

**Notification**

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

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

**1. Assistant Editor 45 posts (English 24, Hindi 19& Urdu 02)**

a	Educational Qualification	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• A Bachelor degree from a recognised University.</li> <li>• Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subjects.</li> <li>• At least 5 year experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity.</li> <li>• Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu.</li> </ul> <p><b><u>Desirable:</u></b> Word processing and techniques of online editing.</p>
b	Age Limit	50 years
c	Remuneration	Rs. 80,000/- per month (Consolidated)
d	Tenure	Upto 31 March, 2025
e	Date of registration of Candidate and Screening of Documents	22 July, 2024 from 9:30 am to 12:30 PM
f	Date and time of skill test	Wednesday, 24 July, 2024 from 10:00 AM onward
g	Venue	NIE Auditorium, NCERT, Sri Aurobindo Marg, New Delhi-110016

**2. Proof Reader 17 posts (English 8, Hindi 6& Urdu 3)**

a	Educational Qualification	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• A Bachelor degree either in English/Hindi/Urdu.</li> <li>• At least 01 year experience of Proof Reading of the textbooks in a Printing or Publishing organisation as Copy Holder/Proof Reader.</li> <li>• Working knowledge of Computer.</li> </ul> <p><b><u>Desirable:</u></b> Knowledge of Typography.</p>
b	Age Limit	42 years
c	Remuneration	Rs. 37,000/- per month (Consolidated)
d	Tenure	Upto 31 March, 2025
e	Date of registration of Candidate and Screening of Documents	22 July, 2024 from 9:30 am to 12:30 PM
f	Date and time of skill test	Thursday, 25 July, 2024 from 10 AM
g	Venue	NIE Auditorium, NCERT, Sri Aurobindo Marg, New Delhi-110016

### 3. DTP Operators 28 posts (English / Hindi-21& Urdu 07)

a	Educational Qualification	Essential: 1. Graduation in any subject. 2. One Year Diploma/Certificate course in Desk Top Publishing from a recognized institute. 3. Minimum 3 years' experience in a publishing house of repute preferably in textbook making. 4. Proficiency in In-design, Photoshop, Illustrator, Equation Editor, Microsoft word, including Excel &Page-maker. 5. Proficiency in typing both in Hindi and English  Desirable: 1. Knowledge of Quark Express and Corel Draw 2. Knowledge of prepress preparation.
b	Age Limit	45 years
c	Remuneration	Rs. 50,000/- per month (Consolidated)
d	Tenure	Upto 31 March, 2025
e	Date of registration of Candidate and Screening of Documents	23 July, 2024 from 9:30 am
f	Date and time of skill test	Saturday, 27 and Sunday 28 July, 2024
g	Venue	Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016

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

These positions are likely to be extended by one year.

The applicants may attend walk-in registration with a copy of their application form as annexed in Annexure 'A' along-with original certificates and photocopies of the same duly self-attested copies of the certificates.

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

**Note:**

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

Head  
Publication Division

**Copy to:-**

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

**Application form for the post of Assistant Editor/Proof-reader/DTP Operator**

photo

(Strikeout which is not applicable)

1.	Name (As in Matriculation Certificate):						
2.	Father's Name:						
3.	Date of Birth:						
4.	Address for Correspondence :						
5.	Email Address and Mobile number:						
			Mobile:				
6.	Educational /Professional Qualification (as per detail below):		Graduation/PG/ MPhil / PhD in _____				
s/n.	qualifications	Subjects	Year of passing	University/Institute	Division/ marks percentage		
i	Matriculation						
ii	Sr.Sec./Inter						
iii	Graduation						
iv	PG						
v	Professional						
vi	Any other						
7.	<b>Experience in Years and months:</b>						
s/n.	Name of Organization, where worked		Post/Designation	From	To	Total(in years)	Nature of work
i.							
ii.							
iii							
iv							
8.	Knowledge of computer:		Yes/No (indicate course name, if any)				
9.	Any other information, which supports your candidature.						

**Declaration**

I hereby declare that the above information is true and correct to the best of my knowledge and belief. If any information is found false or incorrect at any stage of selection or after selection, my candidature may be summarily rejected and I would not claim any exemption or stake.

Date

Signature of the candidate

शिक्षण ऽ प्रशममन्तुं



एन सी ई आर टी  
NCERT

## राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद् श्री अरविंद मार्ग, नई दिल्ली-110016

### संपादकीय कर्मियों और डी.टी.पी. ऑपरेटरों की नियुक्ति

प्रकाशन प्रभाग, एनसीईआरटी, अरविंद मार्ग, नई दिल्ली-110016 द्वारा सहायक संपादक (अंग्रेजी-24, हिंदी-19, उर्दू-02); प्रूफरीडर (अंग्रेजी-08, हिंदी-06, उर्दू-03); डी.टी.पी. ऑपरेटर (अंग्रेजी/हिंदी/उर्दू-28) पदों को विशुद्ध रूप से अनुबंध के आधार पर मार्च 2025 तक के लिए भरने हेतु, जिसे आवश्यकता और निष्पादन के आधार पर आगे भी बढ़ाया जा सकता है, सहायक संपादक एवं प्रूफरीडर के लिए 22 जुलाई 2024 को सुबह 9.30 बजे से अपराह्न 12.30 बजे तक तथा डी.टी.पी. ऑपरेटर के लिए 23 जुलाई 2024 को सुबह 9.30 बजे से व्यक्तिगत पंजीकरण और दस्तावेजों की जांच की जाएगी। पारिश्रमिक, योग्यता, अनुभव, आयु सीमा और अन्य नियम तथा शर्तों के बारे में विस्तृत जानकारी एनसीईआरटी की वेबसाइट [www.ncert.nic.in](http://www.ncert.nic.in) पर देखी जा सकती है।



अध्यक्ष

प्रकाशन प्रभाग

राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्

शिक्षण ऽ प्रशममन्तुं



एन सी ई आर टी  
NCERT

## National Council of Educational Research and Training Sri Aurobindo Marg, New Delhi-110016

### Recruitment of Editorial Staff and DTP Operators

Walk-in Registration and scrutiny of the documents will be done by the Publication Division, NCERT, Aurobindo Marg, New Delhi-110016 on 22nd July, 2024 from 9:30 AM to 12:30 PM to fill the posts of Assistant Editors (English-24, Hindi-19, Urdu-02), Proofreaders (English-08, Hindi-06, Urdu-03) and on 23rd July, 2024 from 9:30 AM for DTP Operators (English/Hindi/Urdu-28) on purely contract basis initially up-to March 2025, which can be extended on the basis of requirement and performance. The detailed information regarding remuneration, qualifications, experience, age limit and other terms and conditions may be seen on the NCERT website [www.ncert.nic.in](http://www.ncert.nic.in).



Head

Publication Division  
National Council of Educational  
Research and Training