No. F. 2-9/2013/E-III
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016

Dated: 22/3/16

Please find enclosed herewith hard copy/soft copy of the detailed advertisement (English/Hindi) to be uploaded at the NCERT's website for the following posts:

1. Chief Production Officer
2. Business Manager
3. Production Officer
4. Asstt. Production Officer
5. Asstt. Editor
6. Marketing Executive

Encl: As above

(Gyan Chand)
Administrative Officer,
Publication Division

Head, DICT,
The NCERT invites applications for filling up the following posts by direct recruitment:

1. **Chief Production Officer** (01-UR) in the PB-3 of Rs. 15600-39100 + GP of Rs. 7600
2. **Business Manager** (01-OBC) in the PB-3 of Rs. 15600-39100 + GP of Rs. 6600.
3. **Production Officer** (01-OBC) in the PB-3 of Rs. 15600-39100 + GP of Rs. 6600.
4. **Assistant Production Officer** (01-OBC) in the PB-3 of Rs. 15600-39100 + GP of Rs. 5400
5. **Assistant Editor** (01-SC, 01-OBC & 01-UR) in the PB-3 of Rs. 15600-39100 + GP of Rs. 5400
6. **Marketing Executive** (01-UR) in the PB-2 of Rs. 9300-34800 + GP of Rs. 4200.

For detail information e.g. **Qualification, experience, age-limit etc.** please visit NCERT website [www.ncert.nic.in](http://www.ncert.nic.in).

Last date for receipt of the application is 30 days from the date of publication of the advertisement.

Administrative Officer,
Publication Division, NCERT
The NCERT invites applications for filling up the following posts by direct recruitment:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Posts</th>
<th>Scale of pay</th>
<th>Eligibility conditions</th>
</tr>
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</table>
| 1      | 01-Chief Production Officer (UR) | PB-3 of Rs. 15600-39100 + GP Rs. 7600 | Educational Qualifications & Experiences (Essential):  
1. Degree from a recognized University  
2. Three years diploma in Printing Technology from a recognized institution/or two years Post Graduate Diploma in Book Publishing with specialization in Book Production.  
3. At least 10 years experience in printing Production of textbooks, general publications, journals etc. in a reputed publishing/organization or in a Govt./Autonomous organization dealing with printing and publishing of which not less than 5 years should be in a senior managerial capacity with a scale of Rs. 1100-1600 (pre-revised) in Govt. Institutions or reputed printing/publishing presses.  
4. Thorough working knowledge regarding cover design, lay out, paper block and all aspects of printing technology.  
Desirable:  
(i) Experience in computer based printing processes.  
(ii) Graduate degree in printing technology from a recognized university.  
Age Limit: Below 45 years. However there will be no age limit for the employees of the Council. Age relaxation as per Govt. of India rules.  
Note: The applicants who had applied against advertisement in the Employment News dated 19th - 25th July, 2014 need not apply again, however, they may submit their documentary evidence (if any) in support of their claim alongwith present correspondence address (email, Mobile No.etc) for future communication. |
| 2      | 01-Business Manager (OBC)       | PB-3 of Rs. 15600-39100 + GP Rs. 6600 | Educational Qualifications & Experiences (Essential):  
1. A degree from a recognized University in Arts/Science/Commerce.  
2. At least 10 (Ten) years experience in a large publishing organization in organizing sales of publications including school level books.  
Age Limit: Below 45 years as on 01.01.2016. There will be no age limit for the employee of the Council. Age relaxation will be as per Govt. of India instruction. |
| 3      | 01-Production Officer (OBC)     | PB-3 of Rs. 15600-39100 + GP Rs. 6600 | Educational Qualifications & Experiences (Essential):  
1. A degree or a Diploma in Printing Technology from a recognized Institution or two years post Graduate Diploma in Book Publishing with specialization in book production.  
2. At least 7 (Seven) years experience in Printing/Production of textbooks, general publications, journals etc. in a reputed Publishing/Printing Organisation or in a Govt./Autonomous organisation dealing with printing and publishing.  
3. Thorough knowledge of production technique and modern processes of printing.  
Age Limit: Below 40 years as on 01.01.2016. However, there will be no age limit for the employee of the Council. Age relaxation will be as per Govt. of India instruction. |
| 4      | 01-Assistant Production Officer (OBC) | PB-3 of Rs. 15600-39100 + GP Rs. 5400. | Educational Qualifications & Experiences (Essential):  
2. At least 5 years experience in Printing/Production of textbooks, general Publications, journals etc. in a reputed publishing/Printing Organisation or in a Govt./Autonomous organisation dealing with printing and publishing.  
3. Thorough knowledge of production techniques.  
Age Limit: Below 35 years as on 01.01.2016. However, there will be no age limit for the employee of the Council. Age relaxation will be as per Govt. of India instruction.  
Note: The applicants who had applied against advertisement in the Employment News dated 03rd-09th August, 2013 need not apply again, however they may submit their documentary evidence (if any) in support of their claim alongwith present correspondence address (email, Mobile No.etc) for future communication. |
5. 03- Assistant Editor (one each in English, Hindi & Urdu language) (01-SC 01-OBC 01-UR)

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<tr>
<th>Sl.</th>
<th>Posts and pay scales</th>
<th>Method of selection</th>
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</table>
| 1   | Chief Production Officer (UR) (PB-3 of Rs. 15600-39100 + GP Rs. 5400.)               | (i) The applications to be received will be shortlisted by the Screening Committee on the basis of eligibility conditions as mentioned in the advertisement.  
(ii) The shortlisted candidates shall be called for interview before the Selection Committee, that in-turn will prepare the select list on the basis of merit.  
(iii) The date of interview will be notified later. |
| 2   | Business Manager (01-OBC) (PB-2 of Rs. 9300-34800 + GP of Rs. 4200.)                 | (i) The applications to be received will be shortlisted by the Screening Committee on the basis of eligibility conditions as mentioned in the advertisement.  
(ii) The shortlisted candidates shall be called for interview before the Selection Committee, that in-turn will prepare the select list on the basis of merit.  
(iii) The date of interview will be notified later. |
| 3   | Production Officer (01-OBC) (PB-2 of Rs. 9300-34800 + GP of Rs. 4200.)               | (i) The applications to be received will be shortlisted by the Screening Committee on the basis of eligibility conditions as mentioned in the advertisement.  
(ii) The shortlisted candidates shall be called for interview before the Selection Committee, that in-turn will prepare the select list on the basis of merit.  
(iii) The date of interview will be notified later. |
| 4   | Assistant Production Officer (OBC) (PB-2 of Rs. 9300-34800 + GP of Rs. 4200.)       | (i) The applications to be received will be shortlisted by the Screening Committee on the basis of eligibility conditions as mentioned in the advertisement.  
(ii) The shortlisted candidates shall be called for interview before the Selection Committee, that in-turn will prepare the select list on the basis of merit.  
(iii) The date of interview will be notified later. |
| 5   | Assistant Editor (01-SC, 01-OBC & 01-UR) (PB-2 of Rs. 9300-34800 + GP of Rs. 4200.) | (i) The applications to be received will be shortlisted by the Screening Committee on the basis of eligibility conditions as mentioned in the advertisement.  
(ii) The shortlisted candidates shall be called for written test/ skill test of the language concerned for which he/she has applied for. The qualifying marks will be as under:-  
a) 45% for the UR category candidates.  
b) 40% for the OBC/SC/ST category candidates.  
(iii) Only those persons who qualify the above test will be called for interview before a Selection Committee, that in-turn will also prepare the select list.  
(iv) The date of the skill test and interview will be notified in due course. |

Educational Qualification & Experiences (Essential):
1. A Degree in Arts or in Science from a recognized University.
2. Atleast 5 (Five) years experience in compiling, Editing, Proof reading, and Typography etc. in an organization of repute.
3. Proficiency in the language required.

Age Limit: Below 35 years as on 01.01.2016. There will be no age limit for the employee of the Council. Age relaxation will be as per Govt. of India instruction.

*Note:
(i) The candidate while applying for the post of Assistant Editor should specifically mention on his/her application the language for which he/she wants to apply i.e. either Hindi or English or Urdu, so that his/her proficiency in the language is tested.
(ii) The applicants who had applied against advertisement in the Employment News dated 03-09th August, 2013 need not apply again, however while submitting the copy/document of the earlier application, he/she may particularly mention the language against which his/her application will be considered i.e. either Hindi or English or Urdu, so that his/her proficiency in the language is tested.  
(iii) If no particular language has been mentioned in the application, his/her application shall not be considered and he will not be called for proficiency test”.

Methods of selection

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(iii) The date of interview will be notified later. |
| 2   | Business Manager (01-OBC) | (i) The applications to be received will be shortlisted by the Screening Committee on the basis of eligibility conditions as mentioned in the advertisement.  
(ii) The shortlisted candidates shall be called for interview before the Selection Committee, that in-turn will prepare the select list on the basis of merit.  
(iii) The date of interview will be notified later. |
| 3   | Production Officer (01-OBC) | (i) The applications to be received will be shortlisted by the Screening Committee on the basis of eligibility conditions as mentioned in the advertisement.  
(ii) The shortlisted candidates shall be called for interview before the Selection Committee, that in-turn will prepare the select list on the basis of merit.  
(iii) The date of interview will be notified later. |
| 4   | Assistant Production Officer (OBC) | (i) The applications to be received will be shortlisted by the Screening Committee on the basis of eligibility conditions as mentioned in the advertisement.  
(ii) The shortlisted candidates shall be called for interview before the Selection Committee, that in-turn will prepare the select list on the basis of merit.  
(iii) The date of interview will be notified later. |
| 5   | Assistant Editor (01-SC, 01-OBC & 01-UR) | (i) The applications to be received will be shortlisted by the Screening Committee on the basis of eligibility conditions as mentioned in the advertisement.  
(ii) The shortlisted candidates shall be called for written test/ skill test of the language concerned for which he/she has applied for. The qualifying marks will be as under:-  
a) 45% for the UR category candidates.  
b) 40% for the OBC/SC/ST category candidates.  
(iii) Only those persons who qualify the above test will be called for interview before a Selection Committee, that in-turn will also prepare the select list.  
(iv) The date of the skill test and interview will be notified in due course. |
Notes:

a. The prescribed qualifications and experience are minimum and mere possession of the same does not entitle the candidate to be called for the Test/Interview.

b. Those employed in Government/Semi Govt./Autonomous organizations should send their applications through proper channel.

c. Age concession is allowed for SC/ST/OBC candidates, PWD candidates, and ex-servicemen as per Govt. of India instructions.

d. As per DOPTs OM No. 39020/3/2009-Esst. (B) dated 03.08.2010 women candidates are exempted from payment of fees for examination/test/interview.

e. Fees payable:
   (i) Male UR candidates Rs. 500/-
   (ii) SC/ST & OBC Rs. 250/-
   (iii) Women, PWD & Ex-servicemen candidates are exempted from payment of fees.

f. The OBC Certificate as prescribed vide Department of Personal & Training letter No. 36036/2/2013-Esst. (Res.) dated 30.05.2014 shall only be acceptable for the posts meant for OBC candidates mentioned above.

g. Application form may please be downloaded from NCERT website www.ncert.nic.in and the candidates may fill up the same.

h. Application form along-with a crossed Indian Postal Order or Bank Draft drawn in favour of Secretary, NCERT should be sent to Section Officer, E.III Section, Room No.1, 2nd Floor, Zakir Hussain Block, Sri Aurobindo Marg, New Delhi-110016 within 30 days from the date of publication of the advertisement. Applications form without prescribed fees or application form received after the closing date will not be entertained. NCERT will not be responsible for any postal delay.

i. Presently Publication Division of NCERT has its office at Delhi and its Regional Production and Distribution Centers are located at Guwahati, Assam, Kolkata (West Bengal), Ahmedabad (Gujarat) and Bangalore (Karnataka). Business Manager and Marketing Executive can be posted in any of these locations. The post of Assistant Editor and Production Officers are at Delhi. However it may also particularly be noted that services of these posts can be utilized at our Regional Institute of Educations which are presently located at Ajmer (Rajasthan), Bhopal (Madhya Pradesh), Bhubaneshwar (Orissa), Mysore (Karnataka) and Shillong (Meghalaya).

j. Applications should be sent through Ordinary Post only and envelope containing the application should super scribe the name of the post applied for.

k. NCERT reserves the right to cancel or terminate the entire process of recruitment for the above-mentioned posts, at any time without assigning any reason.
Application for the post of _____________________________________________________________________

**APPLICATION FORM**

<table>
<thead>
<tr>
<th>Name in Block Letters</th>
<th>Are you a Govt./Semi Govt./PSU Employee? (Y/N)</th>
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<tr>
<th>Father’s/Husband’s Name (in Block letters)</th>
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<tr>
<th>Address (For Communication alongwith postal pin code (in capital letter))</th>
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<th>Address (Permanent alongwith postal pin code (in capital letter).)</th>
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<th>Contact Mobile No.</th>
<th>Contact E-mail Id:</th>
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<tr>
<th>Age as on 01.01.2016</th>
<th>Date of Birth (dd/mm/yyyy)</th>
<th>Gender (Male/Female)</th>
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<tr>
<td>Yrs. _____ Months</td>
<td>DD MM YY</td>
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<td>days</td>
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<tr>
<th>Category: SC/ST/OBC/UR/Ex-servicemen (attach self attested certificate if applicable)</th>
<th>Person with Disability (Yes/No), If yes, Disability type (attach self attested certificate if applicable)</th>
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<th>Nationality</th>
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<tr>
<th>Examination (strikeout whichever is not applicable)</th>
<th>Year</th>
<th>Class/Division</th>
<th>Percentage /CGPA</th>
<th>Board/University</th>
<th>Subjects/Remarks</th>
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<tbody>
<tr>
<td>Matriculation or equivalent</td>
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<td>XI Std. or equivalent</td>
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<td>Graduation in</td>
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<td>Diploma/ Degree in</td>
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<td>Post Graduation in</td>
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<th>Latest Self-attested Photograph</th>
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(Candidates are requested to download the Application Form and fill in the information in his/her own handwriting in the space provided using **blue ink only**.)
Any other

Work Experiences:

<table>
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<tr>
<th>Name and full address of the office</th>
<th>Post held/Designation</th>
<th>Whether permanent/temporary/contractual</th>
<th>From</th>
<th>To</th>
<th>Length of service YY/MM/DD</th>
<th>Nature of work</th>
<th>Scale of pay/total pay inclusive of all allowances</th>
<th>Reason for leaving the post</th>
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Have you ever been reprimanded, prosecuted kept under detention, or bound down/fined/convicted by a court of law of any offence or debarred/disqualified by any Public Service Commission from appearing at its Exam./Selections or debarred from taking any Exam./rusticated by any University or any other Educational authority/Institution? If any case pending against you in any court of law, University or any other educational authority/Institution. (If, yes provide details in separate sheets).

**UNDERTAKING**

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. ________________) and on the website i.e. www.ncert.nic.in and the above information given by me is correct to the best of my knowledge. I understand that my application can be rejected if, (i) the information is not correct or (ii) all the required certificates and documents are not attached or are found forge at any stage, or (iii) application is incomplete and (iv) the application is received after the due date.

Date: ________/______/2016

Place: ____________________

List of documents attached:-

1. _______________________
2. _______________________
3. _______________________
4. _______________________
5. _______________________
6. _______________________
7. _______________________
8. _______________________
9. _______________________
10. _______________________

Signature of Candidate ____________________