

F. No. 6-2/2022-Pub.(EW)  
Publication Division

Dated: 01.11.2022

**Notification**

**Subject:** Walk-in-Interview and Skill test for the Engagement of Editors, Assistant Editors, Editorial Assistants and Proof Readers purely on contract basis.

Publication Division, NCERT will conduct a Walk-in-Interview and Skill Test for engagement for the posts of Editor, Assistant Editor, Editorial Assistant and Proof Reader purely on contract basis. The Council can terminate the services of contractual employees at any time without giving any reason.

**1. Editor - 03 Posts (English-01 & Hindi-02)**

a	Educational Qualification	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A Bachelor degree from a recognized University.</li> <li>• Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject.</li> <li>• At least 8 year experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity.</li> <li>• Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Word processing and techniques of online editing.</li> </ul>
b	Age Limit	Not Exceeding 40 years
c	Remuneration	Rs. 75,000/- per month (Consolidated)
d	Tenure	One year (this period of engagement can be terminated at any time without assigning any reason)
e	Date of Screening and registration of Candidate	21 November, 2022 at 10.00 AM to 5.00 PM
f	Date and time of skill test	25 November, 2022
g	Venue	Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016

**2. Assistant Editor - 10 Posts (English-04, Hindi-04 & Urdu-02)**

a	Educational Qualification	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A Bachelor degree from a recognized University.</li> <li>• Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject.</li> <li>• At least 5 year experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity.</li> <li>• Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Word processing and techniques of online editing.</li> </ul>
b	Age Limit	Not Exceeding 35 years
c	Remuneration	Rs. 62,000/- per month (Consolidated)
d	Tenure	One year (this period of engagement can be terminated at any time without assigning any reason)
e	Date of Screening and	21 November, 2022 at 10.00 AM to 5.00 PM

	registration of Candidate	
f	Date and time of skill test	24 November, 2022
g	Venue	Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016

### 3. Editorial Assistant - 07 Posts (English-03, Hindi-03 & Urdu-01)

a	Educational Qualification	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A Bachelor degree from a recognized University.</li> <li>• At least 3 year experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity.</li> <li>• Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Word processing and techniques of online editing.</li> </ul>
b	Age Limit	Not Exceeding 30 years
c	Remuneration	Rs. 39,000/- per month (Consolidated)
d	Tenure	One year (this period of engagement can be terminated at any time without assigning any reason)
e	Date of Screening and registration of Candidate	21 November, 2022 at 10.00 AM to 5.00 PM
f	Date and time of skill test	23 November, 2022
g	Venue	Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016

### 4. Proof Reader - 07 Posts (English-03, Hindi-03 & Urdu-01)

a	Educational Qualification	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A Bachelor degree either in English/Hindi/Urdu.</li> <li>• At least 1 year experience of working in a Printing or Publishing organization as Copy Holder/Proof Reader.</li> <li>• Working knowledge of Computer.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Typography.</li> </ul>
b	Age Limit	Not Exceeding 27 years
c	Remuneration	Rs. 29,000/- per month (Consolidated)
d	Tenure	One year (this period of engagement can be terminated at any time without assigning any reason)
e	Date of Screening and registration of Candidate	21 November, 2022 at 10.00 AM to 5.00 PM
f	Date and time of skill test	22 November, 2022
g	Venue	Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016

Interested candidates who fulfil the above conditions may attend Skill Test and Walk-in-Interview in Publication Division, NCERT, New Delhi.

The applicants may attend the test and interview with a copy of their Curriculum Vitae (CV) alongwith original certificates and photocopies of the same duly self-attested.

Age relaxation for SC/ST/OBC etc, will be applicable as per Government of India instructions. The Certificates issued by the Government of India shall only be accepted for the purpose.

**Note:**

1. It is the responsibility of the candidates to ensure that they fulfil the eligibility conditions in terms of (1) Educational qualifications (2) Experience etc.
2. The appointment is purely on contractual basis and does not bestow and right on him/her for regular appointment.
3. Candidates should bring their original certificates at the time of interview.
4. No TA/DA is admissible either for attending skill test/interview or at the time of joining the post. The selected candidates may be required to join immediately.



Head  
Publication Division

Copy to:-

1. Website of NCERT - [www.ncert.nic.in](http://www.ncert.nic.in)
2. Employment Officer, District Employment Exchange, Delhi Govt., Sector-4, R.K. Puram, New Delhi-110022
3. Director, National Book Trust, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070
4. Director, A.J.K. Mass Communication Research Centre, Jamia Millia Islamia, Maulana Mohammad Ali Jauhar Marg, New Delhi-110025
5. Director, Indian Institute of the Mass Communications (IIMS), JNU New Campus, Aruna Asaf Ali Marg, New Delhi-110067
6. Registrar, Jawaharlal Nehru University, New Mehrauli Road, Munirka, New Delhi-110067
7. Registrar, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025
8. Registrar, IGNOU, Maidan Garhi, New Delhi-110068
9. Registrar, University of Delhi, Benito Juarez Marg, South Campus, South Moti Bagh, New Delhi-110021
10. Registrar, Dr. B.R. Ambedkar University Delhi, Lothain Road, Kashmiri Gate, New Delhi-110006
11. Principal, Regional Institute of Education Bhopal, Shyamla Hills Bhopal, Madhya Pradesh -460003
12. Principal, Regional Institute of Education (NCERT) Ajmer, Capt. DP Choudhary Marg, Ajmer, Rajasthan - 305004
13. Principal, Regional Institute of Education (NCERT) Mysuru, Manasagangothri, Mysuru, Karnataka - 570006
14. Principal, North East Regional Institute of Education (NCERT), Umiam Ri-Bhoi District, Meghalaya - 793103