

F. No. 6-2/2023-Pub.(EW)  
Publication Division

Dated: \_\_\_\_\_

**Notification**

**Subject:** Skill test for the Engagement of Assistant Editors, Proof Readers and DTP Operators purely on contract basis.

Publication Division, NCERT will conduct a Skill Test for engagement for the posts Assistant Editor, Proof Reader and DTP Operators purely on contract basis. The Council can terminate the services of contractual employees at any time without giving any reason.

**1. Assistant Editor 60 posts (English 25 Hindi 25 & Urdu 10)**

|   |   |  |
|---|---|--|
| a | Educational Qualification                       | <p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• A Bachelor degree from a recognised University.</li> <li>• Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subjects.</li> <li>• At least 5 year experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity.</li> <li>• Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu.</li> </ul> <p><b><u>Desirable:</u></b></p> <p>Word processing and techniques of online editing.</p> |
| b | Age Limit                                       | 50 years   |
| c | Remuneration                                    | Rs. 80,000/- per month (Consolidated)  |
| d | Tenure  | Four Months  |
| e | Date of Screening and registration of Candidate | 1 February, 2024 from 10 am to 3 pm  |
| f | Date and time of skill test                     | Saturday, 3 February, 2024   |
| g | Venue   | Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016  |

**2. Proof Reader 60 posts (English 25 Hindi 25 & Urdu 10)**

|   |   |   |
|---|---|---|
| a | Educational Qualification                       | <p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• A Bachelor degree either in English/Hindi/Urdu.</li> <li>• At least 01 year experience of working in a Printing or Publishing organisation as Copy Holder/Proof Reader.</li> <li>• Working knowledge of Computer.</li> </ul> <p><b><u>Desirable:</u></b></p> <p>Knowledge of Typography.</p> |
| b | Age Limit                                       | 42 years  |
| c | Remuneration                                    | Rs. 37,000/- per month (Consolidated)   |
| d | Tenure  | Four Months   |
| e | Date of Screening and registration of Candidate | 1 February, 2024 from 10 am to 3 pm   |
| f | Date and time of skill test                     | Friday, 2 February 2024   |
| g | Venue   | Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016   |

### 3. DTP Operators 50 posts (English 20 Hindi 20 & Urdu 10)

|   |   |   |
|---|---|---|
| a | Educational Qualification                       | Essential:<br>1. Graduation in any subject.<br>2. One Year Diploma/Certificate course in Desk Top Publishing from a recognized institute.<br>3. Minimum 3 years experience in a publishing house of repute preferably in textbook making.<br>4. Proficiency in In-design, Photoshop, Illustrator, Equation Editor, Microsoft word, including Excel & Page-maker.<br>5. Proficiency in typing both in Hindi and English<br>Desirable:<br>1. Knowledge of Quark Express and Corel Draw<br>2. Knowledge of prepress preparation. |
| b | Age Limit                                       | 45 years  |
| c | Remuneration                                    | Rs. 50,000/- per month (Consolidated)   |
| d | Tenure  | Four months   |
| e | Date of Screening and registration of Candidate | 1 February, 2024 from 10 am to 3 pm   |
| f | Date and time of skill test                     | Friday and Saturday, 2 and 3 February, 2024   |
| g | Venue   | Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016   |

Interested candidates who fulfil the above conditions may attend Skill Test in Publication Division, NCERT, New Delhi.

These positions are likely to be extended by one year.

The applicants may attend the test and interview with a copy of their Curriculum Vitae (CV) alongwith 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 and 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

#### **Copy to:-**

- 1) Website of NCERT - [www.ncert.nic.in](http://www.ncert.nic.in)
- 2) Employment Officer, District Employment Exchange, Delhi Govt., Sector-4, R.K. Puram, New Delhi-110022
- 3) Director, National Book Trust, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070

- 4) Director, A.J.K. Mass Communication Research Centre, Jamia Millia Islamia, Maulana Mohammad Ali Jauhar Marg, New Delhi-110025
- 5) Director, Indian Institute of the Mass Communications (IIMS), JNU New Campus, Aruna Asaf Ali Marg, New Delhi-110067
- 6) Registrar, Jawaharlal Nehru University, New Mehrauli Road, Munirka, New Delhi-110067
- 7) Registrar, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025
- 8) Registrar, IGNOU, Maidan Garhi, New Delhi-110068
- 9) Registrar, University of Delhi, Benito Juarez Marg, South Campus, South Moti Bagh, New Delhi-110021
- 10) Registrar, Dr. B.R. Ambedkar University Delhi, Lothain Road, Kashmiri Gate, New Delhi-110006
- 11) Principal, Regional Institute of Education Bhopal, Shyamla Hills Bhopal, Madhya Pradesh - 460003
- 12) Principal, Regional Institute of Education (NCERT) Ajmer, Capt. DP Choudhary Marg, Ajmer, Rajasthan - 305004
- 13) Principal, Regional Institute of Education (NCERT) Mysuru, Manasagangothri, Mysuru, Karnataka - 570006
- 14) Principal, North East Regional Institute of Education (NCERT), Umiam Ri-Bhoi District, Meghalaya - 793103



राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्  
श्री अरविंद मार्ग, नई दिल्ली-110016

संपादकीय कर्मियों और डी.टी.पी. ऑपरेटरों की नियुक्ति

एन.सी.ई.आर.टी. के प्रकाशन प्रभाग द्वारा 60 सहायक संपादकों (25 अंग्रेजी, 25 हिंदी एवं 10 उर्दू); 60 प्रूफरीडरों (25 अंग्रेजी, 25 हिंदी एवं 10 उर्दू); तथा 50 डी.टी.पी. ऑपरेटरों (20 अंग्रेजी, 20 हिंदी एवं 10 उर्दू) की नियुक्ति हेतु कौशल परीक्षा आयोजित की जाएगी, जो क्रमशः ₹ 80,000/-, ₹ 37,000/- एवं ₹ 50,000/- प्रतिमाह (नियत) के पारिश्रमिक पर पूर्णतः सविदा के आधार पर होगी। ये नियुक्तियाँ प्रारंभ में चार (04) माह के लिए की जाएँगी, जिसे आगे एक साल के लिए बढ़ाया जा सकता है। नियुक्ति की अवधि को किसी भी समय बिना कोई कारण बताए समाप्त किया जा सकता है। इन नियुक्तियों के संबंध में पात्रता, मानदंड अर्थात अर्हताएँ, अनुभव, आयु सीमा तथा अन्य नियम एवं शर्तें एन.सी.ई.आर.टी. की वेबसाइट [www.ncert.nic.in](http://www.ncert.nic.in) पर देखे जा सकते हैं। इन पदों के लिए रजिस्ट्रेशन 1 फरवरी, 2024 को प्रातः 10 बजे से सांय 3 बजे तक होगा। उपरोक्त नियुक्तियों के लिए कौशल परीक्षाएँ सहायक संपादकों के लिए 3 फरवरी, 2024 को; प्रूफरीडरों के लिए 2 फरवरी, 2024 को; एवं डी.टी.पी. ऑपरेटरों के लिए 2-3 फरवरी, 2024 को प्रकाशन प्रभाग, अंबेडकर खंड, एन.सी.ई.आर.टी., श्री अरविंद मार्ग, नई दिल्ली 110016 में आयोजित की जाएगी।



अध्यक्ष

प्रकाशन प्रभाग

राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्



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

**Recruitment of Editorial Staff and DTP Operators**

Publication Division, NCERT will be conducting a Skill Test for the engagement of 60 Assistant Editors (25 for English, 25 for Hindi and 10 for Urdu), 60 Proof Readers (25 for English, 25 for Hindi and 10 for Urdu) and 50 DTP Operators (20 English, 20 Hindi and 10 Urdu) purely on contract basis, initially for a period of four (04) months, which is likely to be extended by 12 months, with a remuneration of Rs. 80,000/- for Assistant Editors, 37000/- for Proof Readers and Rs. 50,000/- for DTP Operators per month, respectively. The period of engagement can be terminated at any time without assigning any reason. Eligibility criteria, i.e., qualifications, experience, age limit and other terms and conditions may be seen on the NCERT website [www.ncert.nic.in](http://www.ncert.nic.in). Walk-in registration for above mentioned posts shall be held on 1 February 2024 from 10 am to 3 pm. Skill test for Assistant Editors shall be held on 3 February, 2024; for Proof Readers shall be held on 2 February, 2024; for DTP Operators shall be held on 2-3 February, 2024 at Publication Division, Ambedkar Khand, NCERT, Sri Aurobindo Marg, and New Delhi 110016.



Head

Publication Division  
National Council of Educational  
Research and Training