

F.No. 4-1/2012-2013/DEL/
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016.
DEPARTMENT OF EDUCATION IN LANGUAGES

Dated: 22.05.2012

Sub: Walk-in-Interview for One DTP Operators Grade-I

The Department of Education in Languages, requires the services of One DTP Operator, Gr.I (bilingual) on contractual basis for PAC approved programmes.

The terms and conditions are as under:

1. **Qualifications for DTP Operator** Graduate from recognised university and Certificate / Diploma Course in Desk Top Publishing with three years experience in a reputed Publishing House, preferably in book making.

OR

Higher Secondary and Certificate / Diploma Course in Desk Top Publishing with five years experience in a reputed Publishing House, preferably in book making.
Computer Skills **Essential** : Proficiency in Computer Softwares : MS-Office, Pagemaker etc. knowledge of book-making, (Pre-press work). Proficiency in English & Hindi.
Desirable : 1. Corel Draw, Photoshop
2. Proficiency in Computer typing in English and Hindi, Knowledge of Urdu Typing
2. **Emoluments** Consolidated Rs. 18,000/- p.m.
3. **Tenure of Post** Upto 31st March, 2013
4. **Test & Date of Interview** Walk-in-Interview on 7th June, 2012 at 10:00 A.M.
5. **Venue** Room No. 17, 2nd Floor, Science Block, DEL, NCERT Sri Aurobindo Marg, New Delhi – 110 016.
6. **Age** Upto 30 years(Five year relaxation for SC/ST and Female candidates)

Notes:

1. Candidates attending the interview would not be paid any TA/DA by the NCERT.
2. Assignment is purely temporary and it will not confer on him/her any claim for regular employment in NCERT.
3. Candidates should bring their original certificates and other documents in support of their claim in age, educational qualifications etc. at the time of Test/interview as specified above.
4. The candidates who have already worked in the Council for more than two years are not eligible.
5. Candidates already in job should get their applications forwarded through their employers and/or come with a "No Objection Certificate."
6. Number of Vacancies is tentative.
7. Selected candidates will be required to join immediately

(Chandra Sadayat)
Professor & Head

Copy to:

1. All Academic Deptt./Units of the NCERT
2. The Registrar, National University of Educational Planning and Administration (NUEPA), Sri Aurobindo Marg, New Delhi-110016.
3. Distt. Employment Officer (West) Distt. Employment Exchange (West) Pusa, New Delhi-12 (www/labour.delhigovt.nic.in)
4. The Head, DCETA along with a copy of CD for uploading the advt. on website of NCERT