

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

Dated: 09.01.2024

**Notification**

**Subject:** Walk-in-Interview for the Engagement of Assistant Editor and Editorial Assistant.

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

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

a	Educational Qualification	<p><b><u>Essential:</u></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><u>Desirable:</u></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. 65,000/- per month (Consolidated)
d	Tenure	Six months (this period of engagement can be terminated at any time without assigning any reason)
e	Date of Screening and interview	15 <sup>th</sup> January, 2024 at 10.00 AM to 3.00 PM
f	Venue	Room No. 104, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016

**2. Editorial Assistant - 01 Post (English)**

a	Educational Qualification	<p><b><u>Essential:</u></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><u>Desirable:</u></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. 42,000/- per month (Consolidated)
d	Tenure	Six months (this period of engagement can be terminated at any time without assigning any reason)
e	Date of Screening and interview	15 <sup>th</sup> January, 2024 at 10.00 AM to 3.00 PM
f	Venue	Room No. 104, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016

Interested candidates who fulfil the above conditions may attend 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, VasantKunj, New Delhi-110070
4. Director, A.J.K. Mass Communication Research Centre, JamiaMilliaIslamia, Maulana Mohammad Ali JauharMarg, New Delhi-110025
5. Director, Indian Institute of the Mass Communications (IIMS), JNU New Campus, ArunaAsaf Ali Marg, New Delhi-110067
6. Registrar, Jawaharlal Nehru University, New Mehrauli Road, Munirka, New Delhi-110067
7. Registrar, JamiaMilliaIslamia, Jamia Nagar, New Delhi-110025
8. Registrar, IGNOU, MaidanGarhi, New Delhi-110068
9. Registrar, University of Delhi, Benito Juarez Marg, South Campus, South MotiBagh, 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 ChoudharyMarg, Ajmer, Rajasthan - 305004
13. Principal, Regional Institute of Education (NCERT) Mysuru, Manasagangothri, Mysuru, Karnataka - 570006
14. Principal, North East Regional Institute of Education (NCERT), UmiamRi-Bhoi District, Meghalaya - 793103