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**F. No. 11-4/2019-20/E-III/Rectt. (D) Vol-II**  
**National Council of Educational Research & Training**  
**Sri Aurobindo Marg, New Delhi-110016**  
**(E-III Section)**

Dated : 20th January, 2020

The NCERT invites on-line applications for filling up the following posts by direct recruitment as per the revised recruitment rules.

Sl. No.	Name of the Post	No. of Vacancies and post reserved for	Scale of pay	Eligibility conditions	Fees
1.	Editor (Urdu Language)	01 Post (OBC)	Level - 11 of Pay matrix of 7th CPC (Pre-revised PB-III of Rs. 15600-39100 + Grade Pay of Rs. 6600/-)	<b>Essential Educational Qualification :</b> (i) A Bachelor degree from a recognized University. (ii) Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, Where editing is one of the subject. (iii) At least 8 years' experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity. (iv) Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu. <b>Desirable :</b> (i) Word processing and techniques of online editing <b>Age Limit :</b> Not exceeding 40 years as on last date of submission of application.	Rs. 1,000 - for General, EWS and OBC. Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from payment of fees.
2	Business Manager	01 Post (UR)	Level - 11 of Pay matrix of 7th CPC (Pre-revised PB-III of Rs. 15600-39100 + Grade Pay of Rs. 6600/-)	<b>Essential Educational Qualification :</b> (i) Master in Business Administration from a recognized university/Institute. OR A Bachelor Degree from a recognized University with two years Post Graduate Diploma in Sales/Marketing/Business Administration. (ii) Having at least 08 years experience in Sales and Sales Promotion in a reputed publishing organization. <b>Desirable :</b> (i) Working Knowledge of computer <b>Age Limit :</b> Not exceeding 40 years as on last date of submission of application.	Rs. 1,000/- for General, EWS and OBC. Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from payment of fees.
3	Assistant Production Officer	01 Post (UR)	Level - 10 of Pay matrix of 7th CPC (Pre-revised PB-III of Rs. 15600-39100 + Grade Pay of Rs. 5400/-)	<b>Essential Educational Qualification :</b> (i) A Bachelor Degree in Printing Technology from a recognized University. OR A Bachelor Degree in any subject with Diploma in Printing Technology. (ii) At least 05 years experience in Print Production of textbooks, general publications, journals etc., in a reputed publishing/printing organization. (iii) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology. (iv) Familiarity in computer based printing processes. <b>Age Limit :</b> Not exceeding 35 years as on last date of submission of application.	Rs. 1,000/- for General, EWS and OBC. Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from payment of fees.
4	Assistant Business Manager	01 Post (OBC)	Level - 10 of Pay matrix of 7th CPC (Pre-revised PB-III of Rs. 15600-39100 + Grade Pay of Rs. 5400/-)	<b>Essential Educational Qualification :</b> (i) Master in Business Administration from a recognized university/Institute. OR Degree from a recognized University and Post Graduate Diploma in Sales/Marketing/ Business Administrator. (ii) Having at least 05 years experience in Sales and Sales Promotion in a reputed publishing organization. <b>Desirable :</b> (i) Working Knowledge of computer <b>Age Limit :</b> Not exceeding 35 years as on last date of submission of application.	Rs. 1,000/- for General, EWS and OBC. Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from payment of fees.
5.	Technical Officer	01 Post (UR)	Level - 10 of Pay matrix of 7th CPC (Pre-revised PB-III of Rs. 15600-39100 + Grade Pay of Rs. 5400/-)	<b>Essential Educational Qualification :</b> (i) Degree in Mechanical/Electrical/Production Engineering. (ii) Five years experience for degree holders in Supervisory Capacity in Engineering Industry of repute in production & designing work or in a Govt./Autonomous Organization having Grade Pay of Rs. 4600/- OR (i) Passed 12th standard with three (3) years Diploma in Mechanical/Electrical/Production Engineering with 8 years experience in the appropriate trade. <b>Desirable:</b> (i) Experience in a reputed organization involved in development/production of scientific equipment for schools or colleges. (ii) Experience in use of software like CAD/CAM, Solid Works, CATIA, UGS, etc. <b>Age Limit :</b> Not exceeding 35 years as on last date of submission of application.	Rs. 1,000/- for General, EWS and OBC. Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from payment of fees.
6.	Artist Grade-I	01 Post (UR)	Level - 10 of Pay matrix of 7th CPC (Pre-revised PB-III of Rs. 15600-39100 + Grade Pay of Rs. 5400/-)	<b>Essential Educational Qualification :</b> (i) Degree in Fine Art/Applied Art/Commercial Art from a recognized Institution. (ii) At least 05 years' experience in the preparation of black and white and colour illustrations, cover- designs, layout work etc. of books and periodicals in a publishing house of repute. <b>Desirable:</b> (i) Knowledge of printing techniques. (ii) Knowledge of photography and its application to designing. (iii) Working Knowledge of computer and its software for designing. <b>Age Limit :</b> Not exceeding 35 years as on last date of submission of application.	Rs. 1,000/- for General, EWS and OBC. Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from payment of fees.

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Sl. No.	Name of the Post	No. of Vacancies and post reserved for	Scale of pay	Eligibility conditions	Fees
7.	Production Assistant	01 Post (OBC)	Level - 6 of Pay matrix of 7th CPC (Pre-revised PB-II of Rs. 9300-34800 + Grade Pay of Rs. 4200/-)	<p><b>Essential Educational Qualification :</b></p> <p>(i) A Bachelor Degree in Printing Technology from a recognized Institution. OR Two years post-graduate Diploma in book publishing with specialization in book Production.</p> <p>(ii) At least 3 years' experience in printing/Production of textbooks, general publication, journals, etc. in a reputed publishing/printing organization dealing with printing and publishing for Diploma holders. OR 01 year experience in printing/Production of textbooks, general publication, journals, etc. in a reputed publishing/printing organization dealing with printing and publishing in case of Degree holder.</p> <p>(iii) Thorough knowledge of calculating and estimating cost of production of publications.</p> <p><b>Desirable :</b></p> <p>(i) Familiarity in computer based printing processes.</p> <p><b>Age Limit :</b> Not exceeding 30 years as on last date of submission of application.</p>	Rs. 800/- for General, EWS and OBC. Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from payment of fees.
8.	Marketing Executive	01 Post (UR)/EWS	Level - 6 of Pay matrix of 7th CPC (Pre-revised PB-II of Rs. 9300-34800 + Grade Pay of Rs. 4200/-)	<p><b>Essential Educational Qualification :</b></p> <p>(i) Degree from a recognized University.</p> <p>(ii) Having at least 03 years' experience in Sales and Sales Promotion in a reputed publishing organization.</p> <p><b>Desirable:</b></p> <p>(i) Diploma in Sales/Marketing/Business Administration.</p> <p>(ii) Working Knowledge of computer.</p> <p><b>Age Limit :</b> Not exceeding 30 years as on last date of submission of application.</p>	Rs. 800/- for General, EWS and OBC. Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from payment of fees.
9.	Assistant Store Officer	02 Post (UR)	Level - 6 of Pay matrix of 7th CPC (Pre-revised PB-II of Rs. 9300-34800 + Grade Pay of Rs. 4200/-)	<p><b>Essential Educational Qualification :</b></p> <p>(i) A Degree in Arts/Science/Commerce. OR Degree/Diploma in any stream of Engineering/material management from a recognized university.</p> <p>(ii) Three (3) years' experience of procurement/Inspection/ Maintenance/Custody/Accounting of Stores and verification of Stores in a well-established stores organization in Govt./ Semi-Govt/Industry/ Private Organization.</p> <p>(iii) Working Knowledge of computer.</p> <p><b>Desirable:</b></p> <p>(i) Certificate/Diploma in Purchasing, Store Keeping and Stock Control.</p> <p><b>Age Limit :</b> Not exceeding 30 years as on last date of submission of application.</p>	Rs. 800/- for General, EWS and OBC. Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from payment of fees.
10.	Store Keeper Grade-I	02 Post (UR)	Level - 5 of Pay matrix of 7th CPC (Pre-revised PB-I of Rs. 5200-20200 + Grade Pay of Rs. 2800/-)	<p><b>Essential Educational Qualification :</b></p> <p>(i) A Bachelor's Degree in Arts/Science/Commerce. OR A Bachelor's Degree/Diploma in any stream of Engineering/material management from a recognized university.</p> <p>(ii) Two (2) years' experience of procurement/Inspection/ Maintenance/Custody/Accounting of Stores and verification of Stores in a well-established stores organization in Govt./ Semi-Govt/Industry/ Private Organization.</p> <p>(iii) Working Knowledge of computer.</p> <p><b>Desirable:</b></p> <p>(i) Certificate/Diploma in Purchasing, Store Keeping and Stock Control.</p> <p><b>Age Limit :</b> Not exceeding 27 years as on last date of submission of application.</p>	Rs. 750/- for General, EWS and OBC. Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from payment of fees.
11	Copy Holder	01 Post (OBC)	Level - 2 of Pay matrix of 7th CPC (Pre-revised PB-I of Rs. 5200-20200 + Grade Pay of Rs. 1900/-)	<p><b>Essential Educational Qualification :</b></p> <p>(i) 12th Standard pass.</p> <p>(ii) Knowledge of Computer typing and MS Office software.</p> <p><b>Desirable:</b></p> <p>(i) ITI Certificate in Proof Reading.</p> <p><b>Age Limit :</b> Not exceeding 27 years as on last date of submission of application.</p>	Rs. 750/- for General, EWS and OBC. Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from payment of fees.

**NOTE:** - For general instructions/guidelines for applying on-line application and others necessary information regarding last date of receipt of application/syllabus/scheme etc., the applicants may visit NCERT website (URL <http://www.ncert.nic.in>) on the home page titled "ONLINE APPLICATION FOR ANCILLARY POSTS". Click the link (online applications) to access the page having all the required requisite information for applying for the post(s) as mentioned in the advertisements. NCERT reserves the right to modify/cancel/withdraw communication made to the applicant. The applicants are therefore requested to visit NCERT website [www.ncert.nic.in](http://www.ncert.nic.in) in their own interest frequently in this regard. NCERT shall not be responsible, if the information provided on NCERT website is skipped by the applicant.

2. **Age:** Age relaxation will also be given for Govt. servant's upto 05 years in accordance with the instructions or orders issued by the Central Government. Further one time no age bar relaxation is also applicable to the employee of NCERT as per notification issued by EC Section vide Notification No. F. 1-4/2017-EC/323-376 dated 12.07.2018.

3. For any difficulty in submitting online application, please email us to (email address: [e3-onlinerecrt@ncert.nic.in](mailto:e3-onlinerecrt@ncert.nic.in)) with the brief details and applicant can also contact on phone No. 011-26592176/196 & 011-26592207 (For Technical solution).

(Rajesh Kumar)  
Under Secretary  
E-III Section