

F. No. 2-10/Pub(Admn.)/Appointment/PAB/Editorial
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi – 110 016
(Publication Division)

Dated: 28th October 2025

NOTIFICATION

Subject: Skill test/Interview for engagement of Assistant Editors and Proof Readers purely on contract basis

Publication Division, NCERT will conduct a walk-in registration and screening of documents for the skill test/interview for engagement to following positions purely on contract basis under PAB Project upto 31st March, 2026:

1. Assistant Editor: 22 Posts (English – 10; Hindi – 10; Urdu – 02)

a	Educational Qualification	Essential: • A Bachelor degree from a recognized University • Post Graduate Diploma in Book Publishing/Mass Communication/ Journalism, where editing is one of the subjects • Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/ Urdu Desirable: • Word processing and techniques of online editing
b	Experience	At least 5 years' experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity
c	Age Limit	Maximum 45 Years as on the date of walk-in-registration. Age relaxation and reservation for SC/ST/OBC/EWS etc. will be applicable as per Govt. of India norms.
d	Remuneration	₹ 80,000/- per month (Consolidated)
e	Mode of Selection	Skill Test + Interview
f	Date of Registration of Candidate and Screening of Documents	12 th November, 2025 from 9:30 a.m. to 12:30 p.m.
g	Date & Time of Skill Test	15 th November, 2025 from 11:00 a.m. onwards
h	Venue	Publication Division, NCERT, Sri Aurobindo Marg, New Delhi – 110 016

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2. **Proof Reader: 17 Posts (English – 07; Hindi – 09; Urdu – 01)**

a	Educational Qualification	Essential: • A Bachelor degree from a recognized University in English/Hindi/Urdu • Working knowledge of Computer Desirable: • Knowledge of Typography
b	Experience	At least 01-year experience of working in a Printing or Publishing organization as Copy Holder/Proof Reader
c	Age Limit	Maximum 45 Years as on the date of walk-in-registration. Age relaxation and reservation for SC/ST/OBC/EWS etc. will be applicable as per Govt. of India norms.
d	Remuneration	₹ 37,000/- per month (Consolidated)
e	Mode of Selection	Skill Test
f	Date of Registration of Candidate and Screening of Documents	13 th November, 2025 from 9:30 a.m. to 12:30 p.m.
g	Date & Time of Skill Test	16 th November, 2025 from 11:00 a.m. onwards
h	Venue	Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110 016

Interested candidates who fulfill all the above conditions may appear in walk-in registration and Skill Test in Publication Division, NCERT, New Delhi as per the given schedule.

The applicants may attend walk-in registration with duly filled in Application Form as annexed in Annexure "A" along with hard copy of all original certificates and one set of duly attested photocopy of the same.

NOTE:

1. It is the responsibility of the candidates to ensure that they fulfill all the eligibility criteria in terms of educational qualifications, experience etc. Candidates not having documentary proof of education/experience will not be allowed to appear in skill test/interview.
2. Candidates must carry hard copy of all original degree/diploma certificates, Govt. issued ID (Aadhaar/PAN/Voter ID Card etc.), category certificate, recent passport size photograph and one set of photocopies of all original documents duly self-attested at the time of registration, failing which their candidature will not be accepted.
3. The appointment is purely on contractual basis till 31st March 2026 only and does not bestow any right for regular appointment.
4. The total number of posts is tentative and NCERT reserves its right to increase or decrease the number of posts or not to fill up any of the posts advertised without assigning any reason whatsoever.
5. No TA/DA is admissible either for attending the walk-in registration/skill test/interview or at the time of joining the post.

6. The Council reserves the right to relax any of the requirements, i.e., educational qualification, experience etc. in exceptional cases.
7. Cut-off date for determining Age/Experience shall be the date of registration and screening of documents.

6.8.2012

Head, Publication Division

Copy to:

1. Website of NCERT : www.ncert.nic.in
2. Employment Officer, District Employment Exchange, Delhi Govt., Sector-4, R.K. Puram, New Delhi – 110 022
3. Director, National Book Trust, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070
4. Director, A.J.K. Mass Communication Research Centre, Jamia Millia Islamia, Maulana Mohammad Ali Jauhar Marg, New Delhi – 110 025
5. Director, Indian Institute of Mass Communication (IIMS), JNU New Campus, Aruna Asaf Ali Marg, New Delhi – 110 067
6. Registrar, Jawahar Lal Nehru University, New Mehrauli Road, Munirka, New Delhi – 110 067
7. Registrar, Jamia Millia Islamia, Jamia Nagar, New Delhi – 110 025
8. Registrar, IGNOU, Maidan Garhi, New Delhi – 110 068
9. Registrar, University of Delhi, Benito Juarez Marg, South Campus, South Moti Bagh, New Delhi – 110 021
10. Registrar, Dr. B.R. Ambedkar University Delhi, Lothain Road, Kashmiri Gate, Delhi – 110 006
11. Joint Director, PSSCIVE, Shyamla Hills, Bhopal – 462 002, Madhya Pradesh
12. Principal, Regional Institute of Education (NCERT), Shyamla Hills, Bhopal – 462 002, Madhya Pradesh
13. Principal, Regional Institute of Education (NCERT), Capt. D.P. Choudhary Marg, Ajmer – 305 004, Rajasthan
14. Principal, Regional Institute of Education (NCERT), Manasagangothri, Mysuru – 570 006, Karnataka
15. Principal, Regional Institute of Education (NCERT), Sachivalaya Marg, Bhubaneswar – 751 022, Odisha
16. Principal, North East Regional Institute of Education (NCERT), Umiam Ri Bhoi District, Meghalaya – 793 103
17. All Notice Boards

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Annexure "A"

Application for engagement of on contractual basis
[All details should be filled in block letters only]

Recent
Passport Size
Photograph

1. Full Name (in Block letters) :
2. Father's Name :
3. Date of Birth :
4. Category (UR/SC/ST/OBC etc.):
5. Age as on date of registration :Years.....Months.....Days
& screening of documents
6. Contact Details : E-mail:
Mobile No.:
7. Address for correspondence :

8. Educational/Technical Qualification (A separate sheet may be annexed, if required):

Course	School/College/ University	Year of passing	Main subjects	Grade or % of marks obtained

9. Brief particulars of experience (A separate sheet may be annexed, if required):

Name & address of Orgn.	Period		Post held	Duties allotted
	From	To		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of my information being found false OR incorrect/incomplete or ineligibility being declared at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Publication Division, NCERT. I have read the circular and ready to accept all the terms and conditions for this contractual engagement.

Place:
Date:

Signature of the applicant