

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

PUBLICATION DIVISION

Refer Advertisement on 17-02-2016 in the newspaper i.e. *Hindustan Times* (English), *Amar Ujala* & *Navbharat Times* (Hindi), *Roznama Rashtriya Sahara* (Urdu) Walk-in Written Test/Skill Test for the engagement of DTP Operators and Editorial Assistants on contract basis.

Publication Division of NCERT will conduct Walk-in written test/skill test for engagement of 3 Editorial Assistants (under Unreserved Category) one each in English, Hindi and Urdu languages and 8 DTP Operators (7 Bilingual (Hindi & English languages) & 1 in Urdu language); 5 UR (Unreserved), 2 OBC (Other Backward Classes) & 1 SC (Scheduled Caste) category) purely on contract basis for a period of one year with a remuneration of Rs. 29,000/-(fixed). 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.	Editorial Assistant – 3 Vacancies (English-1, Hindi-1, Urdu-1)	
(a)	Essential Qualification	1. A 2nd Class Degree in Arts or Science from a recognised University. 2. At least 3 years experience in collection, complication and subbing of material of publication in Govt./Semi Govt. publishing organisation or reputable publishing house. 3. Working knowledge of book production, techniques layout and proof correction. 4. Proficiency in the language concerned
(b)	Age Limit	Below 30 years on the date of Skill/Written test.
(c)	Tenure	One Year (This period of engagement can be terminated at any time without assigning any reason).
(d)	Salary	Rs. 29000/- per month (fixed)
(e)	Date & time of Walk-in Written Test/Skill Test	8 th March 2016 at 9.30 a.m. to 11.30 a.m. screening of application. 12.00 noon written test/skill test shall start.
(f)	Venue	Publication Division
2.	DTP Operators – 8 Vacancies -- 7 Bilingual (English and Hindi) & 1 Urdu	
(a)	Essential qualification	1. Graduate in any subject 2. One year Diploma/certificate course in Desk Top Publishing from a recognised institute. 3. Minimum three years experience with a publishing house of repute, preferably in textbook development. 4. Proficiency in PageMaker, Corel Draw, Photoshop, Equation Editor. 5. Proficiency in Typing as per language/s Desirable: 1. Knowledge of Quark Express, Illustrator, Knowledge of In Page Urdu, InDesign, Math Type, Knowledge of Unicode 2. Knowledge of prepress preparation.
(b)	Age Limit	Below 30 years on the date of Skill/Written test
(c)	Tenure	One Year (This period of engagement can be terminated at any time without assigning any reason).

(d)	Salary	Rs 29000/- per month (fixed)
(e)	Date & time of Walk-in Written Test/Skill Test	9 th March 2016 at 9.30 a.m. to 11.30 a.m. screening of application. 12.00 noon written test/skill test shall start.
(f)	Venue	Publication Division

Interested candidates who fulfill the above conditions may attend the Walk-in Written Test/Skill Test/Interview on 8th March 2016 at 9.30 a.m. for Editorial Assistants and on 9th March 2016 at 9.30 a.m. for DTP Operators in the Office of Chief Editor, R.No. 204 Publication Division 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, may be given as per Govt. of India instructions. The OBC Certificate issued for the Government of India Jobs shall only be accepted for the purpose.

Note:

1. It is the responsibility of the candidates to ensure that they fulfill 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 certificate and self attested copy of the same in order to screen the candidature for Written/Skill test.
4. No TA/DA is admissible either for attending the Written/Skill test or joining the post if selected.
5. It may particularly be noted that in case the number of candidates is very large and the Written/Skill test is not completed within the same day, the Skill/Written test will be continued for next day. Candidates should make their own arrangement for boarding and lodging etc. in such a situation.

Head
Publication Division