

PUBLICATION DIVISION

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Head, Publication Division
2.	No. of Post	One (01)
3.	Classification	Group 'A'
4.	Scale of Pay	37400-67000 Grade Pay 8700*
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 50 years
8.	Educational and other qualification required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> 1. Master's Degree from a recognized University OR Degree in Printing Technology or Degree from a recognized university in any stream with three years diploma in Printing Technology. 2. i) Professionals having 15 years of experience in book publishing including production or editing or supervising distribution and sales of all kinds of books, textbooks, monographs and reports in a senior management level in Govt./Semi Govt. or an autonomous publishing and printing establishment. ii) Out of total 15 years experience, the candidates should have at least 10 years of working experience in the Grade Pay of 6600/- or five years in the Grade Pay of 7600/- 3. i) Knowledge of advanced book production processes. OR ii) Conversant with pre-press, press, post-press paper procurement process for publications. OR iii) Knowledge of editing and use of graphic softwares and its applications in book production process. OR iv) Knowledge of sales promotion and material management and inventory control related to publications. <p>Desirable :</p> <ol style="list-style-type: none"> 1. Master degree in Mass Communication or Printing Technology or two years management course in marketing or business administration. 2. In depth knowledge of managing publication and production activities through advanced information and communication technologies (ICT) and have the capability of managing a large network of distribution outlets.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
10.	Period of probation, if any	02 Years for Direct Recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Recruitment will be made on deputation/tenure basis for a period of 3 years extendable upto 5 years.
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT regulation.

*** Post is to be upgraded from grade pay of Rs.7600/- to Rs.8700/-. It needs the approval of MHRD.**

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Chief Production Officer
2.	No. of Post	One (01)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 7600
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 50 years
8.	Educational and other qualification required for direct recruits	<p>Essential for Direct Recruitment :</p> <ol style="list-style-type: none"> 1) Graduate Degree in Printing Technology from a recognized University. 2) At least 10 yrs experience in Print Production of textbooks, general publications, journals etc. in reputed publishing/Printing organization. 3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology. 4) Familiarity in computer based printing processes. <p>Educational Qualification for Departmental Candidates:</p> <p>The essential qualifications prescribed for direct recruitment will be relaxed up to 2017 as per the details given below:</p> <ol style="list-style-type: none"> 1. Bachelor in any subject with three years Diploma in Printing Technology. 2. At least 15 years experience in Printing Production of textbooks, general publications, journals etc. in reputed publishing/Printing organization. 3. Successful completion of appropriate training programme from a recognized University/Institute in printing technology, as decided by the Council from time to time
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age: No Educational Qualification : As mentioned in Clause 8
10.	Period of probation, if any	02 Years for Direct Recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By Direct Recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	Not Applicable

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Production Officer
2.	No. of Post	Four (04)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 6600
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 40 years
8.	Educational and other qualification required for direct recruits	Direct Recruitment Essential : 1) Degree in Printing Technology from a recognized University. 2) At least 08 yrs experience in Print Production of textbooks, general publications, journals etc. in reputed publishing/Printing organization. 3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology. 4) Familiarity in computer based printing processes.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : 1. Bachelor in any subject with three years Diploma in Printing Technology (For the candidate who do not posses B.Tech Degree in Printing Technology). 2. Employees of the Council not having the requisite qualification as required for Direct Recruitment will have to undergo appropriate training programme successfully, as decided by the Council from time to time. 3. Other conditions for direct recruitment will be applicable.
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	1. 50% direct recruitment 2. 50% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion through selection on the basis of merit from amongst the Assistant Production Officers having not less than 5 years regular service as Assistant Production Officer in the Council, failing which by direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT 's Regulations

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Assistant Production Officer
2.	No. of Post	Seven (07)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 5400
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 35 years
8.	Educational and other qualification required for direct recruits	For Direct Recruitment Essential : 1) Degree in Printing Technology from a recognized University. 2) At least 05 years experience in Print Production of textbooks, general publications, journals etc., in a reputed publishing/printing organization. 3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology. 4) Familiarity in computer based printing processes.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : 1. Bachelor in any subject with three years Diploma in Printing Technology (For the candidate who do not possess B.Tech Degree in Printing Technology). 2. Employees of the Council not having the requisite qualification as required for Direct Recruitment will have to undergo appropriate training programme successfully, as decided by the Council from time to time. 3. Other conditions for direct recruitment will be applicable.
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	1. 50% direct recruitment 2. 50% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	By promotion through selection on the basis of merit from amongst the Production Assistant having not less than 8 years regular service in the council.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation

Sl.	Details of the post	Recruitment Rules
1.	Name of Post	Production Assistant
2.	No. of Post	Eleven (11)
3.	Classification	Group 'B'
4.	Scale of Pay	9300-34800 Grade Pay 4200
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 30 years.
8.	Educational and other qualification required for direct recruits	Essential : 1) Degree in Printing Technology from a recognized University 2) At least 01 year experience. 3) Working knowledge regarding cover design, lay-out, paper production and all aspects of printing technology. 4) Familiarity in computer based printing processes.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% direct recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	Not Applicable

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Chief Editor
2.	No. of Post	One (01)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade pay Rs. 7600/-*
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 50 years
8.	Educational and other qualification required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> 1) A post graduate degree from a recognized University. 2) Post Graduate Diploma in Book Publishing (Editing) 3) Minimum 10 years experience in compiling, editing, planning and supervising of publications especially school textbooks, monographs & reports in organization in responsible capacity. 4) Knowledge of books Production techniques, modern process of printing, typography and should be proficient in English. <p>Desirable:</p> <ol style="list-style-type: none"> 1) Working Knowledge of Computer & publication related softwares
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
10.	Period of probation, if any	2Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Direct Recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	Not Applicable

* Post is to be upgraded from grade pay of Rs.6600/- to Rs.7600/- and age from 40 to 50 years. It needs the approval of MHRD.

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Editor
2.	No. of Post	Eight (08)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 6600
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 40 years
8.	Educational and other qualification required for direct recruits	<p>Direct Recruitment</p> <p>1) A Post Graduate degree from a recognized University.</p> <p>2) Post Graduate Diploma in Book Publishing (Editing)</p> <p>3) At least 8 years experience in editing, Producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity.</p> <p>4) Knowledge of books Production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu</p> <p>Desirable:</p> <p>1) Working Knowledge of Computer & publication related software</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<p>1. 50% by direct recruitment.</p> <p>2. 50% by promotion</p>
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion through selection on the basis of merit from amongst the Assistant Editors in the language concerned having not less than 5 years regular service as Assistant Editor in the Council, failing which by direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Assistant Editor
2.	No. of Post	10 (Ten)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 5400
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 35 years
8.	Educational and other qualification required for direct recruits	<p>For Direct Recruitment</p> <p>1) A degree from a recognized University.</p> <p>2) Post Graduate Diploma in Book Publishing (Editing)</p> <p>3) At least 5 years experience in editing, Producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity.</p> <p>4) Knowledge of books Production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu</p> <p>Desirable:</p> <p>1) Working Knowledge of Computer & publication related software</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<p>1. 50% by direct recruitment</p> <p>2. 50% by promotion</p>
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	By promotion on the basis of seniority subject to rejection of the unfit from amongst Editorial Assistant in the language concerned having not less than 8 yrs. Regular service as Editorial Assistant in the council.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Editorial Assistant
2.	No. of Post	Eight (8)
3.	Classification	Group 'B'
4.	Scale of Pay	9300-34800+ Grade Pay 4200
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 30 years
8.	Educational and other qualification required for direct recruits	<p>Essential for Direct and Departmental Promotion</p> <ol style="list-style-type: none"> 1) A degree from a recognized University. 2) At least 3 years experience in editing, Producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity 3) Knowledge of books Production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu <p>Desirable:</p> <ol style="list-style-type: none"> 1) Working Knowledge of Computer & publication related software
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
10.	Period of probation, if any	2 years for direct recruitment.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ol style="list-style-type: none"> 1. 50% by direct recruitment 2. 50% by promotion .
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	50% of the posts will filled through selection amongst employees of the Council having 6 years experience as Senior Proof Reader.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Sr. Proof Reader
2.	No. of Post	Two (2) + 2*
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay 2800
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 28 years
8.	Educational and other qualification required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> 1. Graduate with English/Hindi/Urdu. 2. At least 2 years experience of working in a Printing or Publishing organization as Copy Holder/Proof Reader. 3. Knowledge of Typography. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Working Knowledge of Computer.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification: Yes
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	50% by direct recruitment 50% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	By promotion through selection on the basis of merit from amongst the proof Readers having not less than 5 years service as Proof Reader in the Council failing which by direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation

*** The four post of Copy Holder (5200-20200 Grade Pay 1900) is abolished. Two posts of Copy Holder have been merged with Proof Reader (5200-20200 Grade Pay 2400) and two with Senior Proof Reader (5200-20200 Grade Pay 2800). It needs the approval of MHRD.**

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Proof Reader
2.	No. of Post	Six (6) + 2*
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay 2400
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years
8.	Educational and other qualification required for direct recruits	Essential : 1. Graduate with English/Hindi/Urdu. 2. At least 1 year experience of working in a Printing or Publishing organization as Copy Holder/Proof Reader. 3. Knowledge of Typography. Desirable: 1. Working Knowledge of Computer.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Not Applicable .
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation

*** The four post of Copy Holder (5200-20200 Grade Pay 1900) is abolished. Two posts of Copy Holder have been merged with Proof Reader (5200-20200 Grade Pay 2400) and two with Senior Proof Reader (5200-20200 Grade Pay 2800). It needs the approval of MHRD.**

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Copy Holder*
2.	No. of Post	Four (04)
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay 1900
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years
8.	Educational and other qualification required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> 1. Graduate with English/Hindi as one of the subject. 2. Knowledge of Typography. 3. At least one year experience of working in a printing or publishing organisation. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Working Knowledge of Computer 2. ITI Certificate in Proof Reading.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% direct recruitment.
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	Not Applicable

*** The four post of Copy Holder (5200-20200 Grade Pay 1900) is abolished. Two posts of Copy Holder have been merged with Proof Reader (5200-20200 Grade Pay 2400) and two with Senior Proof Reader (5200-20200 Grade Pay 2800). It needs the approval of MHRD.**

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Chief Business Manager
2.	No. of Post	One (01)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay Rs.7600/-*
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 50 years.
8.	Educational and other qualification required for direct recruits	Essential: 1. A Graduate Degree from a recognized University. 2. Two years Post Graduate Degree/Diploma in Business Administration/Marketing Management/Sales & Marketing Management. 3. Having atleast 10 years Experience in Sales and Sales Promotion in a large publishing Organization. Desirable: 1. Working Knowledge of Computer
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By Direct Recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulations

* Post is to be upgraded from grade pay of Rs.6600/- to Rs.7600/- and age from 40 to 50 years. It needs the approval of MHRD.

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Business Manager
2.	No. of Post	Five (05)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 6600
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 40 years.
8.	Educational and other qualification required for direct recruits	<p>Both for Direct and Promotion.</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Degree from a recognized University. 2. Two years Post Graduate Degree/Diploma in Sales/ Marketing/ Business Administration 3. Having at least 08 years experience in Sales and Sales Promotion in a large publishing organization. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Working Knowledge of computer.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Age : No</p> <p>Educational Qualification : Yes</p>
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ol style="list-style-type: none"> 1. 50% by direct recruitment 2. 50% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion through selection on the basis of merit from among the Assistant Business Manager having 5 years regular service as Assistant Business Manager in the council failing which by direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulations

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Assistant Business Manager
2.	No. of Post	Four (04)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 5400
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 35 years.
8.	Educational and other qualification required for direct recruits	<p>Both for direct and Promotion</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Degree from a recognized University. 2. Two years Post Graduate Degree/Diploma in Sales/ Marketing/ Business Administration 3. Having at least 05 years experience in Sales and Sales Promotion in a large publishing organization. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Working Knowledge of computer
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p>Age : No</p> <p>Educational Qualification : Yes</p>
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ol style="list-style-type: none"> 1. 50% by direct recruitment 2. 50% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	By promotion on the basis of seniority subject to rejection/unfit from among the Marketing Executives having not less than 8 years of regular service as Marketing Executive in the Council.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Marketing Executive
2.	No. of Post	Eight (08)
3.	Classification	Group 'B'
4.	Scale of Pay	9300-34800+ Grade Pay 4200
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 30 years
8.	Educational and other qualification required for direct recruits	Essential: 1. Degree from a recognized University. 2. Having at least 03 years experience in Sales and Sales promotion in a large publishing organization. Desirable: 1. Working Knowledge of computer
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10.	Period of probation, if any	2 years for direct recruitment.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% Direct recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	Not Applicable

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Art Officer
2.	No. of Post	One (01)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 6600
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 40 years.
8.	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> Degree in Bachelor of Fine Art with specialization in Applied Art (Commercial Art) from a recognized Institution. At least 8 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. <p>Desirable:</p> <ol style="list-style-type: none"> Knowledge of printing techniques. Knowledge of photography and its application to designing. Working Knowledge of computer and its software for designing.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion through selection from amongst the Senior Artists having not less than 5 years regular service in the Council as Senior Artists failing which by direct Recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulations

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Artist Grade-I
2.	No. of Post	Two (02)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100+ Grade Pay Rs. 5400
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 35 years,
8.	Educational and other qualification required for direct recruits	<p>Direct Recruitment</p> <ol style="list-style-type: none"> 1. Degree in Bachelor of Fine Art with specialization in Applied Art (Commercial Art) from a recognized Institution. 2. 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. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of printing techniques. 2. Knowledge of photography and its application to designing. 3. Working Knowledge of computer and its software for designing.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age: No Educational Qualification : Yes
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ol style="list-style-type: none"> 1. 50% by direct recruitment 2. 50% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	By promotion through selection on the basis of merit from amongst the Artist Grade –II having not less than 8 years regular service in that capacity in the Council.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT regulation

S.No.	Details of the Post	Recruitment Rules
1.	Name Of Post	Artist Gr-II
2.	No. of Post	02 (two)
3.	Classification	Group 'B' (Non-Gazetted)
4.	Scale of Pay	Rs. 9300-34800 + Grade Pay 4200
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not exceeding 30 years.
8.	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree in Bachelor of Fine Art with specialization in Applied Art (Commercial Art) from a recognized Institution. 2. At least 03 years experience in Commercial Art in the preparation of black and white and colour illustrations, cover Designs etc. of books and periodicals in a Publishing house of repute. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of printing techniques. 2. Knowledge of photography and its application to designing. 3. Working Knowledge of computer and its software for designing.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p>Age : No</p> <p>Educational Qualification : 10+2 with 3 years Diploma in Applied Arts (Commercial Art), other conditions of direct recruitment will be applicable as above</p>
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<ol style="list-style-type: none"> 1. 50% by direct recruitment 2. 50% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	By promotion through selection on the basis of merit from amongst the Artist Grade –III having not less than 6 years regular service in that capacity in the Council.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Artist Grade-III
2.	No. of Post	One (01)
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20,200+ Grade Pay 2800
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> Degree in Bachelor of Fine Art with specialization in Applied Art (Commercial Art) from a recognized Institution with two year experience. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 10+2 with three years diploma in Applied Art (Commercial Art) from a recognized institution with 03 years experience. 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. <p>Desirable:</p> <ol style="list-style-type: none"> Knowledge of printing techniques. Knowledge of photography and its application to designing. Working Knowledge of computer and its software for designing.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% direct recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT regulation

MINISTRIAL

S.No.	Details of the post	Recruitment Rules
1.	Name of Posts	Multi Tasking Staff
2.	No. of Posts	612
3.	Classification	Group 'C' Non-Gazetted
4.	Scale of Pay	PB-I of Rs5200+20200+GP Rs. 1800/-.
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	Not Applicable
7.	Age limit for direct recruits	Not exceeding 27 years
8.	Educational and other qualifications required for direct recruits	12 th or equivalent pass OR Matriculation with ITI in the relevant subject may be prescribed as the minimum qualification where technical duties are considered necessary
9.	Whether age and educational qualifications for direct recruits will apply to promote	Not Applicable
10.	Period of probation, if any	2 Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% Direct Recruitment.
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	Not applicable
13.	If a DPC exists, what is the composition	Not applicable

S.No.	Details of the post	Recruitment Rules
1.	Name of Posts	Lower Division Clerk
2.	No. of Posts	173`
3.	Classification	Central Civil Service (Group 'C' Non-Gazetted) Ministerial
4.	Scale of Pay	PB-I of Rs5200+20200+GP Rs. 1900/-.
5.	Whether Selection post or non selection Post	Non- Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	Not Applicable
7.	Age limit for direct recruits	Not exceeding 27 years
8.	Educational and other qualifications required for direct recruits	1. Graduate from a recognised University 2. Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Age - No Qualification - No
10.	Period of probation, if any	2 Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	(i) 85% by direct recruitment (ii) 10% by limited Departmental Examination (iii) 5% by promotion failing which by deputation/direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs.1800 and who possess 12 th class pass or equivalent and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the Grade Pay of Rs.1800.
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

S.No.	Details of the post	Recruitment Rules
1.	Name of Posts	Upper Division Clerk
2.	No. of Posts	177
3.	Classification	Central Civil Service (Group 'C' Non-Gazetted) Ministerial
4.	Scale of Pay	PB-I of Rs5200+20200+GP Rs. 2400/-.
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	Not Applicable
7.	Age limit for direct recruits	Not exceeding 27 years
8.	Educational and other qualifications required for direct recruits	1. Graduate or equivalent from a recognized University. 2. A typing speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on computer (35 w.p.m. and 30.w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)
9.	Whether age and educational qualifications for direct recruits will apply to promotos	Age - No Qualification - No
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	75% by Promotion 25% by Limited Departmental Examination Failing which by Deputation/Direct Recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	i) 75 % by promotion on the basis of seniority, subject to rejection of the unfit from amongst the LDC having not less than 8 years of regular service as LDC in the Pay Band –I Rs.5200-20200 Grade Pay Rs.1900. ii) 25% by promotion through selection on the basis of Limited Departmental Examination in the manner as may be prescribed by the Council from time to time from amongst the LDCs in the Pay Band –I Rs.5200-20200 Grade Pay Rs.1900 with not less than 5 years of regular service in the Council .
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

S.No.	Details of the post	Recruitment Rules
1.	Name of Posts	Assistant
2.	No. of Posts	103
3.	Classification	Central Civil Service Group 'B'(Non-Gazetted Ministerial)
4.	Scale of Pay	PB-2 Rs. 9300-34800 + GP Rs. 4200/-
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	Not Applicable
7.	Age limit for direct recruits	Not exceeding 30 years for direct recruits
8.	Educational and other qualifications required for direct recruits	1. Graduate from a recognized University. 2. Typing Speed in English with a minimum speed of 35 w.p.m. OR in Hindi with a minimum speed of 30 w.p.m. on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Age - No Qualification - No
10.	Period of probation, if any	2 years for direct recruits
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	75% By direct Recruitment 15% By Promotion 10% by Limited Departmental Examination failing which by deputation/direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	i)15 % by promotion on the basis of seniority, subject to rejection of the unfit from amongst the UDC having not less than 10 years of regular service as UDC in the Pay Band –I Rs.5200-20200 Grade Pay Rs.2400. ii) 10% by promotion through selection on the basis of Limited Departmental Examination in the manner as may be prescribed by the Council from time to time from amongst the UDCs/Receptionists/Lab. Assistant in the Pay Band –I Rs.5200-20200 Grade Pay Rs.2400 with not less than 5 years of regular service in the Council.
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Section Officer
2.	No. of Posts	54
3.	Classification	Central Civil Service Group 'B'(Gazetted Ministerial)
4.	Scale of Pay	PB-2 Rs. 9300-34800 + GP Rs. 4600/-
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 30 years
8.	Educational and other qualifications required for direct recruits	1. Graduate from any recognized University. 2. A typing speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on computer (35 w.p.m. and 30.w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)
9.	Whether age and educational qualifications for direct recruits will apply to promotes	Age - No Qualification - No
10.	Period of probation, if any	2 Years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	50% by Promotion 50% by Limited Departmental Examination failing which by deputation/direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	i) 50 % by promotion on the basis of seniority, subject to rejection of the unfit from amongst the Assistant having not less than 5 years of regular service as Assistant in the Pay Band –II Rs93200-34800 with GP Rs. 4200/.
		ii) 50% by promotion through selection on the basis of Limited Departmental Examination in the manner as may be prescribed by the Council from time to time from amongst the Assistants/Manager NIE Guest House/PAs in the Pay Band –II Rs.9300-34800 with GP Rs.4200/ with not less than 3 years of regular service in the Council.
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Under Secretary
2.	No. of Posts	15 *
3.	Classification	Central Civil Service Group 'A'(Gazetted Ministerial)
4.	Scale of Pay	PB-III of Rs.15600-39100+Grade Pay Rs. 6600/-
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	Not Applicable
7.	Age limit for direct recruits	Not exceeding 40 years
8.	Educational and other qualifications required for direct recruits	1. Graduate from a recognized University 2. Holding analogues post on regular basis OR 7 Years service in PB-II GP Rs. 4600/- 3. Working Knowledge of Computer
9.	Whether age and educational qualifications for direct recruits will apply to promotes	Age - No Qualification - No
10.	Period of probation, if any	2 years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	(a) 10 posts filled by 100% promotion, on the basis of seniority, subject to rejection of the unfit from amongst the Section Officer having not less than 7 years of regular service as Section Officer in the Pay Band –II Rs 9300-34800 with GP Rs. 4600. (b) 5 posts of Under Secretary shall be filled by promotion through selection on the basis of Limited Departmental Examination from the amongst APC/PS, having not less than 7 years of regular service as APC/PS in the Pay Band –II Rs 9300-34800 with GP Rs. 4600, failing which by promotion/ deputation/Direct Recruitment
13.	If a DPC exists, what is the composition	As per NCERT's Regulations

* 1 post of Sr. Analyst has also been re-designated as Under Secretary

S.No.	Details of the post	Recruitment Rules
1.	Name of Posts	Deputy Secretary
2.	No. of Posts	6
3.	Classification	Central Civil Service Group 'A' (Gazetted Ministerial)
4.	Scale of Pay	PB-III of Rs.15600-39100+Grade Pay Rs. 7600/-
5.	Whether Selection post or non selection Post	Non Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	Not Applicable
7.	Age limit for direct recruits	Not exceeding 50 years
8.	Educational and other qualifications required for direct recruits	1. Graduate from a recognized University 2. Holding analogues post on regular basis OR 5 Years service in PB-II GP Rs. 6600/- 3. Working Knowledge of Computer
9.	Whether age and educational qualifications for direct recruits will apply to promotes	Age - No Qualification - No
10	Period of probation, if any	2 Years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% By promotion failing which by Deputation/Direct Recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	100 % by promotion on the basis of seniority, subject to rejection of the unfit from amongst the Under Secretary having not less than 5 years of regular service as Under Secretary in the Pay Band -III Rs15600-39100 with GP Rs. 6600/.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation

Sl.No.	Details of the post	Recruitment Rules
1.	Name of Posts	Secretary
2.	No. of Posts	1
3.	Classification	Central Civil Service Group 'A'(Gazetted Ministerial)
4.	Scale of Pay	37,400- 67,000+GP Rs. 8700/- PB-4
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	NA
7.	Age limit for direct recruits	NA
8.	Educational and other qualifications required for direct recruits	Not applicable
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	By deputation from amongst Officers of All India Services and other Organized Central Civil Services
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	Not applicable
13.	If a DPC exists, what is the composition	Not Applicable

Sl. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Vigilance cum Security Officer (VSO)
2.	No. of Posts	1
3.	Classification	Central Civil Service Group 'A' (Gazetted Ministerial)
4.	Scale of Pay	PB-III of Rs.15600-39100+Grade Pay Rs. 7600/-
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	Not Applicable
7.	Age limit for direct recruits	Not exceeding 50 years
8.	Educational and other qualifications required for direct recruits	Essential: 1. Graduate from a recognised University 2. Should have at least 7 years experience in dealing with vigilance matters conducting inquiry proceedings, of which 5 years should be in a responsible capacity under the Govt. Deptt/Autonomous Body/PSUI, preferably dealing with investigation of complaints/holding of inquiries/vigilance work/litigation work of the establishment etc. Desirable: 1. Law Degree 2. Experience in Police Deptt/Defence Service
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by deputation
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	100% by deputation from amongst Officers under the Central Govt./State Govt./ Semi-Govt./Autonomous or Statutory Organizations holding analogous posts on regular basis OR with 5 years of regular service in PB-III Grade Pay Rs. 6600/-
13.	If a DPC exists, what is the composition	As per NCERT regulations

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Jr. Accountant
2.	No. of Posts	18
3.	Classification	Central Civil Service Group 'B' Non-Gazetted Ministerial
4.	Scale of Pay	PB-2 Rs. 9300-34800 + GP Rs. 4200/-
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 30 years
8.	Educational and other qualifications required for direct recruits	B.Com from a recognized University
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Not Applicable
10.	Period of probation, if any	2 years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by Direct Recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation /transfer to be made	Not Applicable
13.	If a DPC exists, what is the composition	As per regulation of NCERT

Sr. No.	Particulars	Recruitment Rule
1.	Name of Posts	Sr. Accountant
2.	No. of Posts	19
3.	Classification	Central Civil Service Group 'B' Non-Gazetted, Ministerial
4.	Scale of Pay	PB-2 Rs. 9300-34800 + GP Rs. 4200/-
5.	Whether Selection post or non selection Post	Not applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 30 years
8.	Educational and other qualifications required for direct recruits	Graduate in Commerce OR 10+2 with CA/ICWA/Company Secretary
9.	Whether age and educational qualifications for direct recruits will apply to promotee	Age - No Qualification - No
10.	Period of probation, if any	2 Years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	1. 75% By Limited Departmental Examination 2. 25% By Direct Recruitment, failing which by deputation
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	75% by promotion through selection on the basis of Limited Departmental Examination in the manner as may be prescribed by the Council from time to time from amongst the Jr. Accountant in the Pay Band –II Rs.9300-34800 with GP Rs.4200/ with not less than 3 years of regular service in the Council.
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Accounts Officer
2.	No. of Posts	8
3.	Classification	Central Civil Service Group 'B' Gazetted Ministerial
4.	Scale of Pay	PB-2 Rs. 9300-34800 + GP Rs. 4600/-
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 30 years
8.	Educational and other qualifications required for direct recruits	Graduate in Commerce. OR 10+2 with CA/ICWA/Company Secretary
9.	Whether age and educational qualifications for direct recruits will apply to promotes	Age - No Qualification - No
10.	Period of probation, if any	2 Years for direct recruits
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% By promotion failing which by deputation/direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	100% by promotion on the basis of seniority, subject to rejection of the unfit from amongst the Sr. Accountants having not less than 5 years of regular service as Sr. Accountants in the Pay Band –II Rs.93200-34800 with GP Rs. 4200.
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Sr. Accounts Officer
2.	No. of Posts	4
3.	Classification	Central Civil Service Group 'A'(Gazetted Ministerial)
4.	Scale of Pay	PB-III of Rs.15600-39100+GP Rs. 6600/-
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 40 years
8.	Educational and other qualifications required for direct recruits	1. Graduate in Commerce. OR 10+2 with CA/ICWA/Company Secretary 2. Holding Analogous post on regular basis OR 7 Years regular service in GP Rs. 4600/- in an organised Accounts Departments of Central Govt./State Govt./ Semi-Govt./Autonomous or Statutory Organizations
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Age - No Qualification - No
10.	Period of probation, if any	2 Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% By promotion failing which by deputation/direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	100% by promotion on the basis of seniority, subject to rejection of the unfit from amongst the Accounts Officer having not less than 7 years of regular service as Accounts Officer in the Pay Band –II Rs.93200-34800 with GP Rs. 4600.
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sl. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Chief Accounts Officer
2.	No. of Posts	1
3.	Classification	Central Civil Service Group 'A'(Gazetted Ministerial)
4.	Scale of Pay	PB-3 of Rs.15600-39100+GP Rs. 7600/-
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	Not Applicable
7.	Age limit for direct recruits	Not Applicable
8.	Educational and other qualifications required for direct recruits	Not Applicable
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Not Applicable
10.	Period of probation, if any	
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	By deputation
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	By deputation from amongst Officers of organized Accounts Services/departmental candidates having not less than 5 years of regular service in the PB-III of Rs.15600-39100 + GP of Rs.6600/-
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Stenographer Gr.II
2.	No. of Posts	97
3.	Classification	Central Civil Service (Group 'C' Non-Gazetted) Ministerial
4.	Scale of Pay	PB-I of Rs. 5200+20200+GP Rs. 2400/-.
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	Not Applicable
7.	Age limit for direct recruits	Not exceeding 27 years
8.	Educational and other qualifications required for direct recruits	1. Graduate from a recognized University. 2. Skill Test Norms: Dictation: 10 mts @ 80 w.p.m. <u>Transcription:</u> 50 mts. (English) OR 65 mts. (Hindi) (On Computer))
9.	Whether age and educational qualifications for direct recruits will apply to promote	Not Applicable
10.	Period of probation, if any	2 years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by Direct Recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	Not Applicable
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Personal Assistant (Stenographer Grade-I)
2.	No. of Posts	62
3.	Classification	Central Civil Service Group 'B'(Non-Gazetted Ministerial)
4.	Scale of Pay	PB-2 Rs. 9300-34800 + GP Rs. 4200/-
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 30 years
8.	Educational and other qualifications required for direct recruits	1. Graduate from any recognized University. 2. Skill Test Norms: Dictation: 10 mts @ 100 w.p.m. <u>Transcription:</u> 50 mts. (English) OR 65 mts. (Hindi) (On Computer)
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Age - No Qualification - No
10.	Period of probation, if any	2 years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by promotion failing which by Deputation/Direct Recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	1. 100% % By promotion on the basis of seniority, subject to rejection of the unfit from amongst the Stenographer Gr-II having not less than 10 years of regular service as Stenographer Gr-II in the Pay Band -I Rs.5200-20200 Grade Pay Rs.2400. 2. Stenographer Gr-II will have to undergo appropriate training programme / Skill Test successfully as decided by the Council from time to time for promotion to the post of Personal Assistant
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Assistant Programme Coordinator/Private Secretary
2.	No. of Posts	32
3.	Classification	Central Civil Service Group 'B' Gazetted Ministerial
4.	Scale of Pay	PB-2 Rs. 9300-34800 + GP Rs. 4600/-
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	Not Applicable
7.	Age limit for direct recruits	Not exceeding 30 years
8.	Educational and other qualifications required for direct recruits	1. Graduate from any recognized University. 2. Skill Test Norms: Dictation: 10 mts @ 100 w.p.m. <u>Transcription:</u> 50 mts. (English) OR 65 mts. (Hindi) (On Computer)
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Age - No Qualification - No
10	Period of probation, if any	Not applicable
11	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% By Promotion failing which by deputation/direct recruitment
12	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	100% % By promotion on the basis of seniority, subject to rejection of the unfit from amongst the Stenographer Gr-I (Personal Assistant having not less than 5 years of regular service as Stenographer Gr-I (Personal Assistant in the Pay Band –II Rs.9300-34800 Grade Pay Rs.4200. Stenographer Gr-I(Personal Assistant) will have to undergo appropriate training programme/ Skill Test successfully as decided by the Council from time to time, for promotion to the post of Assistant Programme Coordinator/Private Secretary
13	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Hindi Translator
2.	No. of Posts	2
3.	Classification	Central Civil Service Group 'B' (Non-Gazetted Ministerial)
4.	Scale of Pay	PB-2 Rs. 9300-34800 + GP Rs. 4200/-
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 30 years
8.	Educational and other qualifications required for direct recruits	Essential: i) Master's degree in Hindi from a recognized University with Hindi & English as a subject at degree level. Desirable: i) one year Post Graduate diploma in translation
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Not Applicable
10.	Period of probation, if any	2 years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% By direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation /transfer to be made	Not Applicable
13.	If a DPC exists, what is the composition	As per NCERT' Regulation

*** 1 Post of Jr. Hindi Translator have been merged with Sr. Hindi Translator and redesignated as "Hindi Translator"as both are in identical scale**

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Hindi Officer
2.	No. of Posts	1
3.	Classification	Central Civil Service Group 'B' Gazetted Ministerial
4.	Scale of Pay	PB-2 Rs. 9300-34800 + GP Rs. 4600/-
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 30 years
8.	Educational and other qualifications required for direct recruits	Essential: i) Master's degree in Hindi from a recognized University or equivalent with Hindi & English as a subject at the degree level. Desirable: i) one year Post Graduate diploma in translation
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Age - No Qualification- No
10.	Period of probation, if any	2 years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by promotion failing which by deputation/direct recruitment .
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation /transfer to be made	100% by Limited Departmental Examination from amongst employees of Council having 5 years regular service in the Grade Pay of Rs.4200/-
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Astt. Public Relation Officer
2.	No. of Posts	1
3.	Classification	Central Civil Service Group 'A' (Gazetted Ministerial)
4.	Scale of Pay	PB-III of Rs.15600-39100+Grade Pay Rs. 5400/-
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	Not Applicable
7.	Age limit for direct recruits	Not exceeding 35 years
8.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(a) Graduate from recognized university</p> <p>(b) Degree/diploma in Journalism/Mass Communication/Public Relations</p> <p>(c) At least 3 years experience of editing house Journals, Press liaison work including experience of preparing hand outs press release and other materials for the press.</p> <p>Desirable:</p> <p>Preference will also be given to those who have</p> <p>(a) flair for writing in Hindi and ability to translate the materials from English to Hindi</p> <p>(b) Experience of using both English and Hindi languages for communication</p>
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Not Applicable
10.	Period of probation, if any	2 years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by deputation on tenure basis
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	Not Applicable
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1	Name of Posts	Public Relation Officer (PRO)
2	No. of Posts	1
3	Classification	Central Civil Service Group 'A' (Gazetted Ministerial)
4	Scale of Pay	PB-III of Rs.15600-39100+ Grade Pay Rs. 6600/-
5	Whether Selection post or non selection Post	Not Applicable
6	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7	Age limit for direct recruits	1. Not exceeding 40 years
8	Educational and other qualifications required for direct recruits	Essential: (a) Graduate from a recognized University (b) Degree/diploma in Journalism/Mass Communication/Public Relations from recognized institute (c) 5 years experience of editing house Journals, Press liaison work including experience of preparing hand outs press release and other materials for the press. Desirable: Preference will be given to those who have (a) flair for writing in Hindi and ability to translate the materials from English to Hindi and (b) Experience of using both English and Hindi languages for communication
9	Whether age and educational qualifications for direct recruits will apply to promotees	Age - No Qualification- Yes
10	Period of probation, if any	2 years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by deputation on tenure basis
12	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	100% by deputation from amongst Officers under the Central Govt./State Govt./ Semi-Govt./Autonomous or Statutory Organizations holding analogous posts on regular basis OR with 5 years of regular service in PB-III Grade Pay Rs. 5400/-
13	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Manager, NIE Guest House
2.	No. of Posts	1
3.	Classification	Central Civil Service Group 'B' (Non-Gazetted Ministerial)
4.	Scale of Pay	PB-2 Rs. 9300-34800 + GP Rs. 4200/-
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 30 years
8.	Educational and other qualifications required for direct recruits	10+2 with Three years diploma in Hotel Management, Catering and Nutrition from any recognised Institute.
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Not Applicable
10.	Period of probation, if any	2 years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% Direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation /transfer to be made	NA
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Manager Canteen
2.	No. of Posts	1
3.	Classification	Central Civil Service Group 'C' (Non-Gazetted Ministerial)
4.	Scale of Pay	PB-1 Rs. 5200-20200 + GP Rs. 2400/-
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 27 years
8.	Educational and other qualifications required for direct recruits	1. Graduation or equivalent 2. Minimum 3 years experience in administration/management of departmental canteens
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Not Applicable
10.	Period of probation, if any	2 years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by deputation on tenure basis
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation /transfer to be made	100% by deputation from amongst Officers under the Central Govt./State Govt./ Semi-Govt./Autonomous or Statutory Organizations holding analogous posts on regular basis OR with 8 years of regular service in PB-I Grade Pay Rs. 1900/-
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Receptionist
2.	No. of Posts	2
3.	Classification	Central Civil Service Group 'C' (Non-Gazetted Ministerial)
4.	Scale of Pay	PB-1 Rs. 5200-20200 + GP Rs. 2400/-
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 27 years
8.	Educational and other qualifications required for direct recruits	Essential: 1. Graduate from a recognised University 2. Should be able to speak fluently Hindi & English
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Not Applicable
10.	Period of probation, if any	2 years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation /transfer to be made	Not Applicable
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

DIVISION OF EDUCATIONAL KITS (DEK)

S. No.	Details of Post	Recruitment Rule
1.	Name Of Post	Senior Technical Officer
2.	No. of Post	One (01)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 6600
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Applicable
8.	Educational and other qualification required for direct recruits	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Degree in Mechanical/ Electrical/ Production Engineering. 2. At least 7 years of professional experience in a responsible capacity in handling maintenance of plants, equipment and stores purchase. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> i). Knowledge of Maintenance of plant and equipment (involving mechanical and electrical repairs) ii). Knowledge of Govt. of India rules relating to purchase of stores, finance, etc., Should have adequate experience in dealing stores procedure including receipts and issue, custody, codification, inventory control and stores verification. iii) Knowledge of estimate and cost accounting, budgetary control, project evaluation, etc. iv). Knowledge of project planning, monitoring involving preparation of feasibility report with PERT, CPM and cost benefit analysis
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Age : No Educational qualification : yes
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion
12.	In case of recruitment by promotion/deputation, grades from which promotion/ deputation to be made	100% by promotion from amongst Technical Officers having 05 years of regular service in the Grade Pay of Rs. 5400/-failing which by deputation / direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

Sl. No.	Details of Post	Recruitment Rule
1.	Name Of Post	Technical Officer
2.	No. of Post	(02)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 5400
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	NO
7.	Age limit for direct recruits	Not Exceeding 35 years,
8.	Educational and other qualification required for direct recruits	1. Degree in Mechanical/ Electrical/ Production Engineering 2. Three years experience for degree holders in Supervisory Capacity in Engineering Industry of repute in production & designing work or in a Govt./Autonomous Organisation having Grade Pay of Rs. 4600/- 3. Experience in use of softwares like CAD/CAM, SolidWorks, CATIA, UGS, etc.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Age : No Educational qualification : Employees of the Council not having the requisite qualification as required for Direct Recruitment will have to undergo appropriate training programme successfully, as decided by Council from time to time.
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	1. 50 % by direct recruitment 2. 50% by Promotion
12.	In case of recruitment by promotion/deputation, grades from which promotion/ deputation to be made	50% by promotion from amongst Foreman having 8 years of regular service failing which by deputation/direct recruitment
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

S. No.	Details of Post	Recruitment Rule
1.	Name Of Post	Foreman
2.	No. of Post	04
3.	Classification	Group 'B' (Non-Gazetted)
4.	Scale of Pay	9300-34800 Grade Pay 4200
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No
7.	Age limit for direct recruits	Not Exceeding 30 years
8.	Educational and other qualification required for direct recruits	Degree in Mechanical/ Electrical/ Production Engineering.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Age : No Educational qualification : Employees of the Council not having the requisite qualification as required for Direct Recruitment will have to undergo appropriate training programme successfully, as decided by Council from time to time.
10.	Period of probation, if any	2 year for direct recruitment
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion.
12.	In case of recruitment by promotion/deputation, grades from which promotion/ deputation to be made	100% by promotion from amongst Junior Foreman having 6 years regular service in the Grade Pay of Rs. 2800/-failing which by deputation/direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

S. No.	Details of Post	Recruitment Rule
1.	Name Of Post	Junior Foreman
2.	No. of Post	09
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay 2800
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 30 years
8.	Educational and other qualification required for direct recruits	1. 10+2 with 3 years Diploma in Mechanical / Electrical/ Production Engineering 2. At least 3 years experience in an appropriate trade.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Age : No Educational qualification : Employees of the Council not having the requisite qualification as required for Direct Recruitment will have to undergo appropriate training programme successfully, as decided by Council from time to time.
10.	Period of probation, if any	NA
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion
12.	In case of recruitment by promotion/deputation, grades from which promotion/ deputation to be made	100% by promotion from amongst Fine Mechanic (being renamed as Technician Gr.I)/ Jr. Draftsman (being renamed as Draftsman) having 5 years of regular service in the Grade Pay of Rs. 2400/- failing which by deputation /direct recruitment
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

S. No.	Details of Post	Recruitment Rule
1.	Name Of Post	Technician Grade - I
2.	No. of Post	21
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay 2400
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	By Direct Recruitment: 10+2 with 3 years Diploma in Mechanical / Electrical/ Production Engineering
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Age : No Educational qualification : Employees of the Council not having the requisite qualification as required for Direct Recruitment will have to undergo appropriate training programme successfully, as decided by Council from time to time.
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	1. 50% by direct recruitment 2. 50% promotion
12.	In case of recruitment by promotion/deputation, grades from which promotion/ deputation to be made	50% by promotion from amongst Mechanics (being renamed as Technician Gr.II) having 08 years regular service in the Grade Pay of Rs. 1900/- failing which by deputation/direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

*** Post is being renamed as Technician Grade-I**

S. No.	Details of Post	Recruitment Rule
1.	Name Of Post	Technician Grade - II
2.	No. of Post	32+2
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay 1900
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	10 th Pass with ITI Certificate Course and one year apprenticeship training
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification: Employees of the Council not having the requisite qualification as required for Direct Recruitment will have to undergo appropriate training programme successfully, as decided by Council from time to time.
10.	Period of probation, if any	2 years for direct recruitments
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	75% direct recruitment 25% by promotion
12.	In case of recruitment by promotion/deputation, grades from which promotion/ deputation to be made	25% by promotion from amongst MTS having not less than three years regular service as MTS in the Council.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT regulation

*** Post is being renamed as Technician Grade-II**

**** Two posts of Carpenter Mechanic is being merged with 32 posts of Mechanic, therefore ,the total strength is 34**

S. No.	Details of Post	Recruitment Rule
1.	Name Of Post	Draftsman
2.	No. of Post	01
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay 2400
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	1. 10+2 with two years course in Draftsman (Mechanical). 2. One year experience of working with coralDRAW, CAD, etc.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Not applicable
10.	Period of probation, if any	2 Years for direct recruitment
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% direct recruitment
12.	In case of recruitment by promotion/deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT regulation

*** Post is being renamed as Draftsman**

DEPARTMENT OF EDUCATION IN SCIENCE AND MATHEMATICS (DESM)

S.No.	Details of Post	Recruitment Rule
1.	Name Of Post	Lab Assistant
2.	No. of Post	48
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay 2400 PB-I
5.	Whether Selection Post or Non-selection Post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	1. Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	Essential: B.Sc. Degree in the required field. Desirable qualification: knowledge of working on computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
10.	Period of probation, if any	2 years for Direct Recruitment
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	Not Applicable

EDUCATIONAL SURVEY DIVISION

Sl.	Details of the post	Recruitment Rule
1.	Name Of Post	DTP Operator
2.	No. of Post	Two (02)
3.	Classification	Group 'B' (Non Gazetted)
4.	Scale of Pay	9300-34800+ Grade Pay 4200 PB-2
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 30 years,
8.	Educational and other qualification required for direct recruits	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Graduation in any subject. 2. One Year Diploma/Certificate course in Desk Top Publishing from a recognized institute. 3. At least six years experience in a publishing house of repute preferably in textbook making or 6 yrs experience in Govt organization in the GP of Rs. 2800/- 4. Proficiency in page-maker, Corel Draw Photoshop and Equation Editor 5. Proficiency in typing both in Hindi and English <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Knowledge of Quark Express/Scribus/Pageplus/ Inkspace / Adobe Indesign and Illustrator 2. Knowledge of Inpage 3. Knowledge of prepress preparation.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% direct recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	Not Applicable

Sl.	Details of the post	Recruitment Rule
1.	Name Of Post	Sr. System Analyst
2.	No. of Post	One (01)
3.	Classification	Group 'A' (Gazetted)
4.	Scale of Pay	15600-39100+ Grade Pay Rs. 6600 PB-3
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 40 years,
8.	Educational and other qualification required for direct recruits	<p>Education Qualification & Experience :</p> <p>(i) Master's Degree in Computer Application/ Computer Science or Master of Technology (M.Tech.) (with specialization in Computer Application)/ Computer Science/ Computer Technology of a recognized University or equivalent.</p> <p>(ii) Five years experience of electronic data processing/computer programming;</p> <p>OR</p> <p>i) Bachelor of Engineering (B.E.)/ Bachelor of Technology (B.Tech.) in Computer Science or Degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent.</p> <p>iii) Eight years experience of electronic data processing/ computer programming</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age – No Qualification - No
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	100% by promotion from amongst Programmers having 7 years regular service in the Council in the Grade of Rs. 4600/- failing which by deputation/direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

Sl.	Details of the	Recruitment Rule
1.	Name Of Post	Programmer
2.	No. of Post	Five (05)
3.	Classification	Group 'B' (Gazetted)
4.	Scale of Pay	9300-34800+ Grade Pay 4600 PB-2
5.	Whether Selection Post or Non-selection Post	Non- Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not exceeding 30 years,
8.	Educational and other qualification required for direct recruits	<p>Education Qualification & Experience :</p> <p>i) Master's Degree in Computer Application/ Computer Science or Master of Technology (M.Tech.) (with specialization in Computer Application)/ Computer Science/ Computer Technology of a recognized University or equivalent.</p> <p>ii) Three years experience of electronic data processing/computer programming;</p> <p>OR</p> <p>i) Bachelor of Engineering (B.E.)/ Bachelor of Technology (B.Tech.) in Computer Science or Bachelor Degree in Computer Applications/Computer Science or Degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent.</p> <p>ii) Five years experience of electronic data processing/ computer programming;</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age – No Qualification - No
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	1. 75% by direct recruitment 2. 25% by promotion filling which by deputation / direct recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	25% by promotion from amongst Assistant Programmers having 5 years regular service in the Council in the Grade of Rs. 4200/- failing which by deputation/direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

Sl.	Details of the post	Recruitment Rule
1.	Name Of Post	Assistant Programmer
2.	No. of Post	Two (02)
3.	Classification	Group 'B' (Non Gazetted)
4.	Scale of Pay	9300-34800 Grade Pay 4200 PB-2
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not exceeding 30 years,
8.	Educational and other qualification required for direct recruits	<p>Education Qualification & Experience :</p> <p>(i) BE/ B. Tech in computer science / MCA/ M. Sc (Computer Science) from a recognised University</p> <p>(ii) Two years experience in electronic data processing / computer programming;</p> <p style="text-align: center;">OR</p> <p>i) Bachelor Degree in Computer Applications/Computer Science.</p> <p>ii) Three years experience of electronic data processing/ computer programming;</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% direct recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT regulation

* Computer Operator Gr-I is renamed as Assistant Programmer

S.N	Details of Post	Recruitment Rule
1.	Name Of Post	Data Entry Operator
2.	No. of Post	Eight (08)
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20,200+Grade Pay 2800 PB-I
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not exceeding 27 years
8.	Educational and other qualification required for direct recruits	i) Degree from recognized university. ii) Should possess a speed of not less than 8000 key depressions per hour. (The Data Entry Work will be judged by conducting a speed test on the Computer by the Council)
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Educational Qualification : No
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	1. 75% direct recruitment 2. 25% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	25% by promotion through Limited Departmental Examination from amongst the council employees having 8 years regular service in the Grade Pay of Rs. 1900/- failing which deputation/ direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

Store Cadre

Sl.	Details of the post	Recruitment Rule
1.	Name Of Post	Senior Store Officer
2.	No. of Post	One (01)
3.	Classification	Group 'A' (Gazetted)
4.	Scale of Pay	15600-39100 Grade Pay 6600 PB-3
5.	Whether Selection Post or Non-selection Post	Non- Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	1. Not exceeding 40 years
8.	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree from any recognized University 2. 7 years experience of procurement/ Inspection /Maintenance /Custody /Accounting of Stores and verification of Stores out of which at least 5 years should be in supervisory capacity in a well established stores organization in Govt./Semi-Govt./ Industry/ Private Organization 3. Working Knowledge of computer <p>Desirable:</p> <ol style="list-style-type: none"> 1. Certificate/Diploma in Purchasing, Store Keeping and Stock Control
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Educational Qualification : Yes
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	100% by promotion from amongst the Stores Officers having 7 years regular service in the Grade Pay of Rs.4600/- failing which by deputation/direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

Sl.	Details of the post	Recruitment Rule
1.	Name Of Post	Store Officer
2.	No. of Post	Five (05)
3.	Classification	Group 'B' (Gazetted)
4.	Scale of Pay	9300-34800+ Grade Pay 4600 PB-2
5.	Whether Selection Post or Non-selection Post	Non- Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	1. Not exceeding 30 years,
8.	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree from any recognized University 2. 5 years experience of procurement/Inspection Maintenance/Custody/Accounting of Stores and verification of Stores out of which at least 3 years should be in supervisory capacity in a well established stores organization, in Industry/ Private Organization/Govt./ Semi Govt.- 3. Working Knowledge of computer <p>Desirable:</p> <ol style="list-style-type: none"> 1. Certificate/Diploma in Purchasing, Store Keeping and Stock Control
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Educational Qualification : No
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ol style="list-style-type: none"> 1. 25% by direct recruitment 2. 75% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	75% by promotion on the basis of seniority, subject to rejection of the unfit from amongst the Assistant Store Officer having not less than 5 years of regular service as Assistant Store Officer in the Pay Band – II Rs93200-34800 with GP Rs. 4200. failing which by deputation/direct Recruitment
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation

Sl.	Details of the post	Recruitment Rule
1.	Name Of Post	Assistant Store Officer
2.	No. of Post	12
3.	Classification	Group 'B' (Non Gazetted)
4.	Scale of Pay	9300-34800+ Grade Pay 4200 PB-2
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	1. Not Exceeding 30 years,
8.	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree from any recognized University 2. 5 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 3. Working Knowledge of computer <p>Desirable:</p> <ol style="list-style-type: none"> 1. Certificate/Diploma in Purchasing, Store Keeping and Stock Control
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Educational Qualification: No
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	By promotion on the basis of seniority, subject to rejection of the unfit from amongst the Store Keeper Gr-I having not less than 6 years of regular service as Store Keeper Gr-I in the Pay Band –I Rs. 5200-20200 with GP Rs2800/failing which by deputation/direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation

Sl.	Details of the	Recruitment Rule
1.	Name Of Post	Store Keeper Grade-I
2.	No. of Post	21
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay 2800 PB-I
5.	Whether Selection Post or Non-selection Post	Non- Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	1. Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree from any recognized University 2. 5 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 3. Knowledge of Computer <p>Desirable:</p> <ol style="list-style-type: none"> 1. Certificate/Diploma in Purchasing, Store Keeping and Stock Control
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age: No Educational Qualification: No
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	25% by direct recruitment 75% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	75% by promotion on the basis of seniority, subject to rejection of the unfit from amongst the Store Keeper Gr-II having not less than 5 years of regular service as Store Keeper Gr-II in the Pay Band –I Rs. 5200-20200 with GP Rs2400/failing which by deputation/direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

Sl.	Details of the post	Recruitment Rule
1.	Name Of Post	Store Keeper Grade-II
2.	No. of Post	32
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay 2400 PB-I
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree from any recognized University 2. 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 3. Working Knowledge of Computer <p>Desirable:</p> <ol style="list-style-type: none"> 1. Certificate/Diploma in Purchasing, Store Keeping and Stock Control
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification: No
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ol style="list-style-type: none"> 1. 50% by direct recruitment 2. 50% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	50% by promotion through limited departmental examination from amongst Council employees having 8 years regular service in the Grade Pay of Rs. 1900/- failing which by deputation/direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

Library and Document Division (LDD)

S.No.	Details of Post	Recruitment Rule
1.	Name Of Post	Professional Assistant
2.	No. of Post	27
3.	Classification	Group' B'(Non Gazetted)
4.	Scale of Pay	9300-34800 Grade Pay Rs.4200/- PB-2
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	1. Not Exceeding 30 years,
8.	Educational and other qualification required for direct recruits	Essential: i) M. Lib. Sc./MLISc. Or equivalent with 50% marks: OR Master's Degree in Arts/Science/Commerce or any other discipline with 50% Marks and B.Lib Sc. / B.L.I. Sc. With 50% marks Desirable: 1. 3 years experience in the field of Library & information science.. 2. Knowledge of library software. 3. One year course in computer with knowledge of Word, Excel and power point
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Educational Qualification: Yes
10.	Period of probation, if any	2 years for direct recruitment.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	i) 50% by direct recruitment ii) 50% by promotion
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	50% by promotion from amongst Semi Professional Assistant having 6 years regular service in the Grade Pay of Rs. 2800/- failing which by deputation/ direct recruitment
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

Sl.	Details of the post	Recruitment Rule
1.	Name Of Post	Semi Professional Assistant
2.	No. of Post	18
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay Rs.2800 PB-I
5.	Whether Selection Post or Non-selection Post	Non- Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	<p><u>Essential</u></p> <p>i) Graduate in Arts/Science/ Commerce or any other discipline or any other higher qualification with 50% marks</p> <p>ii) B. Lib. Sc. /B.L.I. Sc. With 50% marks</p> <p><u>Desirable</u></p> <p>1. 4 years experience in the field of library & information science.</p> <p>2. Knowledge of library software.</p> <p>3. One year course in computer with knowledge of Word, Excel and Power point</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Educational Qualification : No
10.	Period of probation, if any	2 years for direct recruits.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	1. 75% by direct recruitment 2. 25% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made	25% by promotion from amongst Library Attendant having 13 years regular service in the Grade Pay of Rs.1900/- failing which by deputation / direct recruitment. Library Attendants not having qualification required for Direct Recruitment will have to undergo training programme/ skill development programme before promotion.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation

S.No.	Details of Post	Recruitment Rule
1.	Name Of Post	Library Attendant
2.	No. of Post	08
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay Rs.1900/- PB-1
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years
8.	Educational and other qualification required for direct recruits	<p>1. Passed Senior Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognised institution.</p> <p>2. Certificate/Diploma in Library Science /Library and Information Science from a recognised Institution.</p> <p>Desirable:</p> <p>i) 2 years experience in the field of library and information science knowledge of library software.</p> <p>ii) six month Computer course from a recognised institution.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	2 years for direct recruitment.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT regulation

***Sr. Library Attendant renamed as Library Attendant**

Sl.	Details of the post	Recruitment Rule
1.	Name Of Post	Junior Library Attendant
2.	No. of Post	Three 03
3.	Classification	MTS
4.	Scale of Pay	5200-20200 Grade Pay Rs. 1800 PB-I
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	Essential: 1. 10+2 pass 2. 2 years experience of working in a Govt. Organization 3. Knowledge of Computer Operation Desirable : Candidate having certificate in Library Science shall be given preference for one post meant for library
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Educational Qualification: No
10.	Period of probation, if any	2 years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% direct recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	Not Applicable

*** Jr. Library Attendant to be upgraded to Grade Pay of Rs.1900/- and merged with Sr. Library Attendant to be renamed as Library Attendant**

DRIVER

Sr. No.	Particulars	Recruitment Rule
1.	Name of Posts	Driver
2.	No. of Posts	32
3.	Classification	Central Civil Service Group 'C' (non-Gazetted)
4.	Scale of Pay	PB-3 Rs. 5200-20200 + GP Rs. 1900 PB-I
5.	Whether Selection post or non selection Post	Not applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	(i) Not exceeding 27 years
8.	Educational and other qualifications required for direct recruits	1. 12th standard pass. 2. Possession of valid driving licence for motor cars. 3. Experience of driving motor car at least three years. Desirable 1. Knowledge of motor mechanism.
9.	Whether age and educational qualifications for direct recruits will apply to promotees	NA
10.	Period of probation, if any	2 Years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	NA
13.	If a DPC exists, what is the composition	Not Applicable