

F.No.2-5/20017/Pub.(Admin.)
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi – 110016
(PUBLICATION DIVISION)
Notification

Subject: Walk-in-interview and skill test for the engagement of Editor, Assistant Editors and Proof Reader purely on contract basis.

Publication Division of NCERT will conduct walk-in-interview and skill test for engagement for the posts of Editor, Assistant Editors and Proof Reader purely on contract basis. The period of engagement can be terminated at any time without assigning any reason.

The terms and conditions for the appointment are as follows:-

1. Editor - 01 (Hindi)

(a).	Educational & Other Qualifications	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 textbooks, monographs and reports in a responsible capacity. 4). Knowledge of book production techniques, modern process of printing, typography and should be proficient in Hindi. Desirable: Word processing and techniques of online editing.
(b).	Age limit	Not exceeding 40 years from the date of notification.
(c).	Tenure	Six months (this period of engagement can be terminated at any time without assigning any reason).
(d).	Emoluments	Rs.67,700/- per month
(e).	Date and time of walk-in-interview and skill test.	23 January, 2018 at 9:00 a.m. Registration will close at 11:00 a.m.
(f).	Venue	Publication Division, NCERT, New Delhi.

2. Assistant Editor - 03, (English -01, Hindi -01, Urdu -01)

(a).	Educational & Other Qualifications	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 textbooks, monographs and reports in a responsible capacity. 4). Knowledge of book production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu. Desirable: Word processing and techniques of online editing.
(b).	Age limit	Not exceeding 35 years from the date of notification.
(c).	Tenure	Six months (this period of engagement can be terminated at any time without assigning any reason).
(d).	Emoluments	Rs.53,100/- per month
(e).	Date and time of walk-in-interview and skill test.	24 January, 2018 at 9:00 a.m. Registration will close at 11:00 a.m.
(f).	Venue	Publication Division, NCERT, New Delhi.

3. Proof Reader – 01 (English)

(a).	Educational & Others Qualifications	Essential: 1). A Bachelor degree from a recognized University. 2). At least 1 year experience of working in a printing or publishing organization as Copy Holder/Proof Reader. 3). Working knowledge of computer. Desirable: Knowledge of typography.
(b).	Age limit	Not exceeding 27 years from the date of notification.
(c).	Tenure	Six months (this period of engagement can be terminated at any time without assigning any reason).
(d).	Emoluments	Rs.25,500/- per month
(e).	Date and time of walk-in-interview and skill test.	25 January, 2018 at 9:00 a.m. Registration will close at 11:00 a.m.
(f).	Venue	Publication Division, NCERT, New Delhi.

Interested candidates who fulfil the above conditions may attend skill test and Walk-in-interview in Publication Division, NCERT, New Delhi.

- Skill test and interview for the post of Editor on 23 January, 2018.
- Skill test and interview for the post of Assistant Editor on 24 January, 2018.
- Skill test for the post of Proof Reader on 25 January, 2018.

The applicants may attend the test and interview with a copy of their Curriculum Vitae (CV) along with original certificates and photocopies of the same duly self attested.

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.
2. The appointment is purely on contractual basis and does not bestow any right on him/her for regular appointment.
3. Candidates should bring their original certificates at the time of interview.
4. No TA/DA is admissible either for attending skill test/interview or at the time of joining the post. The selected candidates may be required to join immediately.

Head
Publication Division

1. Website of NCERT- www.ncert.nic.in
2. Employment Officer, Employment Exchange, Delhi Govt., Sector-4, R.K. Puram, New Delhi-110022.
3. Director, NBT, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070
4. Director, A. J. K. Mass Communication, JMI, Maulana Mohammed Ali Jauhar Marg, New Delhi, Delhi 110025.
5. Secretary, Office of the Mass Communication, JNU New Campus, Aruna Asif Ali Road, New Delhi-110075.
6. Registrar, Jawaharlal Nehru University, New Mehrauli Road, Munirka, New Delhi-110067.
7. Registrar, Jamia Millia Islamia, Jamia Nagar, New Delhi, Delhi 110025.
8. Registrar, IGNOU, Residential Campus Road, Maidan Garhi, New Delhi-110068
9. Registrar, University of Delhi, Benito Juarez Road, South Campus, South Moti Bagh, New Delhi-110021 .
10. Registrar, Ambedkar University Delhi, Near Old Delhi Railway Station, Lothian Road, Kashmere Gate, New Delhi, Delhi 110006.