

No .F. 27-4/2018-19/PMD/55<sup>th</sup> PAC/  
**Planning and Monitoring Division**  
National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi-110016

Date : 7th January 2019

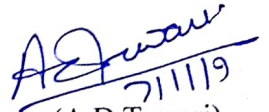
**Walk-in-Interview and Skill Test**

The NCERT invites applications for preparing panel for recruitment in the following posts on purely temporary basis under Samagra Shiksha - Integrated Scheme approved by Project Approval Board of MHRD and Programme Advisory Committee (PAC) approved programmes of NCERT for 2018-19 up to 31<sup>st</sup> March 2019. Eligible candidates interested in the post may apply online at e-mail [ppmedncert@gmail.com](mailto:ppmedncert@gmail.com) by submitting application in the attached prescribed format latest by 23rd January 2019 The educational qualification, experience and terms conditions are as under:-

<b>(A) Name of the Post: Finance Manager/Project Manager</b>	
<b>Essential Qualifications/ Experience</b>	- Graduate in any discipline from recognize university - Five years experience in managing financial aspects of programme / activities - Knowledge of noting and drafting in English and Hindi - Proficiency in handling accounts. -Knowledge of Central Govt. TA/DA rules regulations. - Knowledge of Computer.
<b>Job Requirement</b>	-To look after accounts of the PAB approved programmes, Maintaining accounts of these programmes, Maintaining of Pay Bill Register (PBR), etc
<b>Salary</b>	-Rs. 25,000/- p.m. (Consolidated) <i>below</i>
<b>Age Limit</b>	Preferably below 45 years , However, retired persons <i>below</i> 65 years can also apply.
<b>Date, Time and Venue of Interview</b>	24th January 2019 at: 11.00 a.m. Planning and Monitoring Division (PMD) , Room No. 04, Zakir Husain Block, NCERT, Sri Aurobindo Marg, New Delhi
<b>(B) Name of the Post: DTP Operators (English/Hindi/Urdu)</b>	
<b>Essential Qualifications</b>	1. Graduate in any subject 2. One year Diploma/Certificate Course in Desk Top Publishing from recognize Institute.
<b>Desirable</b>	1. Experience of about one year in textbook development. 2. Proficiency in Page-Maker, Coral-Draw, Photoshop, Equation-Editor and In-Design
<b>Age Limit</b>	Below 30 years relaxation is permissible 5 years for SC/ST and women candidates, 3 years for OBC, and 10 years for physically challenged persons.
<b>Remuneration</b>	Rs. 23,000/- per month (consolidated)
<b>Job Requirement</b>	To Support the Deptts./Div./Cell in preparation and finalization of manuscripts into a printable documents with supportive visuals, etc.
<b>Date of Skill Test</b>	<b>24th January 2019 at 9.30 a.m.</b> Applicants are advised to appear for skill test along with testimonials in originals and a set of self attested photocopies of documents. For skill test, assemble in <b>Room No. 4, 5th Floor, Zakir Husain Block, NCERT, Sri Aurobindo Marg, New Delhi - 110016</b> on the date and time of skill test of registration and verification of documents.

*ADJawan*  
21/1/19

1. The candidates attending the interview will not be paid any TA/DA by the Council.
2. The candidates who are already in employment should submit a "No Objection Certificate" at the time of Interview.
3. Candidates should bring their original certificates and other documents along with attested photocopies of documents in support of their claim in age, educational qualifications, experience etc. at the time of interview as specified above.
4. Assignment is purely temporary and will not claim for regular appointment.
5. Relaxation shall be applicable in age and qualifications as per Govt. of India norms



(A.D. Tewari)

Prof. & Head, PMD

# Application Format

## 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