

Date: 08-04-2019

Advertisement for Walk - in - Skill Test

Subject: Prepare a Panel to recruit Computer Typists in PAC approved programmes of NIE Deptts./Divs./Cells for 2019-20- reg.

The Planning and Monitoring Division, NCERT, New Delhi will conduct a **skill test** to prepare a panel to recruit Computer Typist (Bi-lingual) on contractual basis for a period of about 11 months (till 31st March 2020) to engage in PAC approved programmes for 2019-20. Eligible candidates interested in the post may apply online at e-mail **ppmedncert@gmail.com** by submitting application in the prescribed format latest **by 15th April 2019**. The format is attached with this advertisement and also available in the NCERT website: www.ncert.nic.in. Applicants shall be intimated the date and time of skill test in their mobile/ e-mail a week before the commencement of skill test scheduled from 23rd April 2019 onwards to appear for skill test along with testimonials in originals and a set of self attested photocopies of the same on **23rd April 2019**. **For skill test applicants are advised to assemble in the NIE Auditorium (above State Bank of India), NCERT, Sri Aurobindo Marg, New Delhi - 110016** on the date of skill test of registration and verification of documents.

Details of the requirement for the post are as under:

Essential Qualifications	1. 12 th Pass or equivalent examination from a recognized Central / State Boards 2. Knowledge of Computer Application and Knowledge of typing (bi-lingual) 3. Typing Speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on Computer which corresponds 10500 KDPH / 9000 KDPH on an average of 5 key depression for each word
Desirable	1. Minimum one year experience of doing Computer Typing work 2. Proficient in MS OFFICE Application
Tenure	Upto 31 st March 2020
Remuneration	As per Govt. of NCT, Delhi wages rates
Job Requirement	Type setting of the project/programme related material assigned in the Deptts. / Divs. / Cells.

- It is the responsibility of the candidate to ensure that she/ he fulfill eligibility conditions by possessing essential qualifications.
- Appointment is purely temporary.
- No TA / DA will be paid for appearing in skill test by NCERT.
- If large number of candidates applies for the post, the skill test might go beyond the day specified for skill test.
- Registration for skill test shall be open up to 1.00 p.m. on 23rd April 2019 only at NIE Auditorium, NCERT, New Delhi.
- In the skill test, the proficiency of the candidate will be assessed in typing on Computer with a speed of 35 w.p.m. in English and 30 w.p.m. in Hindi (which corresponds 10500 KDPH / 9000 KDPH on an average of 5 key depression for each word).

(A.D. Tewari)
Prof. & Head, PMD)

Application Format

Computer Typist English/Hindi (Bi-Lingual)

Post Applied:

Full Name (IN CAPITAL LETTERS)	:	
Mother's / Father's Name	:	
Date of Birth (DD/MM/YYYY)	:	
Mailing Address	:	
Phones / Mobile Number	:	
E- Mail ID	:	
Whether belongs to SC/ST/ OBC/ etc. (attached copy of Certificate)	:	

Educational Qualifications

S.No.	Examinations	Name of the Boards/ University	% of Marks	Subjects	Year of Passing/ Award

Professional Qualifications:

S.No.	Certificate / Diploma, etc.	Name of the Institution	% of Marks/ Grade	Specialization	year of Passing /Award

Job / Work Experience:

S.No.	Post held	Period / Duration	Key Responsibilities

Please mention specific information, (if any) relevant to the post and not covered above.

Place:

Date:

Signature of the Candidate