

No.F.6-55/2016-17/DESM  
Department of Education in Science and Mathematics  
National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi-110016

Dated: 23.05.2016

**NOTIFICATION**

**Subject: Recruitment of Three Computer Typists for PAC approved Programmes in DESM**

The Department of Education in Science and Mathematics requires the services of Three Computer Typists on contractual basis for 10 months.

**The terms and conditions are as under:**

S. N.	Name of Post	Qualifications	Age	Consolidate d and fixed monthly salary	Selection Procedure
1.	Computer Typist  Three Posts for 10 Months	<b>Essential:</b> (a) 12 <sup>th</sup> Pass under the 10+2 pattern or equivalent examination from a recognized Central/State Board/Institution (b) Good typing speed in both Hindi & English  <b>Desirable:</b> (c) Diploma/ Certificate in Computer Application. (d) Working knowledge of Adobe InDesign, Math-Magic/ Math-Type, Coral Draw, Photoshop, Illustrator and Ms-Office.	Preferably below 30 years	Rs.11,154/- (10+2) 12 <sup>th</sup> Pass  Rs.12,142/- (Graduates & above)	The typing test will be conducted on 3rd June, 2016. The candidates should report at 09.30 A.M. on 3.6.2016 in the Seminar Room, 2 <sup>nd</sup> Floor, Janaki Ammal Khand (Near SBI), DESM, NCERT, Sri Aurobindo Marg, New Delhi-110016.  <b>REGISTRATION will be closed at 11.00 A.M.</b>

**Note:-**

- The candidates should bring their original certificates and other related documents along with bio-data.
- It is the responsibility of the candidates to ensure that they fulfill the eligibility conditions by having essential qualifications.
- Appointment is purely temporary.
- Candidates already in job should get their applications forwarded through their employers and /or come with a "No Objection Certificate".
- No TA/DA will be paid for appearing in the skill test by NCERT.

1. All Heads of NIE Departments/Divisions/Cells
2. All Notice Boards, NCERT
3. J.D., CIET for uploading in the NCERT Website

  
**(Head of the Department)**  
विभागाध्यक्ष / HEAD  
वि.ग.शि विभाग / DESM  
रा.शे.अ.प्र.प. / N.C.E.R.T.  
श्री अरविन्द मार्ग / Sri Aurobindo Marg  
नई दिल्ली-16 / NEW DELHI - 110016

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**NOTIFICATION**

**Subject: Recruitment of Four DTP Operators for PAC approved Programmes in DESM**

The Department of Education in Science and Mathematics will hold a skill test to recruit four DTP Operators on contractual basis on a consolidated salary of Rs. 23,000/- per month. The candidates should report at 09.30 A.M. on 13.6.2016 in the Seminar Room, 2<sup>nd</sup> Floor, Janaki Ammal Khand (Near SBI), DESM, NCERT, Sri Aurobindo Marg, New Delhi-110016.


**The terms and conditions are as under:**

S.N.	Name of Post	Qualifications	Age	Selection Procedure
1.	DTP Operator  Four posts for 10 months	<b>Essential:</b> (a) Graduate in any discipline from a recognized university. (b) One year Diploma/Certificate Course in Desk Top Publishing from a recognized institute <b>Desirable:</b> <ul style="list-style-type: none"><li>• Minimum one year experience with a publishing house of repute, preferably in textbook development.</li><li>• Proficiency in In-design/Page-Maker, Corel Draw, Illustrator, Photoshop and Equation Editor.</li><li>• Proficiency in both Hindi and English Typing.</li><li>• Knowledge of pre-press preparation.</li></ul>	Preferably below 30 years	<ul style="list-style-type: none"><li>• Skill test will be held on 13<sup>th</sup> June 2016 in Seminar Room, 2<sup>nd</sup> Floor, Janaki Ammal Khand (Near SBI), DESM NCERT, Sri Aurobindo Marg, New Delhi-110016.</li><li>• <b>REGISTRATION will be closed at 11.00 A.M.</b></li></ul>

**Note:-**

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- It is the responsibility of the candidates to ensure that they fulfill the eligibility conditions by having essential qualifications.
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