

F. No. 2-9/2013-E. III

National Council of Educational Research & Training

Sri Aurobindo Marg, New Delhi-110016
(Estt- III Section)

The NCERT invites applications for filling up the following Posts by direct recruitment:-

S. No.	Posts	Scale of Pay	Eligibility Conditions
1.	Editor- 02 (UR) in (01-English 01- Hindi)	PB- 3 of Rs. 15600-39100 + GP Rs. 8600 (Level- 11)	Educational Qualifications & Experience (Essential) : 1. A Bachelor Degree from a recognized University. 2. Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject. 3. At least 8 years experience in editing, producing, planning and supervising publications especially School text books, monographs and reports in a responsible capacity. 4. Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu. Desirable : (i) Word processing and techniques of online editing. Age Limit: Not exceeding 40 years. Relaxable for Govt. servants upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council. Note : 1. The candidates while applying for the post of Editor should specifically mention on his/her application the language for which he/she wants to apply so that his/her proficiency in the language is tested. 2. If no particular language has been mentioned in the application, his/her application will be rejected.
2.	Assistant Editor- 01 (UR) in (Urdu)	PB- 3 of Rs. 15600-39100 + GP Rs. 5400 (Level- 10)	Educational Qualifications & Experience (Essential) : 1. A Bachelor degree from a Recognized University. 2. Post Graduate Diploma in Book Publishing/Mass Communication/Journalism where editing is one of the subject. 3. At least 5 years experience in editing, producing, planning and supervising publications especially School text books, monographs and reports in a responsible capacity. 4. Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu. Desirable: Word processing and techniques of online editing. Age Limit : Not exceeding 35 years. Relaxable for Govt. Servants upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council. Note : 1. The candidate while applying for the post of Assistant Editor should specifically mention on his/her application the language for which he/she wants to apply, so that his/her proficiency in the language is tested. 2. If no particular language has been mentioned in the application, his/her application will be rejected.
3.	Artist Grade-I (UR)	PB- 3 of Rs. 15600-39100 + GP Rs. 5400 (Level-10)	Educational Qualifications & Experience (Essential) : 1. Degree in Fine Art/ 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. Desirable: 1. Knowledge of printing techniques. 2. Knowledge of photography and its application to designing. 3. Working Knowledge of computer and its software for designing. Age Limit: Not exceeding 35 years. Relaxable for Govt. Servants upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council.
4.	Marketing Executive 01 (UR)	PB- 2 of Rs. 9300-34800 + GP Rs. 4200 (Level- 6)	Educational Qualifications & Experience (Essential) : 1. Degree from a recognized University. 2. Having at least 03 years' experience in Sales and Sales Promotion in a reputed publishing organization. Desirable: 1. Diploma in Sales/Marketing/Business Administration. 2. Working Knowledge of computer. Age Limit: Not exceeding 30 years. Relaxable for

			Govt. Servants upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council.
5.	Sr. Proof Reader 01 (UR) in English	PB- 1 of Rs. 5200-20200 + GP Rs. 2800 (Level- 5)	Educational Qualifications & Experience (Essential) : 1. A Bachelor's degree either in English/Hindi/Urdu. 2. At least 2 years experience of working in a Printing or Publishing organization as Copy Holder/ Proof Reader. 3. Working Knowledge of Computer. Desirable : 1. Knowledge of Typography. Age Limit: Not exceeding 30 years. (Relaxable for Govt. Servant upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council.
6.	Store Keeper Grade-I 01 (UR)	PB- 1 of Rs. 5200-20200 + GP of Rs. 2800 (Level- 5)	Educational Qualifications & Experience (Essential) : 1. A Bachelors' Degree in Arts/Science/Commerce OR 1. A Bachelors' Degree/Diploma in any stream of Engineering/material management from a Recognized University. 2. Two (2) years experience of procurement/ Inspection/ Maintenance/ Custody/Accounting of Stores and verification of Stores in a well established stores organization in Govt./Semi-Govt./Industry/ Private Organization. 3. Working Knowledge of computer. Desirable : 1. Certificate/ Diploma in Purchasing, Store Keeping and Stock Control. Age Limit: Not exceeding 27 years. (Relaxable for Govt. servant upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council.
7.	Store Keeper Grade-II 05 (04- UR) & 01- OBC)	PB- 1 of Rs. 5200-20200 + GP of Rs. 2400 (Level- 4)	Educational Qualifications & Experience (Essential) : 1. Must have passed 12th standard or equivalent examination from a recognized Board. 2. Certificate/Diploma in Store Keeping and Purchasing. 3. 03 years experience of procurement/ Inspection Maintenance and verification of Stores in a Govt. Semi-Govt. Organization or Private Organization of repute. Age Limit: Not exceeding 27 years. (Relaxable for Govt. servants upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council.

Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep).

Notes :

- The prescribed qualifications and experience are minimum and mere possession of the same does not entitle the candidate to be called for the Test/Interview.
- Those employed in Government/Semi Govt./Autonomous Organizations should send their applications through proper channel.
- Age concession is allowed for SC/ST/OBC candidates, PWD candidates, and ex-servicemen if applicable as per Govt. of India Instructions.
- As per DOPTs OM No. 39020/3/2009-Estt. (B) 03.08.2010, women candidates are exempted from payment of fees for examination/test/interview.

e. FEES Payable:

(i) Male UR candidates Rs. 500/- & OBC - Rs. 250/-

(ii) Women, PWD & Ex-servicemen candidates are exempted from payment of fees.

F. The OBC Certificate as prescribed vide Department of Personnel and Training letter No. 36038/2/2013- Estt. (Res.) dated 30.05.2014 shall only be acceptable for the posts means for OBC candidates mentioned above.

g. Application form may please be downloaded from NCERT website www.ncert.nic.in and the candidates may fill up the same.

h. Application form along-with a crossed Indian Postal Order or Bank Draft drawn in favour of Secretary, NCERT should be sent to Section Officer, E.III, Room No. 1, 2nd Floor, Zakir Hussain Block, Sri Aurobindo Marg, New Delhi- 110016 within 30 days from the date of publication of the advertisement. Application forms without prescribed fees or application form received after the closing date will not be entertained. NCERT will not be responsible for any postal delay.

i. Presently Publication Division of NCERT has its office in Delhi and its Regional Production and Distribution Centers are located at Guwahati, (Assam), Kolkata (West Bengal), Ahmedabad (Gujarat) and Bangalore (Karnataka), Business Manager and Marketing Executive can be posted in any of these locations. The post of Assistant Editor and Production Officers are at Delhi. However it may also particularly be noted that services of these posts can be utilized at our Regional Institutes of Education located at Ajmer (Rajasthan), Bhopal (Madhya Pradesh), Bhubaneswar (Orissa), Mysore (Karnataka) and Shillong (Meghalaya).

J. Applications should be sent through Ordinary Post only and envelope containing the application should superscribe the name of the post applied for.

k. NCERT reserves the right to cancel or terminate the entire process of recruitment for the above mentioned posts, at any time.

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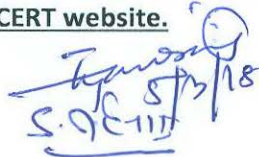
(Under Secretary
E-III)

Note:- The Note (1&2) mentioned for the post of Assistant Editor 01 UR post in Urdu language and the instruction mentioned under General Note I may please be treated as deleted.

However, selected candidate can be posted at NCERT Hqrs. New Delhi and its constituent Unit situated at various states in India. Other terms and conditions/instructions of the advertisement shall remain unaltered.

In case of any modifications/additions/deletions/updation against the above vacancies (if any) the same will be uploaded only in the NCERT website.

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5/13/18


S. G. K. 5/13/18