



F. No. 11-4/2019-20/E-III/rectt.(D)

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING

SRI AUROBINDO MARG, NEW DELHI-110016

The NCERT invites applications for filling up the following posts on the basis of pre-revised recruitment rules by direct recruitment.

S.No.	Posts	Scale of pay	Eligibility conditions
1.	Head Publication 01 Post (UR)	Level-12 PB-III of Rs. 15600-39100/- + Grade Pay Rs. 7600/-	Educational qualification : Essential: 1) Master Degree from recognized University OR Degree from a recognized University with three years Diploma in Printing Technology OR Two year Post Graduation Diploma in Book Publishing with specialization in Book production. 2) At least 15 years experience in edition, producing-planning and supervising publications and sales of all kinds especially school text books, monographs and reports in a responsible capacity in commercial or Govt. Publishing and printing establishment. 3) Knowledge of books production techniques and modern process of printing. Desirable : 1) MBA or any equivalent degree from reputed/ recognized Institute/University/Board etc. 2) Knowledge and proficiency in all aspects of Computer related work. Age limit : Below 50 years. No upper age limit for regular employees of Council. Age relaxable for PH as per Govt. Orders for PH.
2.	Editor- 02 Posts (UR) {1-English Language} {1-Hindi Language}	Level-11 (Pre-revised Rs. 15600- 39100/- + GP Rs. 6600/-).	Educational qualification : Essential : 1) A Master degree from a recognized University. 2) At least 7 years experience of compiling, editing, writing and publications of books, and journals preferably school text books/supplementary readers. 3) Knowledge of proof reading and typography and should be proficient in English. 4) For the post of Editor in Hindi proficiency in Hindi will be essential. Age Limit : Below 40 years. There will be no age limit for the employees of the Council.
3.	Asstt. Editor- 03 Posts (1-UR) (1-ST) (1-EWS) {2-English Language} {1-Hindi Language}	Level-10 (Pre-revised Rs. 15600- 39100/- + GP Rs. 5400/-).	Educational qualification : Essential : 1) A degree in Art or in Science from a recognized University. 2) At least 5 years' experience in compiling, editing, proof reading and typography etc. in an organization of repute. 3. Proficiency in the language required. Age limit : Below 35 years. There will be no age limit for the employees of the Council.
4.	Editorial Assistant 01 Post (OBC) {Urdu Language}	PB-II Rs. 9300-34800/- Grade Pay 4200/-	Educational qualification : Essential : 1) A second class degree in Arts or in Science from a recognized University. 2) At least 3 years experience in collection, compilation and subbing of materials for publication in Govt./Semi-Govt. publishing organization or reputable publishing house. 3) Working Knowledge of books Production techniques, lay out and proof correction. 4) Proficiency in the language concerned. Age Limit : Below 30 years. There will be no age limit for employees of the Council.
5.	Profes- sional Assis- tant-01 Post (OBC)	PB-II Rs. 9300-34800/- Grade Pay 4200/-	Educational qualification : Essential : i) A degree followed by diploma in Lib. Sc. (one year course) after graduation or its equivalent, ii) 4 years experience or M.A./M.Sc. followed by a diploma in Lib Sc. Or its equivalent without experience. Age Limit : Below 30 years. There will be no age limit for the employees of the Council.
6.	Computer Operator Gr-I 01 Post (PWD-HH)	PB-II Rs. 9300-34800/- Grade Pay 4200/-	Educational qualification : Essential : (i) M.Sc. (Electronics) or M.Sc. (Computer Science) (ii) B. Tech in computer science or MCA Job Description : Operation of multi-user, multi tasking and time sharing computer system; maintenance of hardware and software; assistance in software support to UNIX/DOS based system. Any other duties as assigned in the area of Computer Operation. Age Limit : Below 35 years.
7.	Store Keeper Gr-II 04 Posts (3-UR) (1-EWS)	5200-20200/- Grade Pay 2800/-	Educational qualification : Essential : 1. Must have passed Matriculation or equivalent examination from a recognized Board/University 2. 5 years experience of Procurement/Inspection/Custody/Maintenance and verification of Stores in a Govt./Semi-Govt. organization or a Private Organization of repute. Desirable : 1. Certificate/Diploma in Store Keeping and Purchasing.

S.No.	Posts	Scale of pay	Eligibility conditions
8.	Proof Reader 02 Posts (1-OBC) (1-EWS) {1-English Language} {1-Hindi Language}	5200-20200/- Grade Pay 2400/-	Age Limit : Below 27 years. There is no age limit for employees of the Council. Educational qualification : Essential : 1. Must have passed Matriculation or any other examination recognized as equivalent to the said examination by the Govt. of India with English as one of the subject. 2. Should have Knowledge of Typography. 3. Qualify in a test of proof-reading as may be prescribed by the Council from time to time Age Limit : Below 30 years. There will be no age limit for regular employees of the Council.

GENERAL INFORMATION:

- Candidates who fulfill the prescribed qualifications, experience and other eligibility conditions as on 31.10.2019 should apply giving full particulars (Bio-data) as per proforma given supported by self attested copies of all the relevant certificates and documents and a passport size photograph to be affixed on the application.
- Candidates who are already working in Government service should send their application through proper channel. Applications not found as per prescribed proforma and not supported by duly attested documents or attested photograph will not be entertained.
- Candidates who do not fulfill the prescribed qualifications and other eligibility conditions need not apply.
- Fee of Rs.200/- (Rupees Two hundred only) has to be paid in form of DD/IPO payable in favour of "Secretary, NCERT at New Delhi".
- The fee once paid will not be refunded or re-adjusted under any circumstances.
- No fee is required for SC/ST, PwD category and Women candidates.
- Age concession is allowed for SC/ST/OBC candidates, PWD candidates, and ex-servicemen as per Govt of India instructions.
- MINIMUM ESSENTIAL QUALIFICATIONS :** All applicants must fulfill the essential requirements for the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
- The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Written Examination/Skill Test/Interview.
- After scrutiny of the applications, the candidates who are found eligible for consideration will be called for Written Test/ Technical Aptitude Test/ Practical Aptitude Test as the case may be.
- No TA/DA will be payable to the candidates for appearing in the Examination/Skill Test/Interview.
- NCERT reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if needed, without issuing any notice. In case of any disputes, Legal Jurisdiction will be Delhi.
- The applications in a sealed cover indicating Application for the post of " _____ " thereon should reach **within 21 days from the date of advertisement to the Under Secretary, E-III Section, Room No-5, 2nd Floor, Zakhir Hussain Khand, NCERT, Sri Aurobindo Marg, New Delhi-110016.** (For any inquiry, Please Contact 011-26592196 & 26592176 on any working days during office/hours except Saturdays and Sundays)
- Applications received after due date will not be entertained.
- The applicants for the post at Serial No.4 to 8 are requested to visit NCERT website frequently regarding updation of scheme of examination for the respective posts.
- The detailed Scheme of examination/syllabus, as the case may be, shall be placed on website of NCERT <http://ncert.nic.in> before issuing the call letter.**

(Rajesh Kumar)
Under Secretary
E-III Section

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING NEW DELHI

Sri Aurobindo Marg, New Delhi-110016

(Candidates are requested to download the Application Form and fill in the information in his/her own handwriting in the space provided using **blue ink only**.)

Application for the post applied for: _____

Candidates applying for the posts of Editor/Assistant Editor/Editorial Assistant/Proof Reader) should specifically mentioned the language for which the post is applied for _____

Date of Advertisement _____

APPLICATION FORM

Name in Block Letters	Are you a Govt./ Semi Govt./PSU Employee? (Y/N)	
Father's/Husband's Name (in Block letters)		
Address (For Communication alongwith postal pin code (in capital letter)		Latest Self- attested Photograph
Address (Permanent alongwith postal pin code (in capital letter).		

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Contact Mobile No.		Contact E-mail Id:					
Age as on (31.10.2019)Yrs....Monthsdays	Date of Birth (dd/mm/yyyy)	DD	MM	YY	Gender (Male/Female)	
Category : SC/ST/OBC/UR/Ex-servicemen (attach self attested certificate if applicable)		Person with Disability (Yes/No), If yes, Disability type (attach self attested certificate if applicable) www.Jobriya.com				Nationality	
Examination (strikeout whichever is not applicable)	Year	Class/Division	Percentage/CGPA	Board/University	Subjects/Remarks		
Matriculation or equivalent							
XII Std. or equivalent							
Graduation in							
Diploma/Degree in							
Post Graduation in							
Any other							

Work Experiences							
Name and full address of the office	Post held/Designation	Whether permanent/temporary/contractual	Period		Nature of work	Scale of pay/total pay inclusive of all allowances	Reason for leaving the Post
			From	To			
<p>Have you ever been reprimanded, prosecuted kept under detention, or bound down/fined/convicted by a court of law of any offence or debarred/disqualified by any Public Service Commission from appearing at its Exam./Selections or debarred from taking any Exam./rusticated by any University or any other Educational authority/Institution? If any case pending against you in any court of law, University or any other educational authority/Institution. (If, yes provide details in separate sheets).</p> <p style="text-align: center;">UNDERTAKING</p> <p>I give the undertaking that I have read all the information and instructions given in Advertisement (Advt.....) and on the website i.e. www.ncert.nic.in and the above information given by me is correct to the best of my knowledge. I understand that my application can be rejected if, (i) the information is not correct or (ii) all the required certificates and documents are not attached or are found forge at any stage, or (iii) application is incomplete and (iv) the application is received after the due date : Date :/...../2019 Place : List of documents attached : Signature of Candidate 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13.</p>							