



राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

Walk-in

NCERT proposes to hold a Walk-in written test/skill test followed by an interview at 9.30 a.m. on 29th October 2012 for recruitment of **5 Assistant Editors** (2 English, 2 Hindi and 1 Urdu), **7 Editorial Assistants** (3 English, 3 Hindi and 1 Urdu) and at 9.30 a.m. on 30th October 2012 for **8 DTP Operators** (7 Bilingual and 1 Urdu) on contract basis for a period of 6 months. Further details can be seen at NCERT's website: www.ncert.nic.in

Head
Publication Division

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

PUBLICATION DIVISION

Dated 8.10.2012

Subject: Walk-in Written Test/Skill Test/Interview for the post of Assistant Editors, Editorial Assistants and DTP Operators (Hindi, English and Urdu)

The Publication Division, NCERT requires Assistant Editors, Editorial Assistants and DTP Operators in English, Hindi and Urdu 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:

1.	Assistant Editor – 5 Vacancies (English-2, Hindi-2, Urdu-1)	
(a)	Essential Qualification	<ol style="list-style-type: none">1. A Degree in Arts or Science from a recognized University.2. At least 5 years experience in compiling, Editing, Proof reading and Typography etc. in an organisation of repute.3. Proficiency in the language concerned <p>Desirable:</p> <ol style="list-style-type: none">1. Post Graduate Diploma in Book Publishing (Editing)2. Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu.3. Working knowledge of computer and publication related software.
(b)	Age Limit	below 35 years.
(c)	Tenure	Six months
(d)	Salary	21,000/- per month
(e)	Date & time of Walk-in Written test/Skill Test/Interview	29 October 2012 at 9.30 am
(f)	Venue	Publication Division
2.	Editorial Assistant – 7 Vacancies (English-3, Hindi-3, Urdu-1)	
(a)	Essential Qualification	<ol style="list-style-type: none">1. A Second Class Degree in Arts or Science from a recognized University.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.3. Working knowledge of book production techniques,

		layout and proof correction. 4. Proficiency in the language concerned Desirable: 1. Working knowledge of computer and publication related software.
(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	29 October 2012 at 9.30 am
(f)	Venue	Publication Division
3.	DTP Operator – 8 Vacancies (Bilingual [English and Hindi] -7, Urdu-1)	
(a)	Essential Qualification	1. Graduate in any subject 2. One year Diploma/certificate course in Desk Top Publishing from recognized institute. 3. Minimum three years experience with a publishing house of repute, preferably in textbook development. 4. Proficiency in PageMaker, Corel Draw, Photoshop, Equation Editor (Inpage for Urdu). 5. Proficiency in Typing as per language Desirable: 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	30 October 2012 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 29th and 30th October 2012 at 9.30 am 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