

**F. No. 14-8/2010-E.III**  
**NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING**  
**SRI AUROBINDO MARG, NEW DELHI-110016**

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The NCERT invites application for the following posts.

S. No.	Posts	Scale of pay	Eligibility conditions
1	<b>01- Chief Production Officer (UR)</b>	Rs. 15600-39100 + GP of Rs. 7600	<p><b><u>Education Qualification &amp; Experiences (Essential):</u></b></p> <ol style="list-style-type: none"> <li>1. Degree from a recognized University.</li> <li>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.</li> <li>3. At least 10 years experience in printing Production of textbooks, general publications, journals etc. in a reputed publishing/printing 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 scale of Rs. 1100-1600 (pre-revised) in Govt. institutions or reputed printing/ publishing presses.</li> <li>4. Thorough working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Experience in computer based printing processes.</li> </ol> <p><b><u>Age Limit:</u></b> Below 45 year as on 01.03.2013. There will be no age limit for the employee of the Council. Age relaxation as per Govt. of India instruction.</p>
2	<b>02-Editor (02-UR))</b>	Rs. 15600-39100 + GP Rs. 6600	<p><b><u>Education Qualification &amp; Experiences (Essential):</u></b></p> <ol style="list-style-type: none"> <li>1. Master's degree from a recognised University.</li> <li>2. Atleast 7 years experience of compiling, editing, writing and publication of books and journals, preferably school textbooks, supplementary readers.</li> <li>3. Knowledge of proof reading and typography and should be proficient in English.</li> </ol> <p><b><u>Age Limit:</u></b> Below 40 years as on 01.01.2013. There will be no age limit for the employee of the Council. Age relaxation as per Govt. of India instruction.</p> <p><b><u>Note :</u></b> The applicants who had applied against advertisement in the Employment News dated 2<sup>nd</sup> April, 2010 need not apply again. However they may submit copy of their earlier application with latest address for communication.</p>
3	<b>01-Business Manager (OBC)</b>	Rs. 15600-39100 + GP Rs. 6600.	<p><b><u>Education Qualification &amp; Experiences (Essential):</u></b></p> <ol style="list-style-type: none"> <li>1. A degree from a recognized University in Arts/Science/Commerce.</li> <li>2. Atleast 10 years experience in a large publishing organization in organizing sales of publications including school level books.</li> </ol> <p><b><u>Age Limit:</u></b> Below 45 years as on 01.03.2013. There will be no age limit for the employee of the Council. Age relaxation as per Govt. of India instruction.</p>
4.	<b>01-Assistant Production Officer (OBC )</b>	Rs. 15600-39100 + GP Rs. 5400.	<p><b><u>Education Qualification &amp; Experiences (Essential):</u></b></p> <ol style="list-style-type: none"> <li>1. Diploma in Printing Technology from a recognised Institution or two years post Graduate Diploma in Book Publishing with specialisation in book production.</li> <li>2. Atleast 5 years experience in Printing/Production of textbooks, general publications, journals etc. in a reputed Publishing/Printing</li> </ol>

			<p>Organisation or in a Govt./Autonomous organisation dealing with printing and publishing.</p> <p>3. Thorough knowledge of production technique.</p> <p><b>Age Limit:</b> Below 35 years as on 01.03.2013. There will be no age limit for the employee of the Council. Age relaxation as per Govt. of India instruction.</p>
5.	<p><b>02-Assistant Editor</b></p> <p><b>(01-SC, 01-OBC)</b></p>	<p>Rs. 15600-39100 + GP Rs. 5400.</p>	<p><b>Education Qualification &amp; Experiences (Essential):</b></p> <p>1. A Degree in Arts or Science from a recognized University.</p> <p>2. Atleast 5 years experience in compiling, Editing, Proof reading, and Typography etc in an organization of repute.</p> <p>3. Proficiency in the language required.</p> <p><b>Age Limit:</b> Below 35 years as on 01.03.2013. There will be no age limit for the employee of the Council. Age relaxation as per Govt. of India instruction.</p>

**Notes:**

- 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.
- Those employed in Government/Semi Govt./Autonomous organisations should send their applications through proper channel, they may however, if they so desire, submit the advance copy of their bio-data directly to the Council enclosing the prescribed fees (if applicable).
- Age concession allowed for SC/ST/OBC candidates, PH candidates, and ex-servicemen as per Govt. of India instructions.
- As per DOPTs OM No. 39020/3/2009-Estt. (B) dated 03.08.2010 women candidates are exempted from payment of fees for examination/test/interview.
- Fees payable:**
  - For other candidates Rs. 500/-
  - SC/ST & OBC candidates Rs. 250/-
  - Women and PH candidates are exempted from payment of fees.
- Application alongwith a crossed Indian Postal Order or Bank Draft drawn in favour of Secretary, NCERT should be sent to Under Secretary, E.III, NCERT **Room No. 5, Zakir Hussain Block, Sri Aurobindo Marg, New Delhi-110016** within 30 days from the date of publication of the advertisement. Applications without bio-data/ incomplete information/ prescribed fees or applications received after the closing date will not be entertained.

Application on plain paper duly typed and affixed with self attested photo and attested copies of the educational qualifications/age proof/experience certificate/caste certificate (if applicable) alongwith bio-data indicating (1) Post applied for (2) Full Name of the applicant (in capital letter) (3) Complete postal address (4) Date of Birth (5) whether belongs to SC/ST/OBC/UR/Ex-serviceman/ Physically Handicapped and if so, certificate thereof. (6) Educational/Professional qualification may be given in a tabular form as indicated below:

Examinations	Name of Board/University	Class/Division	% of marks obtained	Year of passing	Subjects taken	
(7) Experiences (Give full particulars of the post and nature of employment) in chronological orders:						
Full address of the firm/Office/Institution	Post held	From -to	Scale of pay	Other allowance	Whether post held permanently/Temporarily	Reasons for leaving the post
(8) Describe below the specific experience gained during your employment has a bearing on the post applied for.						
						Signature of the candidates

The above-mentioned post carry the liability to serve anywhere in India. Applications should be sent through Ordinary Post only and envelope containing the application should super scribe the name of the post applied for.

**Under Secretary, E.III, NCERT**