**F. No. 11-4/2019-20/E-III/Rectt.(D) Vol-II**
**NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING**
**SRI AUROBINDO MARG, NEW DELHI-110016**
(E-III Section)

20th January 2020

The **NCERT** invites on-line applications for filling up the following posts on the basis of **revised recruitment rules** by **direct recruitment**.

| S. No. | Name of the Post | No. of Vacancies and post reserved for | Scale of pay | Eligibility conditions | Fees |
|---|---|---|---|---|---|
| 1. | **Editor (Urdu Language)** | 01 Post (OBC) | Level – 11 of Pay matrix of 7th CPC (Pre-revised PB-III Rs 15600-39100 + Grade Pay of Rs 6600/-) | **Essential Educational Qualification:**<br><br>(i) A Bachelor degree from a recognized University.<br>(ii) Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, Where editing is one of the subject.<br>(iii) At least 8 years' experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity.<br>(iv) Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu.<br><br>**Desirable:**<br>(i) Word processing and techniques of online editing | Rs.1,000/- for **General, EWS** and **OBC.**<br><br>Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from fees. |
| | | | | **Age Limit:**<br>1. Not exceeding 40 years as on last date of submission of application. | |
| 2. | **Business Manager** | 01 Post (UR) | Level – 11 of Pay Matrix of 7th CPC (Pre-revised PB-III Rs 15600-39100 + Grade Pay of Rs 6600/-) | **Essential Educational Qualification:**<br>(i) Master in Business Administration from a recognized university/Institute.<br>**OR**<br>A Bachelor Degree from a recognized University with two years Post Graduate Diploma in Sales/Marketing/Business Administration.<br>(ii) Having at least 08 years experience in Sales and Sales Promotion in a reputed publishing organization.<br>**Desirable:**<br>(i) Working Knowledge of computer. | Rs 1,000/- for **General, EWS** and **OBC.**<br><br>Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from fees. |
| | | | | **Age Limit:**<br>2. Not exceeding 40 years as on last date of submission of application. | |

| | | | | Essential Educational Qualification | |
|---|---|---|---|---|---|
| 3. | **Assistant Production Officer** | 01 Post (UR) | Level- 10 of Pay Matrix of 7th CPC (Pre-revised PB-III of Rs 15600-39100 + Grade Pay of Rs 5400/-) | **Essential Educational Qualification:**<br>(i) A Bachelor Degree in Printing Technology from a recognized University. **OR** A Bachelor Degree in any subject with Diploma in Printing Technology.<br>(ii) At least 05 years experience in Print Production of textbooks, general publications, journals etc., in a reputed publishing/printing organization.<br>(iii) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology.<br>(iv) Familiarity in computer based printing processes. | Rs 1,000/- for **General, EWS** and **OBC.**<br><br>Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from fees. |
| | | | | **Age Limit:**<br>3. Not exceeding 35 years as on last date of submission of application.. | |
| 4. | **Assistant Business Manager** | 01 Post (OBC) | Level- 10 of Pay Matrix of 7th CPC (Pre-revised PB-III of Rs 15600-39100 + Grade Pay of Rs 5400/-) | **Essential Educational Qualification:**<br>(i) Master in Business Administration from a recognized university/Institute. **OR** Degree from a recognized University and Post Graduate Diploma in Sales/Marketing/Business Administrator.<br>(ii) Having at least 05 years experience in Sales and Sales Promotion in a reputed publishing organization.<br>**Desirable:**<br>(i) Working knowledge of computer | Rs 1,000/- for **General, EWS** and **OBC.**<br><br>Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from fees. |
| | | | | **Age Limit:**<br>4. Not exceeding 35 years as on last date of submission of application. | |
| 5. | **Technical Officer** | 01 Post (UR) | Level- 10 of Pay Matrix of 7th CPC (Pre-revised PB-III of Rs 15600-39100 + Grade Pay of Rs 5400/-) | **Essential Educational Qualification:**<br>(i) Degree in Mechanical/Electrical/Production Engineering<br>(ii) Five years experience for degree holders in Supervisory Capacity in Engineering Industry of repute in production & designing work **or** in a Govt./Autonomous Organization having Grade Pay of Rs. 4600/-<br>**OR**<br>(i) Passed 12th standard with three (3) years Diploma in Mechanical/Electrical/Production Engineering with 8 years experience in the appropriate trade.<br>**Desirable:**<br>(i) Experience in a reputed organization involved in development/production of scientific equipment for schools or colleges.<br>(ii) Experience in use of software like CAD/CAM, Solid Works, CATIA, UGS, etc. | Rs. 1,000/- for **General, EWS** and **OBC.**<br><br>**Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH)** are exempted from fees. |
| | | | | **Age Limit:**<br>**5.** Not exceeding 35 years as on last date of | |

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| | | | | submission of application. | |
| 6. | **Artist Grade-I** | 01 Post (UR) | Level- 10 of Pay Matrix of 7th CPC (Pre-revised PB-III of Rs 15600-39100 + Grade Pay of Rs 5400/-) | **Essential Educational Qualification:** (i) Degree in Fine Art/Applied Art/Commercial Art from a recognized Institution. (ii) At least 05 years' experience in the preparation of black and white and colour illustrations, cover-designs, layout work etc. of books and periodicals in a publishing house of repute. **Desirable:** (i) Knowledge of printing techniques. (ii) Knowledge of photography and its application to designing. (iii) Working Knowledge of computer and its software for designing. | Rs 1,000/- for **General, EWS** and **OBC.** Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH) are exempted from fees. |
| | | | | **Age Limit:** 6. Not Exceeding 35 years as on last date of submission of application. | |
| 7. | **Production Assistant** | 01 Post (OBC) | Level- 6 of Pay Matrix of 7th CPC (Pre-revised PB-II of Rs 9300-34800 + Grade Pay of Rs 4200/-) | **Essential Educational Qualification:** (i) A Bachelor Degree in Printing Technology from a recognized Institution. **OR** Two years post-graduate Diploma in book publishing with specialization in book Production. (ii) At least 3 years' experience in printing/Production of textbooks, general publication, journals, etc. in a reputed publishing/printing organization dealing with printing and publishing for Diploma holders **OR** 01 year experience in printing/Production of textbooks, general publication, journals, etc. in a reputed publishing//printing organization dealing with printing and publishing in case of Degree holder. (iii) Thorough knowledge of calculating and estimating cost of production of publications. **Desirable:** (i) Familiarity in computer based printing processes. | Rs. 800/- for **General, EWS** and **OBC.** **Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH)** are exempted from fees. |
| | | | | **Age Limit:** **7.** Not exceeding 30 years as on last date of submission of application. | |
| 8. | **Marketing Executive** | 01 Post (UR)/ EWS | Level- 6 of Pay Matrix of 7th CPC (Pre-revised PB-II of Rs 9300-34800 + Grade Pay of Rs 4200/-) | **Essential Educational Qualification:** (i) Degree from a recognized University. (ii) Having at least 03 years' experience in Sales and Sales Promotion in a reputed publishing organization. **Desirable:** (i) Diploma in Sales/Marketing/Business Administration. (ii) Working Knowledge of computer | Rs 800/- for **General, EWS** and **OBC.** **Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH)** are exempted from fees. |
| | | | | **Age Limit:** | |

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| | | | | **8.** Not exceeding 30 years as on last date of submission of application. | |
| 9. | **Assistant Store Officer** | 02 Post (UR) | Level- 6 of Pay Matrix of 7<sup>th</sup> CPC (Pre-revised PB-II of Rs 9300-34800 + Grade Pay of Rs 4200/-) | **Essential Educational Qualification:**<br>(i) A Degree in Arts/Science/Commerce **OR** Degree/Diploma in any stream of Engineering/material management from a recognized university.<br>(ii) Three (3) years' experience of procurement/Inspection/ Maintenance/Custody/Accounting of Stores and verification of Stores in a well-established stores organization in Govt./Semi-Govt/Industry/Private Organization<br><br>(iii) Working Knowledge of computer<br>**Desirable:**<br>(i) Certificate/Diploma in Purchasing, Store Keeping and Stock Control. | Rs 800/- for **General, EWS** and **OBC.**<br><br>**Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH)** are exempted from fees. |
| | | | | **Age Limit:**<br>Not exceeding 30 years as on last date of submission of application. | |
| 10 | **Store Keeper Grade-I** | 02 Post (UR) | Level- 5 of Pay Matrix of 7<sup>th</sup> CPC (Pre-revised PB-I of Rs 5200-20200 + Grade Pay of Rs 2800/-) | **Essential Educational Qualification:**<br>(i) A Bachelors' Degree in Arts/Science/Commerce **OR** A Bachelor's Degree/Diploma in any stream of Engineering/material management from a recognized university.<br>(ii) Two(2) years' experience of procurement/Inspection/Maintenance/ Custody/Accounting of Stores and verification of Stores in a well-established stores organization in Govt./Semi-Govt./Industry/Private Organization.<br>(iii) Working Knowledge of computer<br>**Desirable:**<br>(i) Certificate/Diploma in Purchasing, Store Keeping and Stock Control. | Rs 750/- for **General, EWS** and **OBC.**<br><br>**Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH)** are exempted from fees. |
| | | | | **Age Limit:**<br>**9.** Not exceeding 27 years as on last date of submission of application. | |
| 11 | **Copy Holder** | 01 Post (OBC ) | Level- 2 of Pay Matrix of 7<sup>th</sup> CPC (Pre-revised PB-I of Rs 5200-20200 + Grade Pay of Rs 1900/-) | **Essential Educational Qualification:**<br>(i) 12<sup>th</sup> Standard pass.<br>(ii) Knowledge of Computer typing and MS Office software<br>**Desirable:**<br>(i) ITI Certificate in Proof Reading | Rs 750/- for **General, EWS** and **OBC.**<br><br>**Female applicants, SC/ST, Ex-servicemen, and Differently abled Persons (PH)** are exempted from fees. |
| | | | | **Age Limit:**<br>Not Exceeding 27 years as on last date of submission of application. | |

**General instructions to applicant for filling on-line application form for
Non-Teaching (Ancillary) Posts.**

1. Go to the link available at Announcements> Vacancies> Non Academic tab of www.ncert.nic.in for submitting the on-line application.
2. Before filling up the form, applicants are advised to carefully go through the advertisement (Advt No.01/ONLINE/12/2019) and instructions  for filling-up  the online form available on the www.ncert.nic.in website and confirm his/her eligibility with regard to qualification/experience/age etc., and fee exemption.
3. All applicants except SC/ST/PWD/Women applicant /Ex-servicemen are required to pay application fee through online (SBI Collect- https://www.onlinesbi.com/sbicollect/icollecthome.htm).
4. Fields with star (*) mark are mandatory and essential to be filled in by the applicant.
5. Once the "Final Submit" button is clicked after verifying the entered data, a Unique Registration Number (URN) will be generated. Once the registration number is generated, no changes will be allowed by the web application. Please be sure to review your application carefully before submission.
6. Application will be rejected if more than one application is submitted by the same applicant for the same post.
7. After submission of on-line form, a confirmation page (Application form) will open having the information entered by the applicant with his/her Unique Registration Number. Applicants are required to take print-out of this page and keep the same copy for producing the same printout of filled-in online application form whenever asked to do so by the NCERT.
8. The last date for filling online application is 24-02-2020 Till 5.30 PM.
9. The date of written examination/Interview for each post wherever required will be notified on the NCERT website. Applicants are required to check the council website regularly.
10. Applicants are required to furnish correct/exact email ID, mobile number for further correspondence.
11. In order to avoid last minute rush, the applicants are advised to apply in advance. NCERT will not be responsible for any network problem or any other technical related issues while applying online.

**General Instruction to the Applicants**

1) Council reserves the right to conduct written test for all the posts.
2) Applicants are required to appear for a written /skill/proficiency/trade test, wherever required, to adjudge the basic knowledge as per the requirement of the post. Those applicants, who will qualify the written examination/skill/proficiency/trade test or any other test applicable to that post, will be called for an interview/verification of original testimonials.
3) All the posts will be filled as per the Recruitment Rules of the Council. The qualification and other service conditions including age shall be as prescribed by the NCERT time to time.
4) Age relaxation will also be given to Govt. servant's up-to 05 years in accordance with the instructions or orders issued by the Central Government. **Further one time no age bar relaxation is also applicable to the employee of NCERT as per notification issued by EC Section vide Notification No.F.1-4/2017-EC/323-376 dated 12.07.2018.**
5) The upper age-limit as prescribed for direct recruitment shall be relaxed in case of applicants belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-servicemen and other specified categories of person in accordance with the orders issued in this regard from time to time by the Central Government.
6) The upper age limit for the post advertised shall be determined as on last date of submission of application.
7) Applicant belonging to SC/ST/OBC/PH categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulated by Government of India. In case of applicants belonging to OBC category, their certificate should specifically contain a clause that the applicant does not belong to creamy layer section. An Ex-serviceman applicant has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from his Competent Authority that they will be relieved from defence service in case of selection.

8) Applicant should possess the prescribed essential educational qualification and required experience etc. as mentioned in the advertisement as on the closing date of submission of application.

9) Applicants serving with Government/State Govt./PSUs/Autonomous bodies etc. should send their application through on-line along with "No Objection Certificate " issued by their serving department.

10) Applications which do not meet the prescribed eligibility criteria given in the advertisement and/or incomplete applications are liable to summarily rejected.

11) Applicants should not furnish any particulars that are false, tampered, fabricated, hide or suppress, any material/information while submitting online application.

12) The number of posts advertised may vary, and the Council reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant. Applicant can be posted at any constituent units of NCERT spread in all over India.

13) Fees once paid shall not be refunded under any circumstances.

14) Applicants called for written test/Trade/Skill/Proficiency/interview shall do so at their own expenses. No TA/DA shall be paid.

15) The applicants are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions to fill up the online form.

16) The Council shall not be responsible for any delay/loss due to network issues, or any technical reasons.

17) Applications received through online without complete information or without requisite fees shall be rejected.

18) No off-line applications would be entertained in any case.

19) The council shall verify the antecedents or documents submitted by an applicant before offering the appointment letter/ during the tenure of the service, and in case, it is detected that the documents submitted by the applicants are false or the applicant has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the Council.

20) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the Council reserves the right to modify/cancel/withdraw communication made to the applicant.

21) The eligible and interested persons are required to apply on-line only on the Council's website www.ncert.nic.in. Applications other than on-line mode will not be accepted.

**Instructions for Filling Online Application Form for Non-teaching(Ancillary) Post at NCERT, New Delhi**

(i) Go to the URL http://www.ncert.nic.in to access the home page of the "ONLINE APPLICATION". This link will take you to the next page having a list of the advertisements.

(ii) Before filling up the form, applicants are advised to carefully go through the Advertisement No Advt No.01/ONLINE/12/2019 published in the Employment News and confirm your eligibility with regard to qualification/experience/age/fee exemption etc., before submitting the online application.

(iii) Fields with STAR (*) mark are mandatory and essential to be filled in by the applicant. The program automatically checks to make sure all the required information is provided. It will alert you if required information is missing. You will not be able to submit your application until all the mandatory information is provided.

(iv) Applicant must have a valid personal email ID and Mobile Number and should be kept active till the completion of this round of Recruitment Process, as NCERT may send information/alerts to the applicants through E-mail/SMS. In case an applicant does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying.

(v) **Once applicant hit the "Final Submit" button, system will not allow changes. Please be sure to review your details carefully before submission.**

(vi) Once the filled-in form is submitted and registration number is generated, request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. The Council will not be responsible for any consequences arising out of furnishing incorrect and incomplete details in the application.

(vii) After submission of the application form, a page will open having all the information entered by the applicant with a Unique Registration Number. Applicant need to get the print out of this page and keep it safe for submitting whenever council asked to do so at any stage of the recruitment process.

(viii) In case, the applicant desires to submit additional information regarding qualifications and experience details due to limitations in the online application i.e number of qualifications or details of experiences , applicants may provide the same in softcopy in PDF format with the same details as provided in the online application to **e3-onlinerectt.@ncert.nic.in** while sending an email, Unique Registration Number (URN) generated at the time of submitting an online application must be mentioned in the subject as "Additional Information for URN:xxxxxxxx" of an email. An email address which will be used to send additional information must be the same which was used for registration. No Email in this regards will be entertain after the closing date of the advertisement.

(ix) Last date of receipt of application is 24-02-2020 at 5:30 PM for Advertisement No Advt No.01/ONLINE/12/2019

(x) For any difficulty in submitting online application, please email to **e3-onlinerectt.@ncert.nic.in**

(xi) Applicant may also contact on phone No. 011-26592176/196 & 011-26592207 (For Technical solution).

**NOTE: Any up-dation/correction/modification/providing any other information like syllabus etc. with regard to the posts would be uploaded on the NCERT website only and therefore the applicants are requested in their own interest to visit NCERT website www.ncert.nic.in frequently in this regard. NCERT shall not be responsible, if the information provided on NCERT is skipped by the applicant.**

**(Rajesh Kumar)**
Under Secretary
E-III Section