

F.No.27-4/2025-26/PMD/62nd PAC /1747
Planning & Monitoring Division
National Council of Educational Research and Training

Date: 01st August 2025


Walk-in-Skill-Test

Subject: Skill Test for engagement of DTP Operator in PAC and PAB approved programmes of NIE Departments/Divisions for the year 2025-26 reg.

The Planning and Monitoring Division (PMD), NCERT, New Delhi will be conducting a walk-in-skill test to prepare a panel for engaging DTP Operator (English/Hindi/Urdu) on contractual basis in PAC and PAB approved Programmes for 2025-26. It will be held on 23rd August 2025 (Saturday) at Publication Division, Ambedkar Block, NCERT, New Delhi. Applicants shall appear between 9 am to 10 am for Registration along with latest photograph, testimonials in originals and a set of self-attested photocopies of the same. After the scrutiny they shall be eligible for skill test. Details of the necessary and desirable qualifications for the above post are below:

Name of the Post: DTP Operator	
Skill Test Date: 23 rd August 2025 (Saturday)	
Education Qualifications	<ul style="list-style-type: none">• Graduation in any subject and One year Diploma/Certificate course in Desk Top Publishing from a recognized institute. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Senior secondary certificate in any subject and One year Diploma/Certificate course in Desk Top publishing from a recognized institute• Three years of experience in DTP
Desirable	<ul style="list-style-type: none">• Proficiency in Adobe Creative cloud suite (In Design, Photoshop, Illustrator, Coral Draw, etc.) Equation Editors, Office Package (Word, Excel, Power Point)• Proficiency in typing both in Hindi and English/or Urdu, Sanskrit/ other Indian languages (as the case may be)
Job Requirement	To support the Deptts./Div./Cell in preparation and finalization of manuscripts into a printable documents with supportive visuals, etc.
Age Limit	Not more than 45 years/not more than 65 years in case of retired person from government organization (Relaxation as per GoI norms)
Tenure	Upto 31 st March, 2026
Remuneration	Rs. 35,000/- per month

- The candidates attending the skill test will not be paid any TA/DA by the Council.
- The candidates who are already in employment should submit a "No Objection Certificate" at the time of Skill Test.
- Candidates should bring their original certificates and other documents along with attested photocopies of documents in support of their claim in age, educational qualifications, experience, etc. at the time of Skill test as specified above.
- Assignment is purely temporary and **will not confer any claim** for regular appointment.
- Relaxation shall be applicable in age and qualification as per Govt. of India norms.
- **No registration will be allowed after 10 am under any circumstances.**


(A.K. Mazalwar)
योजना एवं निगरानी विभाग
Planning and Monitoring Division
रा.शै.अ.प्र.प./N.C.E.R.T.
श्री अरविन्द मार्ग/Sri Aurobindo Marg
नई दिल्ली-16/New Delhi-16

Copy to:

- Head, DICT, CIET with request to upload the same on NCERT website
- All Heads of NIE Departments/ Divisions/Cells
- Indian Statistical Institute, Shaheed Jeet Singh Marg, New Delhi-16: for wider circulation among students through University/ Institution Website
- Indian Institute of Technology, Hauz Khas, New Delhi-16: for wider Circulation among students through University/ Institution Website
- Registrar, NIEPA, Sri Aurobindo Marg, New Delhi- 16: for Wider circulation among students through University/ Institution Website
- Registrar, JNU, New Delhi-110067: for wider circulation among students through University/ Institution Website
- Registrar, Delhi University: for wider circulation among students through University/ Institution Website
- Registrar, IGNOU: for wider circulation among students through University/ Institution Website
- Registrar, Ambedkar University: for wider circulation among students through University/ Institution Website
- Registrar, Jamia Millia Islamia, Jamia Nagar, New Delhi: for wider circulation among students through University/ Institution Website
- Registrar, Guru Gobind singh Indraprastha University, Sector-16, Dwarka, New Delhi-75: for wider circulation among students through University/ Institution Website
- Registrar, Delhi Technological University, Shahbad Daulatpur, Main Bawana Road, Delhi-110042: for wider circulation among students through University/ Institution Website
- Registrar, Indira Gandhi Delhi Technical University for Women, James Church, New Church Rd, Opp. St, Kashmere Gate, New Delhi, Delhi 110006: for wider circulation among students through University/ Institution Website
- Registrar, Indraprastha Institute of Information Technology, Okhla Industrial Estate, Phase III New Delhi 110020: for wider circulation among students through University/ Institution Website
- College of Arts, Government of National Capital Territory of Delhi, 20-22 Tilak Marg, New Delhi- 110001: for wider circulation among students through University/ Institution Website
- Delhi Skill & Entrepreneurship University, Sector-9, Dwarka, New Delhi- 110077: for wider circulation among students through University/ Institution Website
- Registrar, Netaji Subhash University of Technology, Azad Hind Fauj Marg, Dwarka Sector-3, Dwarka, Delhi, 110078: for wider circulation among students through University/ Institution Website
- Sarada Ukil School of Art, Sinhmara 66/1, Janpath, New Delhi – 110001: for wider circulation among students through University/ Institution Website
- Aditya Institute of Technology, 107/9, Kishan Garh, Vasant Kunj, New Delhi – 110070: for wider circulation among students through University/ Institution Website
- Chhotu Ram Rural Institute of Technology, Kanjhawala (Ghevra), Delhi – 110081: for wider circulation among students through University/ Institution Website
- Subramania Barathi College of Science & Technology, Holambi Khurd, Delhi – 110082: for wider circulation among students through University/ Institution Website

(A.K. Wazalwar)
Head, PMD

अध्यक्ष/Head
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Application Format

Post Applied:

Full Name (IN CAPITAL LETTERS)	:	
Father's Name	:	
Date of Birth (DD/MM/YYYY)	:	
Mailing Address	:	
Mobile Number	:	
E-mail I.D.	:	
Whether belongs to SC/ST/ PH/ (Copy of Certificate to be produced for interview)	:	

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	Key Responsibilities

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

Place:

Date:

Signature of the Candidate