National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110 016

No. F.17.04/2022-23/DCD&D/Consultant/OA
Date: 8th December, 2022

ADVERTISEMENT

The NCERT invites applications from eligible candidates to prepare panel for recruitment of the following posts purely on contractual basis for the programmes being coordinated by the NCERT under *Samagra Shiksha* – Integrated Scheme approved by Project Approval Board (PAB) of Ministry of Education, Govt. of India for the year 2022-23 till **31st March, 2023**. The educational qualification, experience and terms and conditions are as under : -

S. No.	Name of Post, Number of Posts, Remuneration, Job requirement, Age	Level/Qualifications Required	Date of Walk in Interview and Venue
1.	**Consultant (Academic)** **No. of Posts-5** **Remuneration Rs.45,000 per month (Consolidated)**	**Essential** a) Post-Graduation in Science/Mathematics/Social Sciences/Humanities with qualifications as per UGC Guidelines for Assistant Professor at entry level. b) Two years' experience in the field of educational research/curriculum designing and development/teacher education (pre-service and in-service). **Desirable** a) B.Ed./M.Ed from any recognized university b) Ph.D. in relevant subject c) Working knowledge of Excel, SPSS and other softwares	**20.12.2022** **Candidates are required to report in the Conference Room, Department of Teacher Education, 3rd Floor, Zakir Hussain Khand, NCERT**
	Job Requirement	The consultant will help in monitoring, compilation and analysis of databases and writing of reports, etc. and engage in correspondence and coordination with States/UTs and the Ministry of Education, Govt. of India and assist in conducting meetings to provide academic support to States/UTs in the area of School Education, Early Childhood Care and Education, Adult education and Teacher Education etc.	
	Age limit	Below 65 years. Retired persons may also apply as per NCERT norms.	

2	**Office Assistant**
	
	No. of Posts-4
	
	Remuneration Rs.25,000 per month consolidated and fixed
		Essential
		
		(a) Graduate in any discipline from recognized University
		(b) 2 years' experience in ministerial work/managing programme activities & funds, preferably in any Government/Autonomous Body/PSU.
		
		Desirable
		
		  a) Good knowledge of noting & drafting letter in English & Hindi
		  b) Knowledge of Central Govt. TA/DA rules and regulations
		  c) Working knowledge of computer applications
			19.12.2022
			
			Candidates are required to report in Room No. 209, 2nd floor, CIET Building NCERT

	Job Requirement	Managing programme activities and accounts, proper upkeep of office files and papers, noting and drafting of letters in English and Hindi.	
	Age	Below 65 years. Retired persons may also apply as per NCERT norms.	

(1) The interested and eligible candidates may appear for walk in interview as mentioned above and are required to bring the application in the prescribed formats along with self attested copies of all the testimonials satisfying their eligibility as well as experience certificates clearly mentioning the duration of experience, post held and name of the institution. The candidates **are further required to bring the original certificates and other supporting documents for verification. The registration of eligible candidates will be done from 9.30 AM to 11.30 AM only.**

(2) It is the responsibility of the candidates to ensure that they fulfill the eligibility conditions in terms of (i) educational qualifications (ii) experience etc. At any stage, if it is found that any candidate is not satisfying the eligibility conditions as mentioned in the advertisement, his/her candidature may be rejected.

(3) These posts are purely temporary and NCERT reserves its right not to fulfill all the posts mentioned in the advertisement keeping in view the performance and suitability of the candidates appeared in the interview.Further the post is contractual against PAB programme with no provision of increment in the remuneration and it will not provide any claim for regular employment in the NCERT.

(4) No TA/DA is admissible for attending the interview or joining the post.

(5) If selected, candidates may be required to join immediately.

(6) Candidates should produce their written and/or published work for the post of consultant.

(7) **Canvassing through any means shall be taken seriously and the candidature is liable to be rejected.**

(8) Eligible retired employees of NCERT possessing relevant qualifications and experience may also apply.

(Ranjana Arora)
Professor & Head,
Department of Curriculum Studies and Development
011-26527044

Application Format for Consultant

<table>
<tr><td colspan="2">**Affix self attested
Passport size
Photograph**</td></tr>
</table>

Post Applied: Consultant

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

A. Details of Educational Qualifications:

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

B. Details of qualifying National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET:

S.No.	Name of the Test	Conducted by	Subject	Year of Qualifying

OR

Details of Ph.D. Degree in accordance with the UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2009 or 2016.

S.No.	Name of the University	% of Marks	Subject	Year of Award

C. Professional Qualifications, if any (B.Ed., M.Ed.):

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

D. Details of Total Experience in years (Candidates must mention the detailed duration of work experience)

S.No.	Post Held	Period/Duration	Name of Institution	Key Responsibilities	Total experience in years
1					
2					
3					
4					
5					
6					
7					
8					

Please mention specific information, (if any) relevant to the post and covered above.

Place:

Date: **Signature of the Candidate**

Application Format for Office Assistant

Post Applied: Office Assistant

<table>
<tr><td>Affix self attested
Passport size
Photograph</td></tr>
</table>

Full Name (IN CAPITAL LETTERS)	:	
Father's/Husband's/Guardian's Name	:	
Date of Birth (DD/MM/YYYY)	:	
Correspondence Address	:	
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	% of Marks	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	Name of Organisation	Key Responsibilities

Please mention specific information, (if any) relevant to the post and covered above.

Place:

Date: Signature of the Candidate