated: _____

Notification

Subject: Walk-in-Interview and Skill test for the Engagement of Assistant Editors, Proof Readers and DTP Operators purely on contract basis.

Publication Division, NCERT will conduct a Walk-in-Interview and Skill Test for engagement for the posts Assistant Editor, Proof Reader and DTP Operators purely on contract basis. The Council can terminate the services of contractual employees at any time without giving any reason.

1. Assistant Editor 60 posts (English 25 Hindi 25 & Urdu 10)

a	Educational Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • A Bachelor degree from a recognized University. • Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject. • At least 5 year experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity. • Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu. <p><u>Desirable:</u> Word processing and techniques of online editing.</p>
b	Age Limit	Not Exceeding 35 years
c	Remuneration	Rs. 80,000/- per month (Consolidated)
d	Tenure	Six months (this period of engagement can be terminated at any time without assigning any reason)
e	Date of Screening and registration of Candidate	10 January, 2024
f	Date and time of skill test	
g	Venue	Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016

2. DTP Operators 50 posts (English 20 Hindi 20 & Urdu 10)

a	Educational Qualification	As per RRs of DTP Operators
b	Age Limit	Not Exceeding 30 years
c	Remuneration	Rs. 50,000/- per month (Consolidated)
d	Tenure	Six months (this period of engagement can be terminated at any time without assigning any reason)
e	Date of Screening and	10 January, 2024

	registration of Candidate	
f	Date and time of skill test	
g	Venue	Publication Division, NCERT, Sri AurobindoMarg, New Delhi-110016

3. Proof Reader 60 posts (English 25 Hindi 25 & Urdu 10)

a	Educational Qualification	<p>Essential:</p> <ul style="list-style-type: none"> • A Bachelor degree from a recognized University. • Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject. • At least 5 year experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity. • Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu. <p>Desirable:</p> <p>Word processing and techniques of online editing.</p>
b	Age Limit	Not Exceeding 35 years
c	Remuneration	Rs. 37,000/- per month (Consolidated)
d	Tenure	Six months (this period of engagement can be terminated at any time without assigning any reason)
e	Date of Screening and registration of Candidate	10 January, 2024
f	Date and time of skill test	
g	Venue	Publication Division, NCERT, Sri AurobindoMarg, New Delhi-110016

Interested candidates who fulfil the above conditions may attend Skill Test and Walk-in-Interview in Publication Division, NCERT, New Delhi.

The applicants may attend the test and interview with a copy of their Curriculum Vitae (CV) alongwith original certificates and photocopies of the same duly self-attested.

Age relaxation for SC/ST/OBC etc, will be applicable as per Government of India instructions. The Certificates issued by the Government of India shall only be accepted for the purpose.

Note:

5. It is the responsibility of the candidates to ensure that they fulfil the eligibility conditions in terms of (1) Educational qualifications (2) Experience etc.
6. The appointment is purely on contractual basis and does not bestow and right on him/her for regular appointment.
7. Candidates should bring their original certificates at the time of interview.
8. No TA/DA is admissible either for attending skill test/interview or at the time of joining the post. The selected candidates may be required to join immediately.

Head

Copy to:-

4. Website of NCERT - **www.ncert.nic.in**
5. Employment Officer, District Employment Exchange, Delhi Govt., Sector-4, R.K. Puram, New Delhi-110022
6. Director, National Book Trust, Nehru Bhawan, 5 Institutional Area, Phase-II, VasantKunj, New Delhi-110070
7. Director, A.J.K. Mass Communication Research Centre, JamiaMilliaIslamia, Maulana Mohammad Ali JauharMarg, New Delhi-110025
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11. Registrar, IGNOU, MaidanGarhi, New Delhi-110068
12. Registrar, University of Delhi, Benito Juarez Marg, South Campus, South MotiBagh, New Delhi-110021
13. Registrar, Dr. B.R. Ambedkar University Delhi, Lothain Road, Kashmiri Gate, New Delhi-110006
14. Principal, Regional Institute of Education Bhopal, Shyamla Hills Bhopal, Madhya Pradesh - 460003
15. Principal, Regional Institute of Education (NCERT) Ajmer, Capt. DP ChoudharyMarg, Ajmer, Rajasthan - 305004
16. Principal, Regional Institute of Education (NCERT) Mysuru, Manasagangothri, Mysuru, Karnataka - 570006
17. Principal, North East Regional Institute of Education (NCERT), UmiamRi-Bhoi District, Meghalaya - 793103

National Council of Educational Research and Training.
Sri AurobindoMarg, New Delhi-110016

Walk in Interview and Skill Test

Publication Division, NCERT is going to conduct a Walk-in-Interview and Skill Test for engagement of 60 Assistant Editors (25 for English, 25 for Hindi and 10 for Urdu), 60 Proof Reader (25 for English, 25 for Hindi and 10 for Urdu) and 50 DTP Operators (20 English, 20 Hindi and 10 Urdu) purely on contract basis initially for a period of 28 months with a remuneration of Rs. 80,000/- for Asstt. Editor, 37000/- for Proof Reader and Rs. 50,000/- per month respectively. The period of engagement can be terminated at any time without assigning any reason. Eligibility criteria i.e. qualifications, experience, age limit and other terms and conditions may be seen on the NCERT website www.ncert.nic.in . Walk in interview and skill test for the above engagement shall be held on _____ for Assistant Editors, on _____ for Proof Reader _____ and on _____ for DTP Operators at Publication Division, AmbedkarKhand, NCERT, Sri AurobindoMarg, New Delhi-110016.

Head Publication Division