

Date: 25<sup>th</sup> May 2017

**Advertisement for Walk - in - Skill Test**

**Subject: Recruitment of 30 posts of DTP Operators in PAC approved programmes of NIE Deptt.s./Divs./Cells for 2017-18- reg.**


The Planning and Monitoring Division, NCERT, New Delhi will conduct a **skill test** to recruit 30 posts of DTP Operators (English-15, Hindi-09, Urdu -06) on contractual basis for a period of about 10 months (till 31<sup>st</sup> March 2018). Eligible candidates interested in the post may attend walking-in-skill test with their application in prescribed format only. The format is attached with this advertisement and also available in the NCERT website: [www.ncert.nic.in](http://www.ncert.nic.in). Candidates are advised to appear for skill test along with testimonials in originals and a set of self attested photocopies of the same on **12<sup>th</sup> June 2017 at 9.30 a.m. in NIE Auditorium (above State Bank of India), NCERT, Sri Aurobindo Marg, New Delhi - 110016.**

**Details of the requirement for the post are as under:**

<b>Essential Qualifications</b>	1. Graduation in any subject 2. One year Diploma/Certificate Course in Desk Top Publishing from a recognized Institute
<b>Desirable</b>	1. Minimum one year experience with a publishing house of repute preferably in textbook development 2. Proficiency in Page-Maker, Coral-Draw, Photoshop, Equation-Editor and In-Design 3. Knowledge of In-Page 4. Knowledge Pre-Press preparation. 5. Proficiency in Hindi/English/Urdu Typing. Preference will be given to bi-lingual typing.
<b>Tenure</b>	Up to 31 <sup>st</sup> March 2018
<b>Age Limit</b>	Below 30 years relaxation is permissible 5 years for SC/ST and women candidates, 3 years for OBC, and 10 years for physically challenged persons.
<b>Remuneration</b>	Rs. 23,000/- per month (consolidated)
<b>Job Requirement</b>	To Support the Deptts./Divs./Cells in preparation and finalization of manuscripts into a printable documents with supportive visuals, etc.

**Note:**

- It is the responsibility of the candidate to ensure that she/he fulfil eligibility conditions by possessing essential qualifications.
- Appointment is purely temporary.
- No TA/DA will be paid for appearing in skill test by NCERT.
- If large number of candidates applies for the post, the skill test might go beyond the day specified for skill test.
- Registration for skill test shall be open up to 1.00 p.m. on 12<sup>th</sup> June 2017 only at NIE Auditorium, NCERT, New Delhi.
- In the skill test, the proficiency of the candidate will be assessed in carrying out the tasks a DTP Operator is required to handle based on the software mentioned above under the title 'Desirable'.

  
(A.D. Tewari)  
Prof. & Head, PMD

**Copy for information and necessary action to:**

1. The Sub-regional Employment Officer, Delhi, Administration, Sector-IV, R.K. Puram, New Delhi
2. Directorate of Employment Information and Guidance Bureau, University of Delhi, Delhi - 110007
3. The Sub-regional Employment Information and Guidance Bureau, Jamia Millia Islamia, New Delhi - 110025
4. Employment Information and Guidance Bureau, Jawaharlal Nehru Univeristy, New Delhi - 110067
5. All Heads of NIE Deptts./Divs./Cells.
6. All Notice Boards
7. Registrar, National University of Educational Planning and Administration, New Delhi - 110016
8. Joint Director, CIET for uploading the NCERT website



## Application Format

**Post Applied:**

**DTP Operator** English/Hindi/Urdu (Please tick one)

Full Name ( IN CAPITAL LETTERS)	:	
Mother's / Father's Name	:	
Date of Birth (DD/MM/YYYY)	:	
Mailing Address	:	
Phones/ Mobile Number	:	
E-Mail ID	:	
Whether belongs to SC/ST/ OBC/ etc. (Attached copy of Certificate)	:	

### Educational Qualifications

S.No.	Examinations	Name of the Boards/University	% Marks	of Subjects	Year of Passing/Award

### Professional Qualifications:

S. No.	Certificate/ Diploma, etc.	Name of the Institution	% of Marks/ Grade	Specialization	Year of Passing/ Award

### Job/Work Experience:

S. No.	Post held	Period/Duration	Key Responsibilities

Please mention specific information, (if any) relevant to the post and not covered above.

Signature of the Candidate  
With date