

May 18, 2017

NOTIFICATION

The Department of Education in Social Sciences (DESS) is a constituent unit of the NCERT which is an autonomous body under the Ministry of Human Resource Development, Govt. of India. It is proposed to fill up the post of Desk Top Publishing (DTP) Operators on contractual basis as per details given below:-

1.	Name of Post	DTP Operator (12 Posts)
2.	Qualification	Essential: 1. Graduate in any subject 2. One year Diploma/ Certificate Course in Desk Top Publishing from a recognize institute. Desirable: 1. Minimum one year experience with a publishing house of repute, preferably in book development 2. Proficiency in Page-Maker, Corel Draw Photoshop and Equation Editor. 3. Knowledge of In-page Knowledge of pre-press preparation 4. Proficiency in Hindi and English Typing 5. <i>As books are published in three languages, Urdu language proficiency may also be required.</i>
3.	Tenure	Up to 31 st March, 2018
4.	Age	Not more than 30 years (five year Relaxation for females and SC/ST Candidates, 3 years for OBC and 10 years for physically challenged person)
5.	Consolidated and fixed monthly salary	Rs.23,000/-p.m
6.	Selection Procedure	Skill Test on 31.5.2017 at 10.30 a.m
7.	Venue	Room No.4, IIIrd Floor, Janaki Ammal Khand, DESS, NCERT, Sri Aurobindo Marg, New Delhi-110016

Eligible candidates must bring their Bio-Data and original certificates/mark sheets/testimonials etc. (along with a set of self attested copies of each certificate and one passport size photograph) and other related documents at the time of test. (**Registration will be done from 9.00 a.m to 10.15 a.m**).

Note:

- It is the responsibility of the candidates to ensure that they fulfil the eligibility conditions by having essential qualifications.
- Appointment is purely temporary.
- Candidates already in job should get their applications forwarded through their employers and/or come with a "No Objection Certificate".
- No TA/DA will be paid for appearing in the skill test by NCERT.

(Manju Bhatt)
Prof. & Head, DESS

1. All Heads of NIE Departments/Divisions/Cells
2. All Notice Boards, NCERT
3. Head, DICT-CIET for uploading on NCERT's website

