

No.F.2-1/2010-Pub.(Admn)
PUBLICATION DEPARTMENT
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi – 110016

Dated: 9.1.2012

Subject: Walk-in-interview for the posts of DTP Operators Grade - I, Assistant Editors, Copy Editors and Proof Readers on contract basis.

The Publication Department, NCERT is working to prepare time bound publications which includes textbooks and other non-textual publications. To accomplish these tasks, the Council requires DTP Operators Grade - I, Assistant Editors, Copy Editors and Proof Readers on contract basis. The details are given below:

The terms and conditions for the appointment are as follows:

1.	DTP OPERATORS (GRADE – I) (Bilingual) 4 (Four) Posts	
(a)	Essential Qualifications	1 Graduate from a recognized University. 2 Certificate/Diploma Course in Desk Top Publishing or any Computer Course with DTP as a subject and three year's experience or Higher Secondary or equivalent with five year's experience in a reputed Publishing House, preferably in book making. 3 Proficiency in Hindi and English is essential.
(b)	Computer Skills	Proficiency in Page Maker, Corel Draw, In Design, Photoshop, Equation Editor, Math Type and MS Office, Knowledge of pre-press work essential.
(c)	Age Limit	Preferably below 30 years with relaxation as per rules.
(d)	Tenure	Six months
(e)	Salary	18,000/- per month
(f)	Date & time of Skill Test	16-1-2012 at 10.00 AM
(g)	Venue	Publication Department, Ambedkar Khand
2.	ASSISTANT EDITOR - (English) 1 (One) Post	
(a)	Essential Qualifications	1. A degree in Arts or in Science from a recognized University. 2. At least 5 years experience in compiling, editing, proof reading and typography etc. in an organization of repute. 3. Proficiency in the language required. Desirable (i) Diploma / Certificate in any editing (print media) related course. (ii) Knowledge of word processing.
(b)	Age Limit	Preferably below 35 years with relaxation as per rules.
(c)	Tenure	One Year
(d)	Salary	21,000/-
(e)	Date & time of Skill Test	17-1-2012 at 10.00 AM
(f)	Venue	Publication Department, Ambedkar Khand.

3. COPY EDITORS English (1) Hindi (1)		
(a)	Essential Qualification	1. Master's Degree from a recognized University with proficiency in English and Hindi with minimum two years of proven experience in copy-editing in a reputed Publication House or Graduation with minimum 3 years experience. 2. Preference will be given to candidates having proficiency in English and Hindi.
(b)	Age Limit	Preferably below 30 years with relaxation as per rules.
(c)	Tenure	Six months
(d)	Salary	11,700/- per month
(e)	Date & time of Skill Test	18-1-2012 at 10.30 AM
(f)	Venue	Publication Department, Ambedkar Khand.
4. PROOF READER – 2 (Two) Posts (English)		
(a)	Essential Qualification	1. Graduate from recognized University with one year proven experience as Proof Reader in a reputed publishing house preferably in book publishing. 2. Proficiency in working knowledge of Hindi & English.
(b)	Age Limit	Preferably below 30 years with relaxation as per rules.
(c)	Tenure	One year
(d)	Salary	8100/-
(e)	Date & time of Skill Test	18-1-2012 at 10.30 AM
(f)	Venue	Publication Department, Ambedkar Khand.

The candidates who qualify in the skill test would be invited to appear for an interview on the same day.

Interested candidates who fulfill the above mentioned conditions may attend the skill test/interview as per the above schedule with a copy of their bio-data, self attested photograph along with original certificates and testimonials.

(VED PRAKASH)
Administrative Officer

Copy to:

- 1 The Sub-Regional Employment Officer, Delhi Administration, Directorate of Employment Information and Guidance Bureau, Delhi University, Delhi- 110017.
- 2 Sub Regional Employment Officer, I&B Bureau, Jawahar Lal Nehru University, JNU, New Delhi - 110067
- 3 Sub Regional Employment Officer, UER & G Bureau, Jamia Millia Islamia, New Delhi - 110024.
- 4 Director, National Council for Promotion of Urdu Language, FC - 33/9, Institutional Area, Jasola, New Delhi - 110025.
- 5 Head, Department of Urdu, Delhi University, Delhi - 110007.
- 6 Director, National Institute of Public Cooperation & Child Development, 5-Siri Fort, Institutional Area, Hauz Khas, New Delhi - 110016.
- 7 Head, School of Languages and Cultural Studies, Jawahar Lal Nehru University, JNU, New Delhi - 110067
- 8 Head, Department of Education, Delhi University, Delhi - 110007.
- 9 Head, Director, State Council of Educational Research and Training, Defence Colony, New Delhi - 110003
- 10 Principal, Delhi College of Art, 20-22, Tilak Marg, New Delhi - 110002
- 11 Head, Department of Urdu, Jamia Millia Islamia, New Delhi - 110025.
- 12 PS to Director/Joint Director/Secretary.
- 13 Joint Director, CIET, NCERT, New Delhi.
- 14 All Heads of Department/Units of NIE.
- 15 Head, DCETA, NCERT with a request to notify in our NCERT website.