

**PART-I**

 <p>एन सी ई आर टी NCERT</p>	 <p>भारत 2023 INDIA</p>	<p>F. No. 11-4/2019-20/E-III(R-II)/Rect.(D) National Council of Educational Research and Training Sri Aurobindo Marg, New Delhi-110016 www.ncert.nic.in</p>	 <p>आज़ादी का अमृत महोत्सव</p>	
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NO:- 11-4/2019-20/E.II(R-II)/Rectt(D)

NCERT is hereby inviting online applications for filling up of various Non-Academic positions as specified below under Direct Recruitment through Open Competitive Examination, Skill Tests and Interview as applicable, for its Headquarter National Institute of Education and Central Institute of Educational Technology at New Delhi, Pandit Sunderlal Sharma Central Institute of Vocational Education at Bhopal, the Regional Institutes of Education at **Ajmer, Bhopal, Bhubaneswar, Mysuru, Shillong and the Regional Production and Distribution Centers at Ahmedabad, Bangaluru, Guwahati and Kolkata.**

**Table – I**

Post Code	Name & Level of posts as per 7 <sup>th</sup> CPC	Max. Age	SC	ST	OBC NCL	EWS	UR	Total	PwBD	ESM
			Vertical Reservation						Horizontal Reservation	
1.	<b>Superintending Engineer</b> Level-12 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 7600)	50	-	-	-	-	NIE - 1	1	-	-
2.	<b>Production Officer</b> Level-11 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 6600)	40	-	-	-	-	NIE - 1	1	-	-
3.	<b>Editor</b> (1 Urdu, 1 English and 2 Hindi) Level-11 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 6600)	40	-	-	NIE – 1 (Hindi)	-	NIE – 3 (1 Hindi, 1 English and 1 Urdu)	4	01-HH	-
4.	<b>Business Manager</b> Level-11 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 6600)	40	-	-	-	-	NIE - 1	1	-	-
5.	<b>Film Director</b> Level-11 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 6600)	40	-	-	-	-	NIE - 1	1	-	-
6.	<b>Film Producer</b> Level-11 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 6600)	40	-	-	-	-	NIE - 1	1	-	-
7.	<b>Senior Engineer</b> Level-11 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 6600)	40	-	-	-	-	NIE - 1	1	-	-
8.	<b>Assistant Public Relation Officer</b> Level-10 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	-	-	-	-	NIE - 1	1	-	-
9.	<b>Assistant Production Officer</b> Level-10 of 7 <sup>th</sup> CPC, (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	-	-	-	-	NIE - 2	2	-	-
10.	<b>Assistant Editor</b> (2 English, 2 Hindi and 01 Urdu). Level-10 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	NIE – 1 (Hindi)	-	NIE – 1 (Hindi)	NIE – 1 (English)	NIE – 2 (1 English and 1 Urdu)	5	-	-
11.	<b>Assistant Business Manager</b> Level-10 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	-	-	NIE – 1	-	NIE - 1	2	-	-

Post Code	Name & Level of posts as per 7 <sup>th</sup> CPC	Max. Age	SC	ST	OBC NCL	EWS	UR	Total	PwBD	ESM
			Vertical Reservation						Horizontal Reservation	
12.	<b>Artist Grade-I</b> Level-10 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	-	-	-	-	NIE - 1	1	-	-
13.	<b>Technical Officer</b> Level-10 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	-	-	-	-	NIE - 1	1	-	-
14.	<b>Assistant Engineer Grade-A</b> Level-10 of 7 <sup>th</sup> CPC, (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	-	-	NIE-3	NIE - 1	NIE - 2	6	01-OH	-
15.	<b>Audio Radio Producer Grade-I</b> Level-10 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	-	-	-	-	NIE - 1	1	-	-
16.	<b>Film Editor</b> Level-10 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	-	-	-	-	NIE - 1	1	-	-
17.	<b>Production Manager</b> Level-10 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	-	-	-	-	NIE - 1	1	-	-
18.	<b>Sound Recordist Grade-I</b> Level-10 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	-	-	-	-	NIE - 1	1	-	-
19.	<b>TV Producer Grade-I</b> Level-10 of 7 <sup>th</sup> CPC (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35	-	-	-	-	NIE - 1	1	-	-
<b>Total</b>			<b>01</b>	<b>-</b>	<b>06</b>	<b>02</b>	<b>24</b>	<b>33</b>	<b>02</b>	<b>-</b>

Table – II

Post Code	Name & Level of posts as per 7 <sup>th</sup> CPC	Max. Age	SC	ST	OBC NCL	EWS	UR	Total	PwBD	ESM
20.	<b>Store Officer</b> Level-7 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4600)	30	-	-	-	-	NIE - 1	1	01-VH/LV	-
21.	<b>Assistant</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	NIE-5	NIE-2	NIE-11 BBSR-1	NIE-4	NIE-18 Ajmer-1 Bhopal-1 BBSR-1 Shillong-1 Mysuru-1	46	01-Multiple Handicapped	-
22.	<b>Senior Accountant</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	-	NIE-1	NIE-1	-	2	-	-
23.	<b>Junior Accountant</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	-	NIE-2	-	NIE-4	6	-	-
24.	<b>Manager NIE Guest House &amp; PG Hostel</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	-	-	-	NIE - 1	1	-	-
25.	<b>Production Assistant</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	NIE-1	NIE-2	-	NIE-2	5	-	-
26.	<b>Editorial Assistant</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	NIE-1 (1 Eng)	-	NIE-2 (1 Hindi 1 Eng)	-	NIE-3 (1 Eng 1 Hindi 1 Urdu)	6	-	-
27.	<b>Marketing Executive</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	-	-	NIE-1	NIE-3	4	-	-
28.	<b>Artist Gr-II</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	-	-	-	NIE-1	1	-	-
29.	<b>Assistant Store Officer</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	-	-	-	NIE-2	2	-	-
30.	<b>Professional Assistant</b> Level-6 of 7 <sup>th</sup> CPC, (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	Shillong-1	NIE-1 BBSR-2 Mysuru-1	Mysuru-1	NIE-1	7	01-HH	-
31.	<b>Cameraman Grade-II</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	-	NIE-2	NIE-1	NIE-3	6	01-OH	-
32.	<b>Engineering Assistant</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	NIE-1	-	NIE-2	NIE-1	NIE-3	7	-	-
33.	<b>Photographer-Grade-I</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	-	-	-	NIE-1	1	-	-
34.	<b>Script Writer</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	-	-	-	NIE-1	1	-	-
35.	<b>Set Designer</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	-	-	-	NIE-1	1	-	-
36.	<b>TV Producer Grade-II</b> Level-6 of 7 <sup>th</sup> CPC (PB-2 of Rs. 9300-34800 + GP Rs. 4200)	30	-	-	NIE-1	-	NIE-1	2	-	-
<b>Total</b>			<b>7</b>	<b>4</b>	<b>28</b>	<b>9</b>	<b>51</b>	<b>99</b>	<b>4</b>	

Table - III

Post Code	Name & Level of posts as per 7 <sup>th</sup> CPC	Max. Age	SC	ST	OBC NCL	EWS	UR	Total	PwBD	ESM
37.	<b>Sr. Proof Reader</b> Level-5 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2800)	30	-	-	-	-	NIE-1 (Eng)	1	-	-
38.	<b>Store Keeper Grade-I</b> Level-5 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2800)	27	-	-	-	-	NIE-3 RIEs Bhopal-1 BBSR-1	5	-	-
39.	<b>Semi Professional Assistant</b> Level-5 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2800)	27	-	-	-	NIE-1	NIE-1 RIEs Ajmer-1 Bhopal-1 Mysuru-3 Shillong-1	8	NIE-1 (Multiple )	-
40.	<b>Technician Grade-I</b> Level-5 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2800)	27		NIE-1	NIE-4		NIE-8	13	-	-
41.	<b>Audio Radio Producer Grade-III</b> Level-5 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2800)	27			NIE-1		NIE-3	4	-	-
42.	<b>Field Investigator</b> Level-5 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2800)	27	-	-	-	-	NIE-1	1	-	-
43.	<b>Graphic Assistant Grade-I</b> Level-5 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2800)	30	-	-	-	-	NIE-2	2	-	-
44.	<b>Photographer-Grade-II</b> Level-5 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2800)	27			NIE-1	-	NIE-1	2	-	-
45.	<b>Projectionist</b> Level-5 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2800)	27	-	-	-	-	NIE-1	1	-	-
46.	<b>TV Producer Grade-III</b> Level-5 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2800)	27	NIE-1		NIE-3	NIE-1	NIE-1	6	-	-
47.	<b>Graphic Assistant Grade-II</b> Level-4 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2400)	27	-	-	-	-	NIE-1	1	-	-
48.	<b>Receptionist</b> Level-4 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2400)	27	-	-	-	-	NIE-1	1	-	-
49.	<b>Computer Operator Grade-III</b> Level-4 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2400)	27	-	-	-	-	NIE-1	1	-	-
50.	<b>Proof Reader</b> Level-4 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2400)	27	-	-	NIE-3 (2 Eng 1 Hindi)	-	-	3	-	-
51.	<b>Lab Assistant</b> Level-4 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2400) (Physics-7, Chemistry-4, Biology-2, Geography-3, Zoology-3, Psychology-4, Home Science-1, Language-2, Botany-2, Mathematics-3, Science-1 and Computer Science-2).	27	RIEs Ajmer-1 Bhopal-1 BBSR-1	RIEs Ajmer-1 Bhopal-4 BBSR-1	NIE-1 RIEs Ajmer-2 Bhopal-2 BBSR-4 Mysuru-1	-	NIE-5 RIEs Ajmer-1 BBSR-4 Mysuru-5	34	-	-
52.	<b>Store Keeper Grade-II</b> Level-4 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2400)	27	NIE-1	-	NIE-2	NIE-1	NIE-7 RIEs Bhopal-1 BBSR-2 Mysuru-2 Shillong-1	17	-	-
53.	<b>Film Assistant</b> Level-4 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2400)	27	-	-	NIE-1	-	NIE-1	2	-	-
54.	<b>Floor Assistant</b> Level-4 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2400)	27	-	-	NIE-2	NIE-1	NIE-1	4	-	-

55.	<b>Toucher Grade-I</b> Level-4 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 2400)	27	-	-	-	-	NIE-1	1	-	-
56.	<b>Lower Division Clerk</b> Level-2 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 1900)	27	NIE-7 RIEs Ajmer-1 Bhopal-1 Mysuru-2	NIE-4 RIEs Bhopal-1	NIE-13 RIEs Ajmer-1 Bhopal-3 BBSR-6 Mysuru-2 PSSCIVE-1	NIE-4 RIEs Ajmer-1 Mysuru-1	NIE-20 RIEs Ajmer-5 Bhopal-2 BBSR-1 Shillong-1 Mysuru-7	84	NIE-5 RIEs BBSR-2 (VH-2, HH-2, OH-2, Multiple-1)	NIE-12
57.	<b>Senior Library Attendant</b> Level-2 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 1900)	27	-	-	-	-	NIE-2 RIEs Ajmer-1 BBSR-1	4	-	-
58.	<b>Driver Grade-III</b> Level-2 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 1900)	27	NIE-1		NIE-2	NIE-1	NIE-5	9	-	-
59.	<b>Carpenter</b> Level-2 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 1900)	27	-	-	-	-	NIE-3	3	-	-
60.	<b>Dark Room Assistant</b> Level-2 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 1900)	27	-	-	-	-	NIE-1	1	-	-
61.	<b>Electrician</b> Level-2 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 1900)	27	-	-	-	-	NIE-1 RIEs BBSR-1	2	-	-
62.	<b>Film Joiner</b> Level-2 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 1900)	27	-	-	-	-	NIE-1	1	-	-
63.	<b>Lightman</b> Level-2 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 1900)	27	-	-	-	-	NIE-2	2	-	-
64.	<b>Painter</b> Level-2 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 1900)	27	-	-	-	-	NIE-1	1	-	-
65.	<b>Toucher Grade-II</b> Level-2 of 7 <sup>th</sup> CPC (PB-1 of Rs. 5200-20200 + GP Rs. 1900)	27	-	-	-	-	NIE-1	1	-	-
<b>Total</b>			<b>17</b>	<b>12</b>	<b>55</b>	<b>11</b>	<b>120</b>	<b>215</b>	<b>8</b>	<b>12</b>

<b>Grand total of all Levels</b>	<b>SC</b>	<b>ST</b>	<b>OBC NCL</b>	<b>EWS</b>	<b>UR</b>	<b>Total</b>	<b>PwBD</b>	<b>ESM</b>
	<b>25</b>	<b>16</b>	<b>89</b>	<b>22</b>	<b>195</b>	<b>347</b>	<b>14</b>	<b>12</b>

NIE National Institute of Education (NCERT Hqtrs), New Delhi.  
 CIET Central Institute of Education Technology, New Delhi.  
 PSSCIVE Pandit Sunderlal Sharma Centre Institute of Vocational Education, Bhopal.  
 Ajmer Regional Institute of Education, Ajmer.  
 Bhopal Regional Institute of Education, Bhopal.  
 Bhubaneswar Regional Institute of Education, Bhubaneswar.  
 Mysore Regional Institute of Education, Mysore.  
 Shillong North Eastern Regional Institute of Education, Shillong.

Sd/-

(Under Secretary, Non-Academic)

**PART - II**

**Eligibility Conditions:-**

Sl. No.	Name of the posts	Essential, Desirable Qualifications, Experiences etc.
1.	Supt. Engineer	<p><b><u>A. Essential:</u></b>  M. Tech. in Electronics and Communication/Information Technology or relevant area of Information &amp; Communication Technology (ICT) with 10 years of experience in reputed media organisations / industry at the level of Grade Pay Rs. 6600/-or higher and active engagement with operations and maintenance of relevant hardware and software  or  B.Tech in Electronics and Communication/information Technology with 12 years of experience in reputed media organisations/industry at the level of GRADE PAY Rs. 6600/-or higher and active engagement with operations and maintenance of relevant hardware and software  or  Masters Degree in Electronics, Communication/Information Technology or relevant area of Information &amp; Communication Technology (ICT), with 12 years of experience in reputed media organisations/industry and active engagement with operations and maintenance of relevant hardware and software</p> <p><b><u>B. Desirable:</u></b>  1. Experience of leading teams in design, establishment, operations and maintenance of media / ICT hardware and software systems, TV &amp; Radio production and broadcast equipment  2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting  3. Post graduate diploma in any area of media or ICT hardware/software</p>
	Mode of Selection	Interview
2.	Production Officer	<p><b><u>Essential:</u></b>  1) Bachelors Degree in Printing Technology from a recognized University.  <b>OR</b>  Bachelors Degree in any subject with Diploma in Printing Technology.  2) At least 08 yrs experience in Print Production of textbooks, general publications, journals etc. in reputed publishing/Printing organization.  3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology  4) Familiarity in computer based printing processes.</p>
	Mode of Selection	Interview
3.	Editor	<p><b><u>A. Essential:-</u></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</p> <p><b><u>B. Desirable:</u></b>  Word processing and techniques of online editing.</p>
	Mode of Selection	Written Skill Test + Interview
4.	Business Manager	<p><b><u>A. Essential:</u></b>  1. Master in Business Administration from a recognized university/Institute.  <b>OR</b>  A Bachelor Degree from a recognized University with two years Post Graduate Diploma in Sales/ Marketing/ Business Administration.  2. Having at least 08 years experience in Sales and Sales Promotion in a reputed publishing organization.</p> <p><b><u>B. Desirable:</u></b>  Working Knowledge of computer</p>
	Mode of Selection	Interview
5.	Film Director	<p><b><u>A. Essential:</u></b>  Post Graduate degree in any discipline and a Post Graduate Diploma or equivalent in any area of media /Direction/ visual or performing arts  or  Post Graduate degree in media production and management/Mass Communication</p> <p><b><u>B. Experience:</u></b>  08 years of experience in reputed media organisations/ industry at the level of TV Producer or higher</p>

		Active engagement with production of educational Television/Programme Production and dissemination of media <b>C. Desirable:</b> 1. Experience of leading teams in design, planning, development and dissemination of media / ICT content 2. Experience of working with media / ICT for children and education 3. National / International recognition, awards or publications
	Mode of Selection	Interview
6.	Film Producer	<b>A. Essential:</b> Post Graduate degree in any discipline and a Post Graduate Diploma or equivalent in any area of media /Direction/ visual or performing arts or Post Graduate degree in media production and management/Mass Communication <b>B. Experience:</b> 08 years of experience in reputed media organisations / industry at the level of a TV Producer higher. Active engagement with production of educational Television Programme Production and dissemination of media <b>C. Desirable:</b> 1. Experience of leading teams in design, planning, development and dissemination of media / ICT content. 2. Experience of working with media / ICT for children and education. 3. National / International recognition, awards or publications
	Mode of Selection	Written Skill Test + Interview
7.	Senior Engineer	<b>A. Essential:</b> M. Tech in Electronics and Communication/Information Technology or equivalent branch with 08 years of experience in reputed organisations / industry and active engagement with operations and maintenance of relevant hardware and software/Radio and TV Broadcast equipments or Bachelor Degree in Electronics and Communication/ Information Technology or equivalent branch with 10 years of experience in reputed organisations / industry and active engagement with operations and maintenance of relevant hardware and software/Radio and TV Broadcast equipments or Master Degree in Electronics and Communication/ Information Technology. with 10 years of experience in reputed organisations / industry and active engagement with operations and maintenance of relevant hardware and software/Radio and TV Broadcast equipments <b>B. Desirable:</b> 1. Experience of leading teams in design, establishment, operations and maintenance of media /Multimedia/ Information & Communication Technology (ICT) hardware and software systems; 2. Experience of working with a wide range of Information & Communication Technology (ICT) based media equipment in production and broadcast environments; 3. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting 4. Post graduate diploma in any area of media or Information & Communication Technology (ICT) hardware/software
	Mode of Selection	Interview
8.	Assistant Public Relation Officer	<b>A. Essential:</b> (a) Degree in Journalism/Mass Communication/Public Relations (b) At least 3 years experience of editing house Journals, Press liaison work including experience of preparing hand outs press release and other materials for the press. <b>B. Desirable:</b> Preference will also be given to those who have (a) flair for writing in Hindi and ability to translate the materials from English to Hindi (b) Experience of using both English and Hindi languages for communication.
	Mode of Selection	Written Skill Test + Interview
9.	Assistant Production Officer	<b>Essential :</b> 1) A Bachelors Degree in Printing Technology from a recognized University. <b>OR</b> A Bachelor Degree in any subject with Diploma in Printing Technology 2) At least 05 years experience in Print Production of textbooks, general publications, journals etc., in a reputed publishing/ printing organization. 3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology. 4) Familiarity in computer based printing processes.

	Mode of Selection	Interview
10.	Assistant Editor	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1) A Bachelor degree from a recognized University.</li> <li>2) Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject.</li> <li>3) At least 5 years' experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity.</li> <li>4) Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu</li> </ol> <p><b>B. Desirable:</b> Word processing and techniques of online editing.</p>
	Mode of Selection	Written Skill Test + Interview
11.	Assistant Business Manager	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master in Business Administration from a recognized university/Institute.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p>Degree from a recognized University and Post Graduate Diploma in Sales/ Marketing/ Business Administration.</p> <ol style="list-style-type: none"> <li>2. Having at least 05 years experience in Sales and Sales Promotion in a reputed publishing organization.</li> </ol> <p><b>B. Desirable:</b> Working Knowledge of computer</p>
	Mode of Selection	Interview
12.	Artist Grade-I	<p><b>A. Essential :</b></p> <ol style="list-style-type: none"> <li>1. Degree in Fine Art / Applied Art / Commercial Art from a recognized Institution.</li> <li>2. At least 05 years' experience in the preparation of black and white and colour illustrations, cover-designs, layout work etc. of books and periodicals in a publishing house of repute.</li> </ol> <p><b>B. Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of printing techniques.</li> <li>2. Knowledge of photography and its application to designing.</li> <li>3. Working Knowledge of computer and its software for designing.</li> </ol>
	Mode of Selection	Interview
13.	Technical Officer	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. Degree in Mechanical/ Electrical/ Production Engineering</li> <li>2. Five years experience for degree holders in Supervisory Capacity in Engineering Industry of repute in production &amp; designing work or in a Govt./Autonomous Organisation having Grade Pay of Rs. 4600/-</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>1. Passed 12th standard with three (3) years Diploma in Mechanical/ Electrical/ Production Engineering with 8 years experience in the appropriate trade.</li> </ol> <p><b>B. Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Experience in a reputed organization involved in development/production of scientific equipment for schools or colleges.</li> <li>2. Experience in use of softwares like CAD/CAM, Solid Works, CATIA, UGS, etc.</li> </ol>
	Mode of Selection	Interview
14.	Assistant Engineer Grade-A	<p><b>A. Essential:</b> Bachelor Degree in Electronics and Communication Engineering/Engineering with specialization in Information Technology or equivalent</p> <p style="text-align: center;">or</p> <p>Masters Degree in Electronics and Communication, or relevant area of Information &amp; Communication Technology (ICT)</p> <p><b>B. Experience:</b> 05 years of relevant experience in reputed organisations / industry and active engagement with operations and maintenance of relevant hardware and software/TV &amp; Radio broadcast equipments</p> <p><b>C. Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Experience of leading teams in design, establishment, operations and maintenance of media/Multimedia / Information &amp; Communication Technology (ICT) hardware and software systems/TV &amp; Radio broadcast equipments</li> <li>2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting</li> <li>3. Post graduate diploma in any area of media or ICT hardware/software</li> </ol>
	Mode of Selection	Written Skill Test + Interview
15.	Audio Radio Producer Grade-I	<p><b>A. Essential:</b> Post Graduate degree in any discipline and a Post Graduate Diploma in media (Audio-Radio Production)</p> <p style="text-align: center;">or</p>



		<p>Post Graduate degree in relevant area of media production and management specially in Audio Radio Production/Mass Communication</p> <p><b>B. Experience:</b> 05 years of relevant experience in reputed media organisations / industry at the level of a Audio Radio Producer Gradell. Active engagement with production and dissemination of media</p> <p><b>C. Desirable:</b> 1. Experience of Educational Audio Programme Production 2. Experience of development and dissemination of media / ICT content 3. Experience of working with media / ICT for children and education 4. National / International recognition, awards or publication</p>
	Mode of Selection	Interview
16.	Film Editor	<p><b>A. Essential:</b> Post Graduate degree in any discipline and a Post Graduate Diploma or equivalent in any area of media/Film editing/Video Editing / visual or performing arts or Post Graduate degree in relevant area of media production and management/Mass Communication.</p> <p><b>B. Experience:</b> 05 years of relevant experience in reputed media organisations / industry as an Editor; active engagement with production and dissemination of media</p> <p><b>C. Desirable:</b> 1. Experience of development and dissemination of media / Information &amp; Communication Technology (ICT) content 2. Experience of working with media / ICT for children and education/Video editing of Educational Television Programmes 3. National / International recognition, awards or publications</p>
	Mode of Selection	Interview
17.	Production Manager	<p><b>A. Essential:</b> Post Graduate degree in any discipline and a Post Graduate Diploma or equivalent in any area of media / visual or performing arts Or Post Graduate degree in relevant area of media production and management/Mass Communication</p> <p><b>B. Experience:</b> 05 years of relevant experience in reputed media organisations / industry at the level of a producer; active engagement with production and dissemination of media</p> <p><b>C. Desirable:</b> 1. Experience of development and dissemination of media / ICT content 2. Experience of working with media / ICT for children and education 3. National / International recognition, awards or publications</p>
	Mode of Selection	Interview
18.	Sound Recordist Grade-I	<p><b>A. Essential:</b> Bachelor Degree in Engineering with Electronics and Communication / Information Technology or Masters Degree in Electronics and Communication, or relevant area of two years working experience in the field of Television Programme Production</p> <p><b>B. Experience:</b> 05 Years relevant experience in reputed organisations / industry at active engagement with operations and maintenance of relevant hardware and software/TV &amp; Radio broadcast equipments</p> <p><b>C. Desirable:</b> 1. Experience of leading teams in design, establishment, operations and maintenance of media / TV &amp; Radio broadcast equipments 2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting 3. Post graduate diploma in any area of media</p>
	Mode of Selection	Written Skill Test + Interview
19.	TV Producer Grade-I	<p><b>A. Essential:</b> Post Graduate degree in any discipline and a Post Graduate Diploma or equivalent in any area of media / visual or performing arts or Post Graduate degree in relevant area of media production and management</p> <p><b>B. Experience:</b> 05 years of relevant experience in reputed media organisations / industry at the level of a producer; active engagement with production and dissemination of media</p> <p><b>C. Desirable:</b> 1. Experience of development and dissemination of media / Information &amp; Communication</p>

		Technology (ICT) content 2. Experience of working with media / ICT for children and education 3. National / International recognition, awards or publications
	Mode of Selection	Written Skill Test + Interview
20.	Store Officer	<b>A. Essential:</b> 1. A Bachelors Degree in Arts/Science/Commerce <b>OR</b> A Bachelors' Degree/Diploma in any stream of Engineering/material management from a recognized university. 2. Five (5) years experience of procurement/ Inspection /Maintenance /Custody /Accounting of Stores and verification of Stores out of which at least 3 years should be in supervisory capacity in a well established stores organization in Govt./Semi-Govt./ Industry/ Private Organization 3. Working Knowledge of computer <b>B. Desirable:</b> Certificate/Diploma in Purchasing, Store Keeping and Stock Control
	Mode of Selection	Written Test
21.	Assistant	<b>Essential:-</b> 1. Graduate from a recognized University. 2. Word processing/Typing Speed in English with a minimum speed of 35 w.p.m. OR in Hindi with a minimum speed of 30 w.p.m. on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word) 3. word processing/typing test to be qualified within two years of appointment, failing which no increment will be granted till qualifies the test
	Mode of Selection	Written Test
22.	Senior Accountant	<b>Essential:-</b> 1. Graduate in Commerce/Economics/other related subjects dealing with financial management from a recognized University. 2. Having 3 year regular service in Pay Band-I with GP 2400/-
	Mode of Selection	Written Test
23.	Junior Accountant	<b>Essential:-</b> Graduate in Commerce/Economics and other related subjects dealing with financial management from a recognized University.
	Mode of Selection	Written Test
24.	Manager NIE Guest House & PG Hostel	<b>Essential:-</b> 1. Degree in Hotel Management from any recognized University/Institute 2. Three years of working in Hotel industry/managing guest houses in a recognized institute.
	Mode of Selection	Written Test
25.	Production Assistant	<b>A. Essential:-</b> 1. A Bachelor Degree in Printing Technology from a recognized Institution <b>OR</b> Two years post-graduate Diploma in book publishing with specialization in book Production. 2. At least 3 years experience in printing /Production of textbooks, general publication, journals, etc. in a reputed publishing/printing organization dealing with printing and publishing for Diploma holders OR 01 year experience in printing /Production of textbooks, general publication, journals, etc. in a reputed publishing/printing organization dealing with printing and publishing in case of Degree holder. 3. Thorough knowledge of calculating and estimating cost of production of publications. <b>B. Desirable:</b> Familiarity in computer based printing processes.
	Mode of Selection	Written Test
26.	Editorial Assistant	<b>A. Essential</b> 1) A Bachelors degree from a recognized University. 2) At least 3 years experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity 3) Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu <b>B. Desirable:</b> Word processing and techniques of online editing.
	Mode of Selection	Written Test
27.	Marketing Executive	<b>A. Essential:</b> 1. Degree from a recognized University. 2. Having at least 03 years' experience in Sales and Sales Promotion in a reputed publishing organization.

		<p><b><u>B. Desirable:</u></b>  1. Diploma in Sales/ Marketing/ Business Administration.  2. Working Knowledge of computer</p>
	Mode of Selection	Written Test
28.	Artist Gr-II	<p><b><u>A. Essential:</u></b>  1. Degree in Fine Art / Applied Art / Commercial Art from a recognized Institution.  2. At least 03 years experience in Commercial Art in the preparation of black and white and colour illustrations, cover Designs etc. of books and periodicals in a Publishing house of repute.</p> <p><b><u>B. Desirable:</u></b>  1. Knowledge of printing techniques.  2. Knowledge of photography and its application to designing.  3. Working Knowledge of computer and its software for designing.</p>
	Mode of Selection	Skill Test
29.	Assistant Store Officer	<p><b><u>A. Essential:</u></b>  1. A Degree in Arts/Science/Commerce/ OR Degree/Diploma in any stream of Engineering/material management from a recognized university.  2. Three (3) 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</p> <p><b><u>B. Desirable:</u></b>  Certificate/Diploma in Purchasing, Store Keeping and Stock Control</p>
	Mode of Selection	Written Test
30.	Professional Assistant	<p><b><u>A. Essential:</u></b>  M. Lib. Sc./MLISc or equivalent with atleast 50% marks,  <b><u>B. Desirable:</u></b>  1. 3 years experience in the field of Library &amp; information science..  2. Knowledge of library software.</p>
	Mode of Selection	Written Test
31.	Cameraman Grade-II	<p><b><u>A. Essential:</u></b>  1. Graduate degree in any discipline  2. Diploma from a recognized institute where the course of studies includes the critical aspect of still photography, videography, cinematography and film production or performing arts  OR  3. Graduate degree in media production and management/Mass Communication  4. Diploma from a recognized Institute where the course of studies includes the critical aspect of still photography, videography, cinematography and film production or performing arts</p> <p><b><u>B. Experience:</u></b>  03 years practical experience in different aspects of motion picture photography such as shooting, developing, printing editing, dubbing, sound recording including 3 years experience of handling still and movie cameras/Video cameras and film production/educational video programme production</p>
	Mode of Selection	Written + Skill Test
32.	Engineering Assistant	<p><b><u>A. Essential:</u></b>  Bachelor Degree in Engineering with specialization in Electronics, Communication and Information Technology  <b><u>B. Experience:</u></b>  5 years of relevant experience in reputed organisations / industry; active engagement with operations and maintenance of relevant hardware and software /TV &amp; Radio broadcast equipments  <b><u>C. Desirable:</u></b>  1. Experience of working with a wide range of Information &amp; Communication Technology (ICT) based media equipment in production and broadcast environments;  2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting</p>
	Mode of Selection	Written Test
33.	Photographer-Grade-I	<p><b><u>A. Essential:</u></b>  1. Graduate degree in any discipline  2. Diploma in photography/videography/Cinematography from a recognized Institute with three years experience as photographer/videographer /movie/TV Cameraman</p> <p><b><u>B. Experience:</u></b>  03 years experience as photographer/Cameraman in a Government or Semi Government or a reputed organization/ Studio</p>
	Mode of Selection	Skill Test

34.	Script Writer	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. Post Graduate Degree in any discipline from a recognized University.</li> <li>2. 03 years experience of writing shooting scripts for film/ TV.</li> <li>3. Research experience leading to scripts.</li> <li>4. Proficiency in any one of the main languages mentioned in the 8th schedule of the constitution.</li> </ol> <p><b>B. Desirable:</b> Having experience of writing scripts for Educational Television Programme</p>
	Mode of Selection	Written Test
35.	Set Designer	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. Degree from recognized institution in stage craft or Degree in any discipline with Diploma from recognised Institute in Mass Communication or equivalent</li> <li>2. 03 years experience in stage craft (TV Production)</li> </ol> <p><b>B. Essential:</b> Experience of Set Designing in film, TV or Stage, specially for educational programme</p>
	Mode of Selection	Skill Test
36.	TV Producer Grade-II	<p><b>A. Essential:</b> Degree in Mass Communication from a recognised University or Degree in any discipline with Diploma from recognised Institute in Mass Communication or equivalent</p> <p><b>B. Experience:</b> 3 years experience of Production film or TV Programme in direction/film or TV Production</p> <p><b>C. Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Experience of development and dissemination of media / Information &amp; Communication Technology (ICT) content</li> <li>2. Experience of working with media / Information &amp; Communication Technology (ICT) for children and education</li> <li>3. National / International recognition, awards or publications</li> </ol>
	Mode of Selection	Written Test
37.	Sr. Proof Reader	<p><b>A. Essential :</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's degree either in English/Hindi/Urdu.</li> <li>2. At least 2 years experience of working in a Printing or Publishing organization as Copy Holder/Proof Reader.</li> <li>3. Working Knowledge of Computer.</li> </ol> <p><b>B. Desirable:</b> Knowledge of Typography.</p>
	Mode of Selection	Written Skill Test
38.	Store Keeper Grade-I	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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</li> <li>3. Working Knowledge of computer</li> </ol> <p><b>B. Desirable:</b> Certificate/Diploma in Purchasing, Store Keeping and Stock Control</p>
	Mode of Selection	Written Test
39.	Semi Professional Assistant	<p><b>A. Essential:</b> i) B. Lib. Sc. /B.L.I. Sc./ Graduation with Library Science /Information Science as one of the subject with 50% marks</p> <p><b>B. Desirable :</b></p> <ol style="list-style-type: none"> <li>1) Two (2) years experience in the field of library &amp; information science.</li> <li>2) Knowledge of library software.</li> </ol>
	Mode of Selection	Written Test
40.	Technician Grade-I	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. 10th/12th passed</li> <li>2. Three year Diploma with Electronics, Communication or relevant area of Information Technology/Information and communication Technology/Radio/Television Communication</li> </ol> <p><b>B. Experience:</b> 3 years of relevant experience in reputed media organisations / industry Active engagement with operations and maintenance of relevant hardware and software</p> <p><b>C. Desirable:</b></p>

		Experience of handling and troubleshooting relevant hardware and software/TV & Radio equipments used for Audio/Video programme production
	Mode of Selection	Written Test
41.	Audio Radio Producer Grade-III	<p><b>A. Essential:</b> Graduate degree in any discipline with Diploma in Media ( Audio-Radio Production) or Graduate degree in media production and management and Mass Communication</p> <p><b>B. Experience:</b> One year of relevant experience in reputed media organisations / industry at the level of production assistant or higher; active engagement with production and dissemination of media/Radio</p> <p><b>C. Desirable:</b> 1. Experience of Educational Audio Programme Production 2. Experience of development and dissemination of media / ICT content 3. Experience of working with media / ICT for children and education 4. National / International recognition, awards or publication</p>
	Mode of Selection	Written Test
42.	Field Investigator	<p><b>A. Essential:</b> 1. A Master Degree with high Second class in Education/Psychology/Sociology/Humanities/Child Development/Social work/Anthropology. 2. Good knowledge in language concerned (language to be specified) 3. One year experience in teaching/research/working with children</p> <p><b>B Desirable:</b> 1. Degree or diploma in teaching/ research experience in area of Educational Technology/ICT 2. Experience of TV Script-writing/Story based development/Multi media Production/ Presentation 3. Experience of collection and analysis of qualitative and quantitative data</p>
	Mode of Selection	Written Test
43.	Graphic Assistant Grade-I	<p><b>A. Essential:</b> Graduate degree in any discipline Diploma in Graphics/Animations/Video editing/Mass Communication. or Graduate degree in media production and management/Mass Communication</p> <p><b>B. Experience:</b> 03 years of relevant experience in reputed media organisations / industry</p> <p><b>C. Desirable:</b> 1. Experience of development and dissemination of media / IT content 2. Experience of working with media / ICT for children and education</p>
	Mode of Selection	Skill Test
44.	Photographer-Grade-II	<p><b>A. Essential:</b> 1. 12th Pass 2. Diploma in photography/videography/Cinematography from a recognized Institute with 03 (three) years experience as photographer/videographer/movie/TV Cameraman</p> <p><b>B. Desirable:</b> Experience of track photography with double exposure, super imposition/preparation of video clips</p>
	Mode of Selection	Skill Test
45.	Projectionist	<p><b>A. Essential:</b> 1. 10th/12th passed 2. Three year Diploma with Electronics, Communication or relevant area of Information Technology/Information and communication Technology/Radio/Television Communication</p> <p><b>B. Experience:</b> 3 years of relevant experience in reputed media organisations / industry Active engagement with operations and maintenance of relevant hardware and software /TV &amp; Radio broadcast equipments used for Audio/Video programme</p> <p><b>C. Desirable:</b> Experience of handling and troubleshooting relevant hardware and software</p>
	Mode of Selection	Skill Test
46.	TV Producer Grade-III	<p><b>A. Essential</b> 1. Degree from a recognized University. 2. One year experience in research for writing TV scripts or collection of data and merit materials for writing books. OR Post Graduate Diploma in media or equivalent in relevant area of Media.</p> <p><b>B. Desirable:</b> 1. Familiarity with TV equipment. 2. 2 years Experience of having worked as production asstt on TV or having worked as TV continuity in film/TV production/ICT</p>

	Mode of Selection	Written Test
47.	Graphic Assistant Grade-II	<p><b>A. Essential:</b>  1. Graduate degree in any discipline  2. Diploma in Graphics/Animations/computer application  or  Graduate degree in media production and management/Mass Communication</p> <p><b>B. Experience:</b>  One year working experience in the field of Television Programme Production in the relevant area</p> <p><b>C. Desirable:</b>  1. Experience of development and dissemination of media / IT content  2. Experience of working with media / ICT for children and education</p>
	Mode of Selection	Skill Test
48.	Receptionist	<p><b>Essential:</b>  1. Degree in Hospitality/Front Desk Management  2. Qualifying the communication skills test.</p>
	Mode of Selection	Written Test
49.	Computer Operator Grade-III	<p><b>Essential:-</b>  a) 12th pass  b) Certificate/Diploma in Computer Operations/Applications from any recognized Institution.  c) Conversant with D. Base, LOTUS or Graphic Package.  d) Efficient in Operating Word-star packages.</p>
	Mode of Selection	Written Test
50.	Proof Reader	<p><b>A. 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.</p> <p><b>B. Desirable:</b>  Knowledge of Typography.</p>
	Mode of Selection	Written Test
51.	Lab Assistant	<p><b>A. Essential:</b>  1. A Bachelors Degree in the required field (Physics, Chemistry, Biology, Geography, Zoology, Psychology, Home Science, Language, Botany, Mathematics, Science and Computer Science).  2. Experience in the handling of instruments and appliances</p> <p><b>B. Desirable:</b>  Knowledge of working on computers.</p>
	Mode of Selection	Written Test
52.	Store Keeper Grade-II	<p><b>Essential:</b>  1. Must have passed 12th Standard or equivalent examination from a recognized Board.  2. Certificate/Diploma in Store Keeping and Purchasing  3. 03 years experience of procurement/ Inspection Maintenance and verification of Stores in a Govt./ Semi-Govt. organization or a Private Organization of repute</p>
	Mode of Selection	Written Test
53.	Film Assistant	<p><b>A. Essential:</b>  1. Graduation in any discipline from a recognized University.  2. Diploma/Certificate in a related media field from a recognised institute.</p> <p><b>B. Experience:</b>  At least one years experience of video editing/Computer Graphic/Computer animation</p>
	Mode of Selection	Skill Test
54.	Floor Assistant	<p><b>Essential</b>  1. 10+2 or equivalent from a recognised Institute  2. One year experience in handling erection of sets in stage, Film or T.V. or Diploma from a recognised Institutions in stage Craft.  3. Good physique and capacity for undertaking strenuous physical work.</p>
	Mode of Selection	Skill Test
55.	Toucher Grade-I	<p><b>A. Essential:</b>  1. Graduation from any recognised University  2. At least one year experience of video editing/computer graphic/computer animation and editing</p> <p><b>B. Desirable:</b>  At least 2 years working experience in the field of Television Programme Production.</p>
	Mode of Selection	Skill Test

56.	Lower Division Clerk	<b>Essential:-</b> 1. Intermediate, 10+2 or equivalent 2. Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)
	Mode of Selection	Written Test
57.	Senior Library Attendant	<b>A. Essential:</b> 1. 12th pass 2. Certificate/Diploma in Library Science /Library and Information Science from a recognised Institution. <b>B. Desirable:</b> i) Three year experience in the field of library and information science, knowledge of library software ii) Six month Computer course from a recognized institution.
	Mode of Selection	Written Test
58.	Driver Grade-III	<b>A. Essential:</b> 1. Passed 10th standard or equivalent 2. Possession of valid commercial driving license for motor cars. 3. Experience of driving motor car for at least three years. <b>B. Desirable:</b> Knowledge of motor mechanism
	Mode of Selection	Skill Test
59.	Carpenter	<b>A. Essential:</b> 1. 10th pass from any recognised board/Institution 2. ITI in relevant trade with 3 years experience <b>B. Desirable:</b> Experience of construction of sets for stage/film/TV Programme
	Mode of Selection	Skill Test
60.	Dark Room Assistant	<b>A. Essential:</b> 1. 10th/12th pass from any recognised board/Institution 2. ITI in relevant trade with one years experience of handling, audio equipments/Video equipments/Film Equipments and editing <b>B. Desirable:</b> Experience of working as an Assistant/helper in Media Institutions.
	Mode of Selection	Skill Test
61.	Electrician	<b>Essential:</b> 1. ITI Certificate or equivalent in the trade of Electrician or Wireman 2. At least two years experience in electrical installation and wiring.
	Mode of Selection	Skill Test
62.	Film Joiner	<b>A. Essential:</b> 1. 10th/12th pass from any recognised board/Institution 2. ITI in any trade with one years experience of handling, audio equipments/Video equipments and Editing/Film Equipments <b>B. Desirable:</b> Experience of working as an Assistant/helper in Media Institutions.
	Mode of Selection	Skill Test
63.	Lightman	<b>A. Essential</b> 1. 10th/12th pass from any recognised board/Institution 2. 3 years experience of lighting in stage, Film and Television. <b>B. Desirable:</b> Experience of handling studio lights/portable lights/lights on outdoor location while shooting.
	Mode of Selection	Skill Test
64.	Painter	<b>A. Essential:</b> 1. 10th pass from any recognised board/Institution 2. ITI in relevant trade with 3 years experience <b>B. Desirable:</b> Experience of painting of sets for stage/film/TV Programme
	Mode of Selection	Skill Test

65.	Teacher Grade-II	<p><b>A. Essential:</b>  1. 10th/12th pass from any recognised board/Institution  2. ITI in any trade with one years experience of handling, audio equipments/Video equipments/Film Equipments and editing</p> <p><b>B. Desirable:</b>  Experience of working as an Assistant/helper in Media Institutions.</p>
	Mode of Selection	Skill Test

**Sd/-**  
**(Under Secretary, Non-Academic)**



### PART-III

#### **A. GENERAL TERMS AND CONDITIONS:**

1. Commonly used abbreviations CBT: COMPUTER BASED TEST; SC: SCHEDULED CASTE; ST: SCHEDULED TRIBE; OBC: OTHER BACKWARD CLASSES; NCL: NON CREAMY LAYER; EWS: ECONOMICALLY WEAKER SECTION; UR: UNRESERVED; PWBD: PERSONS WITH BENCHMARK DISABILITIES; ESM: EX SERVICE MAN; NCERT: National Council of Educational Research & Training.

2. **THE SELECTED CANDIDATES SHALL BE POSTED IN ANY OF THE FOLLOWING ESTABLISHMENTS OF THE NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING:**

**NCERT HEADQUARTER - NATIONAL INSTITUTE OF EDUCATION (NIE) NEW DELHI  
CENTRAL INSTITUTE OF EDUCATIONAL TECHNOLOGY, NEW DELHI**

**PANDIT SUNDERLAL SHARMA CENTRE INSTITUTE OF VOCATIONAL EDUCATION,  
BHOPAL**

**REGIONAL INSTITUTES OF EDUCATION AT:-  
AJMER, BHOPAL, BHUBANESWAR, MYSURU, SHILLONG**

**REGIONAL PRODUCTION AND DISTRIBUTION CENTERS AT:-  
AHMEDABAD, BANGALURU, GUWAHATI AND KOLKATA.**

3. The total number of vacancies and the reserved vacancies are provisional and may vary according to the NCERT's requirements and availability of vacancies. The reservation/s under various categories is/are as per prevailing guidelines of the Government of India.
4. The decision of the NCERT in all matters relating to Selection and Posting of selected candidates will be final and binding on the candidates.
5. Any litigation in any matter in relation to the above will be subject to the Jurisdiction of Delhi only.
6. Only Indian Nationals need to apply.
7. The applicants are instructed to carefully read the eligibility criteria along with the General and Detailed Instructions before filling up the online Form.
8. In order to avoid last minute rush, the applicants are advised to apply in advance. NCERT will not be responsible for any network problem or any other technical related issues while applying online.
9. The English version shall prevail in case of any discrepancy and inconsistency between the English version and Hindi version of the advertisement.
10. All documents uploaded by the candidate at the time of submission of application are to be self-attested by the candidate.

#### **B. IMPORTANT DATES**

<b>ONLINE REGISTRATION OF THE APPLICATION</b>	<b>FROM 29<sup>th</sup> April, 2023 (from 09:00 AM) to 19<sup>th</sup> May, 2023 (upto 11:59 PM.)</b>
<b>DATE OF WRITTEN EXAMINATION/INTERVIEW</b>	<b>TO BE NOTIFIED THROUGH THE NCERT WEBSITE: <a href="http://www.ncert.nic.in">www.ncert.nic.in</a></b>

#### **C. RESERVATION**

1. Reservation for SC/ST/OBC (NCL) will be applicable as per CENTRAL LISTS
2. EWSs/PwBD/ESM will be applicable as per the Government of India rules and

guidelines, notification and amendments from time to time.

3. Candidate(s) who wish to be considered against reserved vacancies and seek other concessions applicable to the reserved categories must submit requisite valid certificate(s) on prescribed proforma from the Competent Authority for availing such reservation.
4. A person seeking appointment on the basis of reservation to OBC(NCL) must ensure that she/he/others possesses the caste/community certificate (as per the Central list only) and does not fall in creamy layer on the crucial date. **The crucial date for this purpose will be the date of publication of the window advertisement in the Newspapers i.e. 22<sup>nd</sup> April, 2023.**
5. Caste certificate in prescribed proforma has to be produced by the candidate(s) seeking reservation as SC/ST/OBC(NCL) from the Competent Authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC(NCL) in the CENTRAL LIST and the village/town the candidate is ordinarily a resident of. A candidate will be eligible to get the benefit of reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government.
6. SC, ST, OBC(NCL) as per CENTRAL LIST, and EWS candidates, who are selected on their own merit without any relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the Un-reserved vacancies earmarked for UR category. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC(NCL) - CENTRAL LIST and EWS candidates.
7. SC, ST, OBC(NCL) - CENTRAL LIST and EWS candidates who qualify on the basis of relaxed standards viz age limit, experience or qualifications, extended zone of consideration etc., irrespective of her/his merit position, is to be counted against reserved point and not against unreserved vacancies.
8. **Ex-Servicemen** who have already secured employment in Government Job on civil side in Group 'B' and 'C' posts on regular basis after availing of benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, she/he/others can avail the benefit of reservation as ex-servicemen for subsequent employment if she/he/others immediately after joining civil employment, given self- declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which she/he/others had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014- Estt (Res) dated 14<sup>th</sup> August, 2014 issued by DoP&T.
9. **Reservations for Persons with Benchmark Disabilities (PwBD):**
  - a. Blindness and low vision;
  - b. Deaf and hard of Hearing;
  - c. Locomotor disability including cerebral palsy, leprosy (cured), dwarfism, acid attack victims and muscular dystrophy;
  - d. Autism, intellectual disability, specific learning disability and mental illness;
  - e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability.
  - f. Definition of Specified Disabilities are provided in the Schedule of RPwBD Act, 2016.
  - g. **Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate:** Only such persons would be eligible for relaxation in conditions/ reservation in posts who suffer from **not less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation and shortlisted for Document Verification have to submit **Certificate of Disability** issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. (Please refer to prescribed

proformas for the revised formats. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein).

**Special Note for all Candidate(s) seeking reservation/relaxation benefits:** All those candidate(s) seeking reservation/relaxation benefits available for EWS/SC/ST/OBC-NCL/PwBD/Ex-SM must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/notice. They should be in possession of all the requisite valid certificates in the prescribed format in support of their claim as stipulated in the Rules/notice.

10. The suitability of posts will be determined at the time of the final selection in accordance with the provisions laid down in the Revised PwBD Act, 2016.
11. Applicant belonging to SC/ST/OBC/PwBD categories should keep ready an attested copy of certificates issued by Competent Authority in the prescribed format as stipulated by Government of India. In case of applicants belonging to OBC category, their certificate should specifically contain a clause that the applicant does not belong to creamy layer section NCL.
12. Applicant belonging to ex-serviceman has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last held substantively.

#### **D. AGE**

1. The crucial date for determination of the minimum and maximum age will be 22.04.2023 i.e. the date of publication of the Window Advertisement in the Hindustan Times, Dainik Jagran and in the Regional leading Newspapers of each State/UT.
2. The Date of Birth will be determined as recorded in the Matriculation/Secondary Examination Certificate, or marks sheet of Matriculation/10<sup>th</sup> Standard or equivalent issued by Central/State Council as valid.
3. The permissible relaxation in upper age limit for posts reserved against each of the following categories as mentioned below :

SI No	Category	Age-relaxation permissible beyond the upper age limit
1	SC/ST	5 Years
2	OBC(NCL) CENTRE LIST	3 Years
3	PwBD (UR)	10 Years
4	PwBD(OBC(NCL)CENTRE LIST)	13 Years
5	PwBD (SC/ST)	15 Years
6	Ex-Servicemen (ESM)	05 Years for Group – A Posts 03 Years for Group – B and C Posts (Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as Ex-Servicemen.)
7	DepartmentalCandidates	As per NCERT rules.

4. Age relaxation will also be given for Govt. servant's upto 05 years in accordance with the instructions or orders issued by the Central Government. **However, one time no age bar relaxation is applicable to the employee of NCERT as per notification issued by EC Section vide Notification No. F. 1-4/2017-EC/323-376 dated 12.07.2018.**

## **E. EXAMINATION FEE**

1. Candidate(s) will make payment of Application Fees through On-Line Mode as under:-

<b>Unreserved/OBC/EWS</b>	<b>For Level : 10-12 :-</b> Application Fees of Rs.1500/- for each post. <b>For Level: 6-7 :-</b> Application Fees of Rs. 1200/-for each post. <b>For Level : 2-5 :-</b> Application Fees of Rs. 1000/- for each post.
<b>For SC/ ST/ PwBD/ Ex Service-men/</b>	NIL

2. Applications without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained.
3. Fee once paid shall neither be refunded nor be adjusted under any circumstances.
4. Any tax or Bank charges will borne by the candidate(s).

## **F. MODE OF PAYMENT (ONLINE MODE):**

1. The application form is integrated with the Payment Gateway and the payment process can be completed by following the instructions.
2. The payment will be made by using Online Payment Modes only.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON TO AVOID DOUBLE CHARGE.
4. On successful completion of the transaction, an “**E-Receipt**” will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidate(s) are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidate(s) are required to take a printout of the **E-Receipt** and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a Non- Indian Credit Card, your Bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

## **G. MODES OF SELECTION:-**

1. Mode of selection will be as specified in Part-II of the advertisement.
2. The Council reserves the right to conduct written test for all posts or not to conduct any of the post with or without any prior notice.
3. Applicants are required to appear for a written/skill/proficiency/trade test, wherever required, to adjudge the basic knowledge as per the requirement of the post. Those applicants, who will qualify the written examination/skill/proficiency/trade or any other test applicable to that post, will be called for an interview/verification of original testimonials etc.
4. All the Level of posts require the candidate(s) to undergo Written/Skill Test/Interview as the case may be as per provision mentioned in the advertisement.

5. The provisional merit list shall be drawn on the basis of marks scored in CBT/Written Test as the case may be.
6. The Council reserves the right to increase/decrease the qualifying/final cut-off marks for shortlisting/final selection as the case may be.
7. Canvassing in any form will be treated as disqualification.

**H. PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE:**

- (i) Visually Impaired (VI) candidate(s) and candidate(s) whose writing speed is affected by Cerebral Palsy /Muscular Dystrophy/ candidate(s) with Locomotor Disability (one arm)/Intellectual Disability (Autism, Specific Learning Disability and Mental Illness) can avail the assistance of Scribe for writing answers on their behalf. For engaging the Scribe, candidate(s) will have to indicate the same while filling ONLINE application form.
- (ii) The facility of SCRIBE will be governed in accordance with the guidelines issued vide OM No. F. NO. 34-02/2015-DD-III dated 29<sup>th</sup> August, 2018 issued by Ministry of Social Justice and Empowerment "*Guidelines for conducting written examination for Persons with Benchmark Disability*".

**2. Guidelines for Candidate(S) With Locomotor Disability And Cerebral Palsy**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

**3. Guidelines For Visually Impaired Candidate(S)**

- a. Visually Impaired candidate(s) (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- b. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

**I. Action against candidates found guilty of misconduct**

- a. At the time of CBT/written examination/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall/interview hall, wherever applicable, or resorting to any other unfair means in connection with her/his/others candidature for the selection; or obtaining support of her/his/others candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination/interview either permanently or for a specified period from any examination or selection of the Council.
- b. If it is detected that any candidate has furnished any false information/particulars with regard to her/his/others qualification, category/caste and experience in the Application Form or in any document and/or misrepresented/suppressed/concealed any material fact in the application form, for securing appointment in the Council, her/his/others service will be terminated forthwith during probation period or even after confirmation of the service in the Council.

**J. GENERAL INSTRUCTIONS:**

1. All the posts will be filled as per the Recruitment Rules of the Council. The qualification and other service conditions including age shall be such as prescribed by the NCERT from time to time.

2. Applicant should possess the prescribed essential educational qualification and required experience, minimum age, maximum age etc. as on the date of the Window Advertisement i.e. 22.04.2023.
3. Applicants serving with Government/State Govt./PSUs/Autonomous bodies etc. should submit their application alongwith “**No Objection Certificate**” issued by the concerned offices where she/he/others is presently serving.
4. Applicants which do not meet the prescribed eligibility criteria given in the advertisement and /or incomplete applications are liable to be summarily rejected.
5. Applicants should not furnish any particulars that are false, tampered, fabricated and should not hide or suppress any material/information/facts while submitting online application.
6. The number of posts advertised may vary, and the Council reserves the right to fill up or not to fill up some or all the posts advertised, if the circumstances so warrant.
7. The Council reserves the right to cancel any or all of the posts advertised at any stage with or without prior notice.
8. No TA/DA will be paid for attending the Written Examination/Trade Test/Skill Test/interview as the case may be.
9. The Council shall not be responsible for any delay/loss due to network issues, or any technical reasons.
10. The Council shall verify the antecedents or documents submitted by the applicant before offering the appointment letter/during the tenure of the service, and in case, it is detected at any stages that the documents submitted by the applicants are false or the applicants has suppressed relevant information, then her/his/others services shall be termination without prejudice to any other action initiate by the Council.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the Council reserves the right to modify/cancel/withdraw by issuing a communication to the applicant.
12. Final result of the selected candidates will be displayed on NCERT Website. The Council will not entertain any correspondence with the Candidate about their non-selection in the recruitment.
13. The Certificates other than Hindi or English need to be translated preferably in Hindi or English and the same submitted along-with the copy of the Certificate which is other than Hindi or English.

#### **K. DETAILED INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM:**

1. Go to the NCERT website [www.ncert.nic.in](http://www.ncert.nic.in) link Announcements>Vacancies>Non Academic and tab (Samarth portal <https://ncertnt.samarth.edu.in> ) for applying the on-line application.
2. Before filling up the form, applicants are advised to carefully go through the detailed advertisement and instructions for filling-up the online form available on the [www.ncert.nic.in](http://www.ncert.nic.in) website and confirm her/his/others eligibility with regard to qualification/experience/age and fee exemptions etc.
3. All applicants except SC/ST/PWD/Ex-servicemen are required to pay application fee through online mode.
4. Fields with star (\*) mark are mandatory and essential to be filled in by the applicant.
5. Once the “Final Submit” button is clicked after verifying the entered data, a Unique Registration Number (URN) will be generated. Once the registration number is generated, no changes will be allowed by the web application. Please make sure to review your application carefully before submission.
6. Application will be rejected if more than one application is submitted by the same applicant for the same post.

7. After submission of on-line form, a confirmation page (Application form) will open having the information entered by the applicant with her/his/others Unique Registration Number (URN). Applicants are required to take print-out of this page keep the same copy for producing the same printout of filled-in online application form whenever asked to do so by the NCERT.
8. The last date for filling online application is 19<sup>th</sup> May, 2023 till 11:59 PM.
9. The date of written examination/skill test/interview for the post (as the case may be) will be notified on the NCERT website. Applicants are to check the Council website [www.ncert.nic.in](http://www.ncert.nic.in) regularly. However, they will also be informed through bulk messages (SMS).
10. Applicants are required to furnish correct/exact email ID, mobile number (active) for further correspondence and alerts from time to time which should not be changed till the finalization of the selection process.
11. Applications received through online without complete information or without requisite fees shall be rejected.
12. No off-line applications would be entertained in any case.
13. For examination related matter, kindly visit NCERT website [www.ncert.nic.in](http://www.ncert.nic.in) > Vacancies > Non Academic.
14. The eligible and interested persons are required to apply on-line only on the Samarth portal link available at [www.ncert.nic.in](http://www.ncert.nic.in) applications other than on-line mode will not be accepted.

For any difficulty in submitting online application, please email us to (onlinehelpdeskr2@gmail.com) see FAQ for the same available with the brief details and applicant can also contact on phone No. 011-26592176 & 011-26592207 (For Technical solution).

**NOTE : Any up-dation/correction/modification/providing any other information like syllabus etc. with regard to the posts would be uploaded on the NCERT website only and therefore the applicants are requested in their own interest to visit NCERT website [www.ncert.nic.in](http://www.ncert.nic.in) frequently in this regard. NCERT shall not be responsible, if the information provided on NCERT is skipped by the applicant.**

Sd/-

(Under Secretary, R-II Section)

**PROFORMA-I****FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the \_\_\_\_\_ State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.

\*. Shri/Smt./Kumari \_\_\_\_\_ and/or her/his/others family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993\*\*.

Date \_\_\_\_\_ District Magistrate/Deputy Commissioner etc.

**Seal of Office**

*-	The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC
**-	As amended from time to time
Note:	The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.
List of authorities empowered to issue Caste/Tribe Certificate Certificates:	
I.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commissioner/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
II.	Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
III.	Revenue Officers not below the rank of Tehsildar
IV.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.

**NOTE-I** : a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b. The authorities competent to issue Caste Certificate are indicated below:-

- I. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- II. Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.
- III. Revenue Officer not below the rank of Tehsildar
- IV. Sub-Divisional Officer of the area where the candidate and/or his family resides

**NOTE-II:** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

**NOTE-III:** The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per prescribed proforma issued by the competent authority on or before the Closing Date as stipulated in this Notice.



**FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE (IN ADDITION TO THE COMMUNITY CERTIFICATE)**

I ..... Son/daughter of Shri.....resident of village/town/city.....  
district..... state.....hereby  
declare that I belong to the ..... community which is recognized as a backward  
class by the Government of India for the purpose of reservation in services as per orders contained in  
Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also  
declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to  
the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200,  
O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th  
May, 2013.

Signature:.....

Full Name:.....

Address.....

**DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES  
REGARDING CIVIL EMPLOYMENT BY AVAILING EX-SERVICEMEN QUOTA.**

I understand that I shall not be eligible to be appointed to a vacancy reserved for Ex- Servicemen in regard to the recruitment covered by this notice, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex- servicemen.

**I also hereby declare the following facts:**

a) I have not secured any civil employment by availing Ex- Servicemen quota, before attending for document verification for the posts of this notice.

b) I have availed Ex-Servicemen quota for securing civil employment and I have given self-declaration/undertaking to my employer about the details of application(s) for various vacancies notified in this notice for which I have applied for, before joining the civil employment. Certificate for submission of self-declaration/undertaking from the present Employer is enclosed.

(Strikeout whichever is not applicable)

Place:

Signature:

Date: Roll

Name:

No:

**FORM-VII**  
**CERTIFICATE OF**  
**(IN CASES OTHER THAN THOSE MENTIONED IN FORMS V AND VI)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.:..... Date:.....

1. This is to certify that we have carefully examined Shri/Smt./Kum  
 ..... son/wife/daughter of Shri..... (Showing

Date of Birth ..... (DD/MM/YYYY)

Recent PP Size  
 Attested Photograph  
 only) of the  
 Person with  
 disability

Age .....years, Male/Female.....Registration No ..... Permanent  
 Resident of House No. .... Ward/Village/Street.....whose photograph is affixed  
 above and I am satisfied that He/She is a case of

**Disability.**

Her/his/others extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified)for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(B)In the light of the above, her/his/others over all permanent physical impairment as per guidelines (tobe specified), is as follows:

In figures: .....percent In words: ..... percent

2. Thisconditionisprogressive/non-progressive/likelytoimprove/notlikelytoimprove.

3. Reassessment of disability is:

i) Not necessary, Or

ii) is recommended/after .....Year..... months, and therefore this certificate shall be validtill

..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence

Nature of Document	Date of issue	Details of authority issuing signature

<p><i>Countersigned[(Countersignature and seal of the CMO/Medical Supdt.)Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]</i></p>	<p><i>(Authorised Signatory of notified Medical Authority)(Name and Seal)</i></p>
---	---

Signature/Thumb impression of the person in whose favour disability certificate is issued

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District The principal rules were published in the Gazette of India vide notification number S.O. 908(E),dated the 31st December, 1996.

**FORM-V**

Certificate of Disability

**(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP Attested Photograph (Showing only) Person with disability	Size face of the with
--	-----------------------------------

Certificate No.: ..... Date: .....

**This is to certify that I have carefully examined**

Shri/Smt/Kum.....  
 .....son/ wife/ daughter of Shri .....  
 Date of Birth ..... Age..... Years, Male/Female.....  
 (DD/MM/YYYY)

Registration No. .... Permanent Resident of House No. ....  
 ..... Ward/Village/Street..... Post  
 Office..... District..... State....., whose  
 photograph is affixed above, and am satisfied that:

(A) He/she is a case of:  
 \*Locomotor Disability  
 \*Dwarfism  
 \*Blindness  
 (Please tick as applicable)

(B) The diagnosis in her/his/others case is.....

(1) He/She has .....% (in figure)..... percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/ her... (part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing signature

Signature/Thumb impression of the person in whose favour disability certificate is issued
---

**Signature and Seal of Authorized Signatory of notified Medical Authority)**

**FORM-VII**  
**CERTIFICATE OF DISABILITY**  
**(IN CASES OF MULTIPLE DISABILITIES)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.: ..... Date: .....

1. This is to certify that we have carefully examined Shri/Smt./Kum  
 ..... son/wife/daughter of  
 Shri..... Date of Birth.....(DD/MM/YYYY)

Recent PP Attested Photograph (Showing only) of Person with disability	Size face of the the with
---	---------------------------------------

Age .....years, Male/Female.....Registration No.....Permanent  
 Resident of House No. .... Ward/Village/Street..... whose photograph is affixed  
 above and are satisfied that:

(A) He/She is a case of **Multiple Disability**. Her/his/others extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1.	Locomotors Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental-illness			
16.	Chronic Neurological			
17.	Multiple Sclerosis			
18.	Parkinson's Disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, her/his/others over all permanent physical impairment as per guidelines (tobe specified), is as follows:

In figures: .....percent In words: .....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i) Not necessary, Or

ii) is recommended/after .....Year..... months, and therefore this certificate shall be valid till

..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g. Left/Right/both ears

**4. The applicant has submitted the following documents as proof of residence**

Nature of Document	Date of issue	Details of authority issuing signature

**5. Signature and seal of the Medical Authority**

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINE TO WRITE**

This is to certify that, I have examined Mr/Ms/Mrs ..... (name of the candidate with disability), a person with ..... (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o ..... a resident of ..... (Village /District/State) and to state that he / she has physical limitation which hampers her/his/others writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation  
of Government Hospital / health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream / disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist / PMR).



**LETTER OF UNDERTAKING FOR USING SCRIBE**

**NOTE: Candidates Visually Impaired(VI)/candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidates with loco motor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.**

**PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE**

- 1. Name of the Candidate.....
- 2. Roll No.....
- 3. Name of Center.....
- 4. Qualification of Candidate .....
- 5. Disability Type .....
- 6. Name of the.....
- 7. Date of Birth of the Scribe .....
- 8. Father's Name of the Scribe.....
- 9. Address of the Scribe:  
(a) Permanent Address .....
- .....
- (b) Present Address.....
- .....
- 10. Educational Qualification of the Scribe .....
- .....
- .....
- 11. Relationship, if any, of the Scribe to the Candidate.....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cmx 4.5cm (The colour photograph should not be more than 3 months old.

**12. DECLARATION:**

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the NCERT regarding conduct of the candidates assisted by Scribe/Scribes at this examination and here by undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe herself / himself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)

(Signature of the Scribe)

**Left thumb impression of the Candidate in the box given above**

**Left thumb impression of the Scribe in the box given above**

**Signature of the Invigilator**

**FORM OF CASTE CERTIFICATE FOR SC/ST**

This is to certify that Shri\*/ Srimati/ Kumari\* .....son/daughter\* of  
 ..... Village/Town .....  
 District/Division\* ..... of the ..... State/  
 Union Territory\* belongs to the ..... Caste\*/Tribe which is recognised as a Scheduled  
 Caste / Scheduled Tribe under: -

- \*The Constitution Scheduled Castes Order 1950.
- \*The Constitution Scheduled Tribes Order 1950.
- \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
- \*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Reorganisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment)Act 1976]
- \*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956
- \*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled \*Tribes Orders (Amendment) Act, 1976
- \*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962
- \*The Constitution (Pondicherry) Scheduled Castes Orders,1964
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- \*The Constitution (SC) Orders (Amendment) Act, 1990
- \*The Constitution (ST) Orders (Amendment) Ordinance Act,1991
- \*The Constitution (ST) Orders (Amendment) Ordinance Act,1996
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
- \*The Constitution (Scheduled Castes) Orders (Second Amendment) Act,2002.
- \*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act,2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Srimati\* ..... father/mother\*of Shri/Srimati/Kumari ..... of Village/ Town\* ..... inDistrict/Division\* .....of the State/Union Territory\* ..... who belongs to the ..... Caste\*/Tribe which is recognised as a Scheduled Caste/ Scheduled Tribe in the Station/ Union Territory\* issued by the .....dated .....

3. Shri/Srimati/Kumari\* ..... and /or\* her/his/others\* family ordinarily resides inVillage/Town\* ..... District/ Division\* .....of the State/ Union Territory\* of.....

Place..... Signature.....  
 Date..... Designation.....  
 (with seal of Office)

State/ Union Territory.....

\* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

Note: (a) The term "ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s).
5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned.
6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admin div islands).

**GOVERNMENT OF .....**  
**(NAME & ADDRESS OF THE AUTHORITY ISSUING THE CERTIFICATE)**

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date.....

**VALID FOR THE YEAR .....**

This is to certify that Shri/Smt./Kumari ..... Son/daughter/wife of ..... permanent resident of ..... Village/Street .....  
Post Office ..... District ..... in the State/Union Territory ..... Pin Code ..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income\* of her/his/others 'family\*\*\* is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year .....His / her family does not own or possess any of the following assets\*\*\*;

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport size  
Attested photograph of  
the applicant

Signature with seal of Office .....  
Name .....  
Designation .....

\*Note: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, her/his/others parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING AGERELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX- SERVICEMAN**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that No..... Rank..... Name.....  
whose date of birth is..... has rendered service from..... to  
..... in Army/Navy/Air Force.

2. He has been released from military services:

- a) on completion of assignment otherwise than
  - (i) by way of dismissal, or
  - (ii) by way of discharge on account of misconduct or inefficiency, or
  - (iii) on his own request, but without earning his pension, or
  - iv) he has not been transferred to the reserve pending such release
- b) on account of physical disability attributable to Military Service.
- c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: .....

Date: .....

Signature, Name and Designation of the Competent

Authority\*\*  
SEAL

Delete the paragraph which is not applicable.

**B. Form of Certificate for Serving Personnel**

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. .... Rank ..... Name..... is serving in the Army/Navy/Air Force from .....

2. He is due for release retirement on completion of his specific period of assignment on .....

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the Competent Authority\*\*

SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

**C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment**

It is certified that No..... Rank..... Name .....  
whose date of birth is.....is serving in the Army/Navy/Air Force  
from.....

2. He has already completed his initial assignment of five years on ..... and is on extended assignment till .....

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the Competent Authority\*\*

SEAL

\*\*Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs. Army - Military Secretary Branch, Army Hqrs., New Delhi

Navy - Directorate of Personnel, Naval Hqrs., New Delhi

Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force. Army - By various Regimental Record Offices

Navy - BABS, Mumbai

Air Force - Air Force Records, New Delhi

**PROFORMA-VIII**

Name of Organization

Dated:- \_\_\_\_\_

Address of the Organization

This is to certify that Shri/Ms.....S/o, D/o, W/o Shri..... was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of post/held	From dd/mm/yy	To Dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Permanent,	Department/Specially/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay Scale and last salary drawn	Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet) (in case of Medical posts, please mention field of specialization)		Place of posting		Worked at Supervisory level/middle management level/head of branch
(7)	(8)		(9)		(10)

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.



F.No. 11-4/2019-20-E.II/R-II  
National Council of Educational Research & Training  
Sri Aurobindo Marg, New Delhi-110016

Dated the 28<sup>th</sup> April, 2023

DISCLAIMER

The following changes may be noted against the vacancy notice which appear in the Window Advertisement in the Newspapers dated 22.04.2023 and Employment News to be published on 29.04.2023 to 06.05.2023 as follows:

**Hindi Version: Column No. 1. May be read as Level-10-12 instead of Level 09-12 in the Hindi Version.**

**English Version: Column No. 2. May be read as Level 6-7 instead of Level 6-8 in English version.**

The rest of the content in the vacancy notification that appears in the window advertisement in the leading Newspapers/Regional Newspapers dated 22.04.2023 and Employment News to be published on 29.04.2023 to 06.05.2023 will remain the same.

*Wife*  
*28/4/23*  
Under Secretary, R-II

*Wife*  
*28.4.23*  
Deputy Secretary, R-II

Copy to:-

1. Head, DICT for uploading in the NCERT website alongwith the detailed vacancies advertisement.
2. PRO NCERT for information