

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 Assistant Editors, Editorial Assistants and Proof Readers Purely on Contract Basis.

Publication Division, NCERT will conduct a walk-in-interview and skill test for engagement for the posts of Assistant Editors, Editorial Assistants and Proof Readers purely on contract basis. The Council can terminate the services of contractual employees at any time without giving any reason.

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

1. Assistant Editor - 05 Posts (English - 03, Hindi - 02)

(a).	Educational & Other Qualifications	Essential : 1). A degree in Arts or in Science from a recognised. 2). At least 5 years' experience in compiling editing, proof reading and typography etc. in an organisation of repute. 3). Proficiency in the language require.
(b).	Age limit	Below 35 years. There will be no age limit for the employees of the Council.
(c).	Tenure	One year (this period of engagement can be terminated at any time without assigning any reason).
(d).	Emoluments	Rs. 52,000/- per month
(e).	Date and time of skill test and walk-in-interview	5 th February, 2019 at 9:30 a.m. Registration will close at 11:00 a.m.
(f).	Venue	Publication Division, NCERT, New Delhi.

2. Editorial Assistant - 05 Posts (English - 02, Hindi – 02, Urdu - 01)

(a).	Educational & Other Qualifications	Essential : 1). A Second Class Degree in Arts or Science from any recognised University. 2). At least three years experience in collection, compilation and subbing of materials for publication in Government/Semi-Govt. publishing organisation or reputable publishing house. 3). Working knowledge of book production, techniques lay-out and proof-correction. 4). Proficiency in the language concerned. There will be no age-limit for the employees of the Council.
(b).	Age limit	Below 30 years.
(c).	Tenure	One year (this period of engagement can be terminated at any time without assigning any reason).
(d).	Emoluments	Rs. 33,000/- per month
(e).	Date and time of skill test and walk-in-interview	6 th February, 2019 at 9:30 a.m. Registration will close at 11:00 a.m.
(f).	Venue	Publication Division, NCERT, New Delhi.

3. Proof Reader – 02 Posts (English – 01, Hindi - 01)

(a).	Educational & Others Qualifications	Essential: 1). A Bachelor degree either in English/Hindi/Urdu. 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	One year (this period of engagement can be terminated at any time without assigning any reason).
(d).	Emoluments	Rs. 24,000/- per month
(e).	Date and time of skill test and walk-in-interview	7 th February, 2019 at 9:30 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.

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.