



# National Council of Educational Research & Training

Sri Aurobindo Marg, New Delhi-110016

## Vacancy Notice

Applications in the prescribed proforma are invited from **suitable and eligible** candidates for filling up the following posts on deputation basis on foreign services terms for a period of **01 year** extendable upto **03 years** on year to year basis, in the **National Council of Educational Research and Training, Sri Aurobindo Marg, New Delhi**. The details of the qualification and eligibility criteria are mentioned below against each posts:-

Sl. No.	Name of the posts.	Level of Pay Matrix	Pre-revised scale as per 6th CPC
1.	Head, Publication Division-01 (01-UR)	Level-12	PB-III Rs. 15600-39100+GP Rs. 7600.
2.	Editor-01 (01-ST)	Level-11	PB-III Rs. 15600-39100+GP Rs. 6600.
3.	Assistant Editor-03 (02-UR, 01-ST)	Level-10	PB-III Rs. 15600-39100+GP Rs. 5400.
4.	Store Keeper Gr.I-01 (01-UR)	Level-05	PB-I Rs. 5200-20200+GP Rs. 2800.
5.	Proof Reader-02 (02-UR)	Level-04	PB-I Rs. 5200-20200+GP Rs. 2400.

### Educational qualification and eligibility criteria

Sl. No.	Name & No. of vacant post	Scale of pay	Eligibility conditions
1.	Head, Publication Division-01 (UR)	Level-12 (Pre-revised Rs. 15600-39100+ GP Rs. 7600).	By deputation from the Officials of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre OR Officers having 05 years regular service in posts drawing Grade Pay Rs 6600 and possessing the following qualifications. <b>Essential qualifications :</b> 1. Master's Degree from a recognized University <b>OR</b> Bachelor Degree in Printing Technology. 2. At least 15 years of experience in book publishing house including production or editing or supervising distribution and sales of all kinds of books, textbooks, monographs and reports in a senior management level in Govt./Semi Govt. or an autonomous publishing and printing establishment. 3. i) Knowledge of advanced book production processes including pre-press, press, post-press paper procurement process for publications, etc. <b>OR</b> ii) Knowledge of editing and use of graphic softwares and its applications in book production process. <b>OR</b> iii) Knowledge of sales promotion and material management and inventory control related to publications. <b>Desirable :</b> 1. Master degree in Mass Communication or Printing Technology or two years management course in marketing or business administration. 2. In depth knowledge of managing publication and production activities through advanced information and communication technologies (ICT) and have the capability of managing a large network of Distribution outlets.
2.	Editor-01 (ST)	Level-11 (Pre-revised Rs. 15600-39100+ GP Rs. 6600).	By deputation from the Officers of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre OR Officers having 05 years regular service in the post drawing Grade Pay of Rs 5400 and having the requisite educational qualification prescribed for direct recruitment. <b>Essential:-</b> 1) A Bachelor degree from a recognized University. 2) Post Graduate Diploma in Book Publishing/ Mass Communication/Journalism, where editing is one of the subject. 3) At least 8 years experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity. 4) Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu <b>Desirable:</b> 1) Word processing and techniques of online editing.
3.	Assistant Editor-03 (02-UR, 01-ST)	Level-10 (Pre-revised Rs. 15600-39100 + Gp Rs. 5400).	By deputation from the Officials of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre OR Officers possessing the requisite educational qualification for direct

			recruitment and having 08 years regular service in the Grade Pay of Rs 4200/- /having 03 years regular service in the Grade Pay of Rs 4600/- /having 02 years regular service in the Grade Pay of Rs. 4800/- <b>Essential:</b> 1) A Bachelor degree from a recognized University. 2) Post Graduate Diploma in Book Publishing/ Mass Communication/Journalism, where editing is one of the subject. 3) At least 5 years' experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity. 4) Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu <b>Desirable:</b> Word processing and techniques of online editing.
4.	Store Keeper Gr.-I- 01 (UR)	Level-05 (Pre-revised Rs. 5200-20200 + Gp Rs. 2800).	By deputation from the Officials of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre or department and possessing the requisite educational qualification prescribed for direct recruitment. <b>OR</b> Officers having 05 years regular service in the post drawing Grade Pay of Rs. 2400 and possessing the requisite educational qualification prescribed for direct recruitment. <b>Essential:</b> 1. A Bachelors' Degree in Arts/Science/ Commerce <b>OR</b> A Bachelor's Degree/Diploma in any stream of Engineering/material management from a recognized University. 2. 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. 3. Working knowledge of computer <b>Desirable:</b> 1. Certificate/Diploma in Purchasing, Store Keeping and Stock Control.
6.	Proof Reader-02 (02-UR)	Level-04 (Pre-revised Rs. 5200-20200 + Gp Rs. 2400).	By deputation from the Officials of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre OR Officers having 08 years regular service in the post drawing Grade Pay of Rs. 1900 and possessing the requisite educational qualification prescribed for direct recruitment. <b>Essential:</b> 1. A Bachelor's degree either in English/Hindi/ Urdu. 2. At least 1 year experience of working in a Printing or Publishing organization as Copy Holder/Proof Reader. 3. Working knowledge of Computer. <b>Desirable:</b> 1. Knowledge of Typography

**Note 1.** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

**Note 3:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Eligible candidates may send their application duly signed along with the attested copies of qualifications/experiences/caste certificates with the latest passport size photograph pasted on the application through proper channel to the Under Secretary, E.III, NCERT, Sri Aurobindo Marg, New Delhi -110016 within 21 days from the date of publication of this advertisement in the Employment News in the proforma enclosed. The employer while forwarding such application should send vigilance clearance certificate and attested copies of ACRS/APARS of the employees for the last 05 years.

For downloading the proforma of application please visit NCERT website :

[www.ncert.nic.in](http://www.ncert.nic.in). in case of alteration/modification/deletion/additions/update

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in the advertisement (if any) the same will be uploaded in the NCERT website only. The selected candidate can be posted in the NCERT, Headquarter New Delhi and its constituent units/Institutes situated in various states in India.

**(Rajesh Kumar)**  
**Under Secretary E.III NCERT**

**APPLICATION PROFORMA FOR THE POST OF.....**  
**(ON DEPUTATION)**

1. Name and Designation : .....
2. Post applied for : .....
3. Date of Birth : .....
4. Gender: (Male/Female) : .....
5. Date of Retirement : .....
6. Educational Qualifications : .....
7. Mobile No. & e-mail ID. : .....
8. Details of employment in chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/Office/ Institution/ Organisation	Post held	From	To	Scale of pay and basic pay therein	Nature of duties performed

9. Nature of present employment. : Temporary/Permanent.

10. Basic pay, Level of pay in Pay Matrix : .....

11. Additional information, if any, which you would like to mentioned in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

12. Whether belonging to SC/ST/OBC/PWD :

13. Remarks. :

**(Signature of the candidate)**

**Address:**

**Dated:**

It is certified that particulars furnished by the applicant are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 05 years and his integrity is beyond doubt.

**Signature of the Head of Department**  
**(with stamp)**