



राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षणपरिषद्  
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

## Walk-in

NCERT proposes to hold Walk-in written test/skill test followed by an interview at 9.30 a.m. on 14th February, 2013 for recruitment of 5 Editorial Assistants (2 English, 2 Hindi and 1 Urdu) and on 15th February, 2013 for 3 DTP Operators (Bilingual) on contract basis for a period of 6 months. Further details can be seen at NCERT's website: [www.ncert.nic.in](http://www.ncert.nic.in)

Head  
Publication Division

नवभारत टाइम्स  
30.1.2013

 **राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद**  
NATIONAL COUNCIL OF EDUCATIONAL AND TRAINING

**वॉक-इन**

राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद द्वारा 6 माह की अवधि हेतु अनुबंध आधार पर 5 सम्पादकीय सहायकों (2 अंग्रेजी, 2 हिन्दी एवं 1 उर्दू) की भर्ती हेतु 14 फरवरी, 2013 को तथा 3 डीटीपी ऑपरेटर्स (द्विभाषिक) की भर्ती हेतु 15 फरवरी, 2013 को प्रातः 9.30 बजे वॉक-इन लिखित परीक्षा/कौशल परीक्षा तदुपरान्त साक्षात्कार के आयोजन का प्रस्ताव किया जाता है। अधिक विवरण एनसीईआरटी की वेबसाइट: [www.ncert.nic.in](http://www.ncert.nic.in) पर देखा जा सकता है।

डीएवीपी 21104/11/0016/1213

प्रमुख  
प्रकाशन प्रभाग

**National Council of Educational Research and Training**  
**Sri Aurobindo Marg, New Delhi – 110 016**

**PUBLICATION DIVISION**

**Subject: Walk-in Written Test/Skill Test/Interview for the post of, DTP Operators and Editorial Assistants**

The Publication Division, NCERT requires, DTP Operators and Editorial Assistants purely on temporary basis for a period of six months for time bound publications of textbooks and other publications developed by the NCERT.

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

<b>1.</b>	<b>Editorial Assistant – 5 Vacancies (English-2, Hindi-2, Urdu-1)</b>	
(a)	<b>Essential Qualification</b>	<ol style="list-style-type: none"><li>1. A Second Class Degree in Arts or Science from a recognized University.</li><li>2. At least three years experience in collection, compilation and subbing of material of publication in Govt./Semi. Govt. publishing organization or reputed publishing house.</li><li>3. Working knowledge of book production techniques, layout and proof correction.</li><li>4. Proficiency in the language concerned</li></ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"><li>1. Working knowledge of computer and publication related software.</li></ol>
(b)	Age Limit	Below 30 years.
(c)	Tenure	Six months
(d)	Salary	11,700/- per month
(e)	Date & time of Walk-in Written test/Skill Test/Interview	14 <sup>th</sup> February, 2013 at 9.30 am
(f)	Venue	Publication Division
<b>2.</b>	<b>DTP Operator – 3 Vacancies (Bilingual [English and Hindi] )</b>	
(a)	<b>Essential Qualification</b>	<ol style="list-style-type: none"><li>1. Graduate in any subject</li><li>2. One year Diploma/certificate course in Desk Top Publishing from recognized institute.</li><li>3. Minimum three years experience with a publishing house of repute, preferably in textbook development.</li><li>4. Proficiency in PageMaker, Corel Draw, Photoshop, Equation Editor (Inpage for Urdu).</li></ol>

		5. Proficiency in Typing as per language <b>Desirable:</b> 1. Knowledge of Adobe InDesign, Illustrator, Quark Express. 2. Knowledge of prepress preparation.
(b)	Age Limit	Below 30 years.
(c)	Tenure	Six Months
(d)	Salary	18,000/- per month
(e)	Date & time of Walk-in Written test/Skill Test/Interview	15 <sup>th</sup> February,2013 at 9.30 am
(f)	Venue	Publication Division

Interested candidates who fulfill the above conditions may attend the Walk-in Written Test/Skill Test/Interview on 14<sup>th</sup> February, 2013 at 9.30 am for Editorial Assistants and on 15<sup>th</sup> February, 2013 at 9.30 a.m. for DTP Operators in the Publication Division with a copy of their bio-data along with original certificates their photocopies duly attested.

**Note :**

1. It is the responsibility of the candidates to ensure that they fulfill 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 certificate at the time of interview.
4. No TA/DA is admissible either for attending the interview or joining the post. The selected candidates may be required to join immediately.

Head  
Publication Division