PART – I

Advertisement No - 01/2025/Non-Academic
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016
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National Council of Educational Research and Training (NCERT), an autonomous organization established by Ministry of Education, Government of India, is hereby inviting online applications for filling up of various Non-Academic posts as specified below under Direct Recruitment through Open Competitive Examination, Skill Tests and Interview, as applicable, for its Headquarter National Institute of Education, Central Institute of Educational Technology at New Delhi, Pandit Sunderlal Sharma Central Institute of Vocational Education at Bhopal, Regional Institutes of Education at **Ajmer, Bhopal, Bhubaneswar, Mysuru, Nellore, NERIE Shillong** and the Regional Production-cum-Distribution Centers at **Ahmedabad, Bengaluru, Guwahati and Kolkata.**

Important Abbreviations

NIE	National Institute of Education (NCERT Headquarters), New Delhi.
CIET	Central Institute of Educational Technology, New Delhi.
PSS	Pandit Sunderlal Sharma Central Institute of Vocational Education, Bhopal.
AJM	Regional Institute of Education, Ajmer.
BPL	Regional Institute of Education, Bhopal.
BBS	Regional Institute of Education, Bhubaneswar.
MYS	Regional Institute of Education, Mysore.
NEL	Regional Institute of Education, Nellore.
SHL	North East Regional Institute of Education, Shillong.
RPDC	Regional Production-cum-Distribution Centre - Ahmedabad, Bengaluru, Kolkata, Guwahati.
ANY	Any of the above.

Table – I (Group-A)

Post Code	Name & Level of posts as per 7th CPC	Max. Age	SC	ST	OBC NCL	EWS	UR	Total	PwBD	ESM
			Vertical Reservation						Horizontal Reservation	
1.	**Superintending Engineer** Level-12 of 7th CPC (PB-3 of ₹ 15600-39100 + GP ₹ 7600)	50					CIET-1	1		
2.	**Production Officer** Level-11 of 7th CPC (PB-3 of ₹ 15600-39100 + GP ₹ 6600)	40					NIE-1	1		
3.	**Business Manager** Level-11 of 7th CPC (PB-3 of ₹ 15600-39100 + GP ₹ 6600)	40					NIE-1	1		
4.	**Assistant Production Officer** Level-10 of 7th CPC, (PB-3 of ₹ 15600-39100 + GP ₹ 5400)	35	NIE-1					1		

5.	**Assistant Engineer Grade-A** Level-10 of 7th CPC, (PB-3 of ₹ 15600-39100 + GP ₹ 5400)	35			CIET-1	CIET-1	CIET-2	**4**	OH-1 HH-1	
6.	**Assistant Public Relation Officer** Level-10 of 7th CPC (PB-3 of Rs. 15600-39100 + GP Rs. 5400)	35					NIE-1	**1**		
TOTAL GROUP-A VACANCIES			**1**	**0**	**1**	**1**	**6**	**9**	**2**	**0**

Table – II (Group-B)

Post Code	Name & Level of posts as per 7th CPC	Max. Age	SC	ST	OBC NCL	EWS	UR	Total	PwBD	ESM
			Vertical Reservation						Horizontal Reservation	
7.	**Senior Accountant** Level-6 of 7th CPC (PB-2 of ₹ 9300-34800 + GP ₹ 4200)	30			NIE-1			**1**		
8.	**Junior Hindi Translator** Level-6 of 7th CPC (PB-2 of ₹ 9300-34800 + GP ₹ 4200)	30					NIE-1	**1**		
9.	**Junior Accountant** Level-6 of 7th CPC (PB-2 of ₹ 9300-34800 + GP ₹ 4200)	30					NIE-1	**1**		
10.	**Store Officer** Level-7 of 7th CPC (PB-2 of ₹ 9300-34800 + GP ₹ 4600)	30					NIE-1	**1**	VH/LV-1	
11.	**Production Assistant** Level-6 of 7th CPC (PB-2 of ₹ 9300-34800 + GP ₹ 4200)	30		NIE-1	PSS-1		Ahmedabad -1 Bengaluru-1 Kolkata-1	**5**		
12.	**Professional Assistant** Level-6 of 7th CPC (PB-2 of ₹ 9300-34800 + GP ₹ 4200)	30		SHL-1	BBS-1 MYS-1		CIET-1	**4**	HH-1	
13.	**Cameraman Grade-II** Level-6 of 7th CPC (PB-2 of ₹ 9300-34800 + GP ₹ 4200)	30			CIET-2	CIET-1	CIET-1	**4**	OH-1	
14.	**Engineering Assistant** Level-6 of 7th CPC (PB-2 of ₹ 9300-34800 + GP ₹ 4200)	30	CIET-1		CIET-2	CIET-1	CIET-3	**7**	MH-1	
15.	**Script Writer** Level-6 of 7th CPC (PB-2 of ₹ 9300-34800 + GP ₹ 4200)	30					CIET-1	**1**		
16.	**Set Designer** Level-6 of 7th CPC (PB-2 of ₹ 9300-34800 + GP ₹ 4200)	30					CIET-1	**1**		
TOTAL GROUP-B VACANCIES			**1**	**2**	**8**	**2**	**13**	**26**	**4**	**0**

Table – III (Group-C)										
Post Code	**Name & Level of posts as per 7th CPC**	**Max. Age**	**SC**	**ST**	**OBC NCL**	**EWS**	**UR**	**Total**	**PwBD**	**ESM**
			Vertical Reservation						**Horizontal Reservation**	
17.	**Technician Grade-I** Level-5 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2800)	27		CIET-1	CIET-1	CIET-1	CIET-5	**8**	MH-1	2
18.	**Audio Radio Producer Grade-III** Level-5 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2800)	27			CIET-1		CIET-3	**4**		
19.	**Graphic Assistant Grade-I** Level-5 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2800)	30					CIET-1	**1**		
20.	**TV Producer Grade-III** Level-5 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2800)	27	CIET-1			CIET-1		**2**		
21.	**Semi Professional Assistant** Level-5 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2800)	27			NIE-1		NIE-1	**2**		
22.	**Sr. Proof Reader (English)** Level-5 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2800)	30					NIE-1	**1**		
23.	**Store Keeper Grade-I** Level-5 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2800)	27					NIE-1 BPL-1 BBS-1	**3**		
24.	**Computer Operator Grade-III** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27		PSS-1	PSS-1			**2**		
25.	**Floor Assistant** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27			CIET-2		CIET-1	**3**		
26.	**Film Assistant** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27			CIET-1		CIET-1	**2**		
27.	**Graphic Assistant Grade-II** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27					CIET-1	**1**		
28.	**Store Keeper Grade-II** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27			NIE-2 BBS-1	NIE-1	NIE-6 AJM-4 BPL-1 BBS-2 MYS-1 SHL-1	**19**	HH-1	2
29.	**Lab Assistant (Physics)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27		BPL-1 BBS-1			NIE-1	**3**		
30.	**Lab Assistant (Chemistry)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27			BBS-1	AJM-1	BBS-1 MYS-1 BPL-1	**5**		
31.	**Lab Assistant (Computer Science)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27			BBS-1 MYS-1			**2**		
32.	**Lab Assistant (Geography)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27		BPL-1 BBS-1			AJM-1	**3**		

33.	**Lab Assistant (Language-English)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27			BBS-1 AJM-1			**2**	BBS OH-1	
34.	**Lab Assistant (Psychology)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27	MYS-1				BBS-1 NIE-1	**3**		
35.	**Lab Assistant (Agriculture)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27	BPL-1					**1**		
36.	**Lab Assistant (Biology)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27		BPL-1				**1**		
37.	**Lab Assistant (Zoology)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27		BPL-1				**1**		
38.	**Lab Assistant (Home Science)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27		AJM-1				**1**		
39.	**Lab Assistant (Mathematics)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27			AJM-1 NIE-1			**2**		
40.	**Lab Assistant (Science)** Level-4 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 2400)	27					NIE-1	**1**		
41.	**Lower Division Clerk** Level-2 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 1900)	27	NIE-7 BBS-1 AJM-1	NIE-2 AJM-1 BPL-2 BBS-2	NIE-14 AJM-2	NIE-4	NIE-11 BPL-4 SHL-2 AJM-1	**54**	MH-1 VH-1 HH-1	9
42.	**Senior Library Attendant** Level-2 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 1900)	27					BBS-2 MYS-1	**3**		
43.	**Film Joiner** Level-2 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹1900)	27					CIET-1	**1**		
44.	**Lightman** Level-2 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹1900)	27			CIET-2		CIET-2	**4**		
45.	**Painter** Level-2 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹1900)	27					CIET-1	**1**		
46.	**Toucher Grade-II** Level-2 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹1900)	27					CIET-1	**1**		
47.	**Carpenter** Level-2 of 7th CPC (PB-1 of ₹ 5200-20200 + GP ₹ 1900)	27					NIE-1	**1**		
	TOTAL GROUP-C VACANCIES		**12**	**16**	**35**	**8**	**67**	**138**	**6**	**13**

Grand total of Group A, B & C posts	**SC**	**ST**	**OBC-NCL**	**EWS**	**UR**	**Total**	**PwBD**	**ESM**
	14	**18**	**44**	**11**	**86**	**173**	**12**	**13**

PART - II

Eligibility Conditions :-

Post Code	Name of the posts	Essential, Desirable Qualifications, Experiences etc.
1.	**Superintending Engineer**	**A. Essential:** M. Tech. in Electronics and Communication/Information Technology or relevant area of Information & Communication Technology (ICT) with 10 years of experience in reputed media organizations / industry at the level of Grade Pay ₹ 6600/-or higher and active engagement with operations and maintenance of relevant hardware and software or B.Tech in Electronics and Communication/information Technology with 12 years of experience in reputed media organizations/industry at the level of GRADE PAY ₹ 6600/-or higher and active engagement with operations and maintenance of relevant hardware and software or Masters' Degree in Electronics, Communication/Information Technology or relevant area of Information & Communication Technology (ICT), with 12 years of experience in reputed media organizations/industry and active engagement with operations and maintenance of relevant hardware and software **B. Desirable:** 1. Experience of leading teams in design, establishment, operations and maintenance of media / ICT hardware and software systems, TV & Radio production and broadcast equipment 2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting 3. Post graduate diploma in any area of media or ICT hardware/software
	Mode of Selection	Interview
2.	**Production Officer**	**Essential:** 1) Bachelors Degree in Printing Technology from a recognized University. **OR** Bachelors Degree in any subject with Diploma in Printing Technology. 2) At least 08 years' experience in Print Production of textbooks, general publications, journals etc. in reputed publishing/Printing organization. 3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology 4) Familiarity in computer-based printing processes.
	Mode of Selection	Interview
3.	**Business Manager**	**A. Essential:** 1. Master in Business Administration from a recognized university/Institute. **OR** A Bachelor Degree from a recognized University with two years Post Graduate Diploma in Sales/ Marketing/ Business Administration. 2. Having at least 08 years' experience in Sales and Sales Promotion in a reputed publishing organization. **B. Desirable:** Working Knowledge of computer
	Mode of Selection	Interview

4.	**Assistant Production Officer**	**Essential :** 1) A Bachelors Degree in Printing Technology from a recognized University. **OR** A Bachelor Degree in any subject with Diploma in Printing Technology 2) At least 05 years' experience in Print Production of textbooks, general publications, journals etc., in a reputed publishing/ printing organization. 3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology. 4) Familiarity in computer-based printing processes.
	Mode of Selection	Interview
5.	**Assistant Engineer Grade-A**	**A. Essential:** Bachelor Degree in Electronics and Communication Engineering/Engineering with specialization in Information Technology or equivalent or Masters Degree in Electronics and Communication, or relevant area of Information & Communication Technology (ICT) **B. Experience:** 05 years of relevant experience in reputed organizations / industry and active engagement with operations and maintenance of relevant hardware and software/TV & Radio broadcast equipment **C. Desirable:** 1. Experience of leading teams in design, establishment, operations and maintenance of media/Multimedia / Information & Communication Technology (ICT) hardware and software systems/TV & Radio broadcast equipment 2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting 3. Post graduate diploma in any area of media or ICT hardware/software
	Mode of Selection	Written + Interview (Skill Test)
6.	**Assistant Public Relation Officer**	**A. Essential:** (a) Degree in Journalism/Mass Communication/Public Relations (b) At least 3 years experience of editing house Journals, Press liaison work including experience of preparing hand outs press release and other materials for the press. **B. Desirable:** Preference will also be given to those who have (a) flair for writing in Hindi and ability to translate the materials from English to Hindi (b) Experience of using both English and Hindi languages for communication.
	Mode of Selection	Written + Interview (Skill Test)
7.	**Senior Accountant**	**Essential:-** 1. Graduate in Commerce/Economics/other related subjects dealing with financial management from a recognized University. 2. Having 3 years regular service in Pay Band-1 with GP 2400/-.
	Mode of Selection	Written Test

8.	**Junior Hindi Translator**	**Essential:** Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level **AND** Recognized diploma or certificate course in translation from Hindi to English and vice-versa or two years' experience of work from Hindi to English and vice-versa in central and state government office including Government of India undertaking.
	Mode of Selection	Written + Skill Test
9.	**Junior Accountant**	**Essential:-** Graduate in Commerce/Economics and other related subjects dealing with financial management from a recognized University.
	Mode of Selection	Written Test
10.	**Store Officer**	**A. Essential:** 1. A Bachelors Degree in Arts/Science/Commerce **OR** A Bachelors' Degree/Diploma in any stream of Engineering/material management from a recognized university. 2. Five (5) years' experiences of procurement/ Inspection /Maintenance /Custody /Accounting of Stores and verification of Stores out of which at least 3 years should be in supervisory capacity in a well-established stores organization in Govt./Semi-Govt./ Industry/ Private Organization 3. Working Knowledge of computer **B. Desirable:** Certificate/Diploma in Purchasing, Store Keeping and Stock Control
	Mode of Selection	Written Test
11	**Production Assistant**	**A. Essential:-** 1. A Bachelor Degree in Printing Technology from a recognized Institution **OR** Two years post-graduate Diploma in book publishing with specialization in book Production. 2. At least 3 years' experience in printing /Production of textbooks, general publication, journals, etc. in a reputed publishing/printing organization dealing with printing and publishing for Diploma holders OR one year experience in printing /Production of textbooks, general publication, journals, etc. in a reputed publishing/printing organization dealing with printing and publishing in case of Degree holder. 3. Thorough knowledge of calculating and estimating cost of production of publications. **B. Desirable:** Familiarity in computer-based printing processes.
	Mode of Selection	Written Test
12.	**Professional Assistant**	**A. Essential:** M. Lib. Sc./ M.LiSc or equivalent with atleast 50% marks. **B. Desirable:** 1. 3 years' experience in the field of Library & information science. 2. Knowledge of library software.
	Mode of Selection	Written Test

13.	**Cameraman Grade-II**	**A. Essential:** 1. Graduate degree in any discipline 2. Diploma from a recognized institute where the course of studies includes the critical aspect of still photography, videography, cinematography and film production or performing arts. **OR** 3. Graduate degree in media production and management/Mass Communication. 4. Diploma from a recognized Institute where the course of studies includes the critical aspect of still photography, videography, cinematography and film production or performing arts. **B. Experience:** 03 years practical experience in different aspects of motion picture photography such as shooting, developing, printing editing, dubbing, sound recording including 3 years' experience of handling still and movie cameras/Video cameras and film production/educational video programme production.
	Mode of Selection	Written Test + Skill Test.
14.	**Engineering Assistant**	A. **Essential:** Bachelor Degree in Engineering with specialization in Electronics, Communication and Information Technology. B. **Experience:** Five years of relevant experience in reputed organizations / industry; active engagement with operations and maintenance of relevant hardware and software /TV & Radio broadcast equipment. C. **Desirable:** 1. Experience of working with a wide range of Information & Communication Technology (ICT) based media equipment in production and broadcast environments. 2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting.
	Mode of Selection	Written Test
15.	**Script Writer**	**A. Essential:** 1. Post Graduate Degree in any discipline from a recognized University. 2. Three years' experience of writing shooting scripts for film/ TV. 3. Research experience leading to scripts. 4. Proficiency in any one of the main languages mentioned in the 8th schedule of the constitution. **B. Desirable:** Having experience of writing scripts for Educational Television Programme.
	Mode of Selection	Written Test
16.	**Set Designer**	**A. Essential:** 1. Degree from recognized institution in stage craft or Degree in any discipline with Diploma from recognized Institute in Mass Communication or equivalent. 2. Three years' experience in stage craft (TV Production). **B. Essential:** Experience of Set Designing in film, TV or Stage, especially for educational programme.
	Mode of Selection	Skill Test
17	**Technician Grade-I**	**A. Essential:** 1. 10th/12th passed 2. Three years Diploma with Electronics, Communication or relevant area of Information Technology/Information and communication

		Technology/Radio/Television Communication. **B. Experience:** Three years of relevant experience in reputed media organizations / industry Active engagement with operations and maintenance of relevant hardware and software. **Desirable:** Experience of handling and troubleshooting relevant hardware and software/TV & Radio equipment used for Audio/Video Programme production.
	Mode of Selection	Written Test
18	**Audio Radio Producer Grade-III**	**A. Essential:** Graduate degree in any discipline with Diploma in Media (Audio-Radio Production) **OR** Graduate degree in media production and management and Mass Communication **B. Experience:** One year of relevant experience in reputed media organizations/industry at the level of production assistant or higher; active engagement with production and dissemination of media/radio. **C. Desirable:** 1. Experience of Educational Audio Programme Production 2. Experience of development and dissemination of media / ICT content. 3. Experience of working with media / ICT for children and education. 4. National / International recognition, awards or publication.
	Mode of Selection	Written Test
19	**Graphic Assistant Grade-I**	**A. Essential:** Graduate degree in any discipline. Diploma in Graphics/Animations/Video editing/Mass Communication. **OR** Graduate degree in media production and management/Mass Communication. **B. Experience:** 03 years of relevant experience in reputed media organizations / industry. **C. Desirable:** 1. Experience of development and dissemination of media / IT content. 2. Experience of working with media / ICT for children and education.
	Mode of Selection	Skill Test
20	**TV Producer Grade-III**	**A. Essential** 1. Degree from a recognized University. 2. One year experience in research for writing TV scripts or collection of data and merit materials for writing books. **OR** Post Graduate Diploma in media or equivalent in relevant area of Media. **B. Desirable:** 1. Familiarity with TV equipment. 2. Two years' Experience of having worked as Production Assistant on TV or having worked as TV continuity in film/TV production/ICT.
	Mode of Selection	Written Test
21	**Semi Professional Assistant**	**A. Essential:** i) B. Lib. Sc. /B.L.I. Sc./ Graduation with Library Science /Information Science as one of the subject with 50% marks **B. Desirable :** 1. Two (2) years' experience in the field of library & information science. 2. Knowledge of library software.
	Mode of Selection	Written Test

22	**Sr. Proof Reader (English)**	**A. Essential :** 1. A Bachelor's degree in English. 2. At least 2 years' experience of working in a Printing or Publishing organization as Copy Holder/Proof Reader. 3. Working Knowledge of Computer. **B. Desirable:** Knowledge of Typography.
	Mode of Selection	Written Test
23	**Store Keeper Grade-I**	**A. Essential:** 1. A Bachelors' Degree in Arts/Science/Commerce **OR** A Bachelor's Degree/Diploma in any stream of Engineering/material management from a recognized university. 2. Two (2) years' experience of procurement/ Inspection /Maintenance /Custody /Accounting of Stores and verification of Stores in a well-established stores organization in Govt./Semi-Govt./ Industry/ Private Organization. 3. Working Knowledge of computer. **B. Desirable:** Certificate/Diploma in Purchasing, Store Keeping and Stock Control
	Mode of Selection	Written Test
24	**Computer Operator Grade- III**	**Essential:-** a) 12th pass b) Certificate/Diploma in Computer Operations/Applications from any recognized Institution. c) Conversant with D. Base, LOTUS or Graphic Package. d) Efficient in Operating Word-star packages.
	Mode of Selection	Written Test
25	**Floor Assistant**	**Essential** 1. 10+2 or equivalent from a recognized Institute 2. One year experience in handling erection of sets in stage, Film or T.V. or Diploma from a recognized Institutions in stage Craft. 3. Good physique and capacity for undertaking strenuous physical work.
	Mode of Selection	Skill Test
26	**Film Assistant**	**A. Essential:** 1. Graduation in any discipline from a recognized University. 2. Diploma/Certificate in a related media field from a recognized institute. **B. Experience:** At least one year experience of video editing/Computer Graphic/Computer animation
	Mode of Selection	Skill Test
27	**Graphic Assistant Grade-II**	**A. Essential:** 1. Graduate degree in any discipline 2. Diploma in Graphics/Animations/computer application **or** Graduate degree in media production and management/Mass Communication **B. Experience:** One year working experience in the field of Television Programme Production in the relevant area **C. Desirable:** 1. Experience of development and dissemination of media / IT content. 2. Experience of working with media / ICT for children and education.

	Mode of Selection	Skill Test
28	**Store Keeper Grade-II**	**Essential:** 1. Must have passed 12th Standard or equivalent examination from a recognized Board. 2. Certificate/Diploma in Store Keeping and Purchasing. 3. Three years' experience of procurement/ Inspection Maintenance and verification of Stores in a Govt./ Semi-Govt. organization or a Private Organization of repute
	Mode of Selection	Written Test
29 to 40	**Lab Assistant**	**A. Essential:** 1. A Bachelors' Degree in the required field (relevant subject). 2. Experience in the handling of instruments and appliances. **B. Desirable:** Knowledge of working on computers.
	Mode of Selection	Written Test
41	**Lower Division Clerk**	**Essential:-** 1. Intermediate, 10+2 or equivalent. 2. Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)
	Mode of Selection	Written Test
42	**Senior Library Attendant**	**A. Essential:** 1. 12th pass. 2. Certificate/Diploma in Library Science /Library and Information Science from a recognized Institution. **B. Desirable:** i) Three years' experience in the field of library and information science. Knowledge of library software. ii) Six months Computer course from a recognized institution.
	Mode of Selection	Written Test
43	**Film Joiner**	**A. Essential:** 1. 10th/12th pass from any recognized board/Institution 2. ITI in any trade with one year experience of handling, audio equipment/Video equipment and Editing/Film Equipment **B. Desirable:** Experience of working as an Assistant/helper in Media Institutions.
	Mode of Selection	Skill Test
44	**Lightman**	**A. Essential** 1. 10th/12th pass from any recognized board/Institution 2. 3 years' experience of lighting in stage, Film and Television. **B. Desirable:** Experience of handling studio lights/portable lights/lights on outdoor location while shooting.
	Mode of Selection	Skill Test
45	**Painter**	**A. Essential:** 1. 10th pass from any recognized board/Institution 2. ITI in relevant trade with 3 years' experience **B. Desirable:** Experience of painting of sets for stage/film/TV Programme
	Mode of Selection	Skill Test

46	**Toucher Grade- II**	**A. Essential:** 1. 10th/12th pass from any recognized board / Institution. 2. ITI in any trade with one year experience of handling, audio equipment / Video equipment / Film Equipment and editing **B. Desirable:** Experience of working as an Assistant/helper in Media Institutions.
	Mode of Selection	Skill Test
47	**Carpenter**	**A. Essential:** 1. 10th pass from any recognized board/Institution. 2. ITI in relevant trade with 3 years' experience. **B. Desirable:** Experience of construction of sets for stage/film/TV Programme
	Mode of Selection	Skill Test

Sd/-
Under Secretary
Non-Academic, NCERT

PART-III

A. GENERAL TERMS AND CONDITIONS:

1. Commonly used abbreviations CBT: COMPUTER BASED TEST; SC: SCHEDULED CASTE; ST: SCHEDULED TRIBE; OBC: OTHER BACKWARD CLASSES; NCL: NON-CREAMY LAYER; EWS: ECONOMICALLY WEAKER SECTION; UR: UNRESERVED; PWBD: PERSONS WITH BENCHMARK DISABILITIES; ESM: EX SERVICEMAN; NCERT: National Council of Educational Research & Training.

2. **The selected candidates shall be posted in any of the following establishments of the National Council of Educational Research & Training:**

   NIE - National Institute of Education New Delhi (NCERT HQ)

   Central Institute of Educational Technology, New Delhi

   Pandit Sunderlal Sharma Central Institute of Vocational Education, Bhopal

   Regional Institutes of Education at :- Ajmer, Bhopal, Bhubaneswar, Mysuru, Nellore, Shillong.

   Regional Production-cum-Distribution centers at :- Ahmedabad, Bengaluru, Guwahati and Kolkata.

3. **Candidates must fulfil all the eligibility criteria as on the closing date of online submission of applications, failing which their candidature will be summarily rejected & application fee will be forfeited.**

4. **The total number of vacancies and the reserved vacancies are provisional and may vary according to the NCERT's requirements and availability of vacancies. The reservation/s under various categories is/are as per prevailing guidelines of the Government of India.**

5. **The decision of the NCERT in all matters relating to Selection and Posting of selected candidates will be final and binding on the candidates.**

6. **Any litigation in any matter in relation to the above will be subject to the Jurisdiction of Delhi only.**

7. **Only Indian Nationals need to apply.**

8. **The applicants are instructed to carefully read the eligibility criteria along with the General and Detailed Instructions before filling up the online Form.**

9. **In order to avoid last minute rush, applicants are advised to apply in advance. NCERT will not be responsible for any network problem or any other technical related issues while applying online.**

10. **The English version shall prevail in case of any discrepancy and inconsistency between the English version and Hindi version of the advertisement.**

11. **All documents uploaded by the candidate at the time of submission of application are to be self-attested by the candidate.**

12. **No fresh / additional document in respect of educational qualifications, experience, etc. will be considered at the time of Document Verification, if that document is not uploaded while filling online application. However, NCERT may demand latest copy of Caste/Category Certificate etc., if required.**

B. IMPORTANT DATES

Commencement of online registration of application	**27.12.2025, 09:00 AM.**
Closing of online registration of application	**16.01. 2026 (upto 11:55 PM.)**
Date of issue of Admit Card, CBT/Written Test, Skill Test, Interview	**To be notified through the Website: www.ncert.nic.in**

C. EXPERIENCE CERTIFICATE

i. Certificate(s) issued by the concerned Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay shall only be considered. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).

ii. Required educational qualification and experience should be completed on or before **the closing date of online submission of applications**. Length of experience acquired after this date shall not be considered.

iii. Experience earned after completing essential educational qualification for the post applied for will only be considered. Experience gained during a regular course of Bachelors/Masters' degree/Diploma/Certificate etc will not be considered i.e. Part-time Job Experience will not be considered.

iv. Experience(s) should be from a reputed & recognized organization/Institutions OR Central Govt./State Govt. OR / PSU / / Autonomous Body established by Central / State Government OR a Company/Firm registered under Company Act, 2013 / Shops & Establishment Act / Partnership Act 1932.

v. Service as an Internship or Apprentice work or Freelance work or worked on daily wages basis shall not be counted as Experience, except in the case of SAS apprentice in the Indian Audit and Accounts Department or the Defense Accounts Department.

D. ADMIT CARDS – A link to download Admit card for the examinations (CBT) and Skill Tests / Interviews will be published on NCERT website. Though separate emails / SMS may be sent to candidates for intimation of release of Admit Card but it will not be the responsibility of NCERT if candidate(s) do not receive the email / SMS. Therefore, candidates are advised to visit NCERT website i.e. **www.ncert.nic.in** regularly.

E. NO OBJECTION CERTIFICATE — Those who are in employment with State/Central Govt/PSU/Autonomous Body, must submit a "No Objection Certificate" from the present employer at the time of verification of documents or as asked to upload. Age relaxation to Govt employees shall not be given if the candidate has resigned or there is a gap in service or if no NOC is provided the employer. Failure to submit NOC by the due date will lead to cancellation of candidature. Under special circumstances, submission of proof of acceptance of resignation by the current employer and proper relieving letter in original from respective employer may be considered at the time of joining as implied NOC at the discretion of the competent authority.

F. EXAMINATION CENTRE(s): In all major States/UTs of India (Subject to receiving of sufficient number of applications), the Council reserves the right to allot exam centre in any City/State/UTs across India to any candidate as per the availability, irrespective of the choices/preferences of Cities/States/UTs for exam centre exercised in online application (if available in online application) and no correspondence regarding change of exam centre will be entertained in this regard.

G. RESERVATION

1. Reservation for SC/ST/OBC (NCL) will be applicable as per CENTRAL LISTS.
2. EWS / PwBD / ESM will be applicable as per the Government of India rules and guidelines, notification and amendments from time to time.

3. Candidate(s) who wish to be considered against reserved vacancies and seek other concessions applicable to the reserved categories must submit requisite valid certificate(s) on prescribed proforma from the Competent Authority for availing such reservation.

4. A person seeking appointment on the basis of reservation to OBC(NCL) must ensure that she/he/others possesses the caste/community certificate (as per the Central list only) and does not fall in creamy layer on the crucial date.

5. **The OBC applicants must produce OBC (Non-Creamy Layer) certificate issued by an authorized authority in the format prescribed by Govt of India, on/after [date 01.04.2025] (after the completion of Financial Year 2024-25) but not later than the closing date of the applications**.

6. **EWS certificate issued on/after [date 01.04.2025] (after the completion of Financial Year 2024-25) but not later than the closing date of the applications, will only be considered**.

7. Caste certificate in prescribed proforma has to be produced by the candidate(s) seeking reservation as SC/ST/OBC(NCL) from the Competent Authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC(NCL) in the CENTRAL LIST and the village/town the candidate is ordinarily a resident of. A candidate will be eligible to get the benefit of reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government.

8. SC, ST, OBC(NCL) as per CENTRAL LIST, and EWS candidates, who are selected on their own merit without any relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the Un-reserved vacancies earmarked for UR category. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC(NCL) - CENTRAL LIST and EWS candidates.

9. SC, ST, OBC(NCL) - CENTRAL LIST and EWS candidates who qualify on the basis of relaxed standards viz age limit, experience or qualifications, extended zone of consideration etc., irrespective of her/his merit position, is to be counted against reserved point and not against unreserved vacancies.

10. **Ex-Servicemen** who have already secured employment in Government Job on civil side on regular basis after availing of benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category. However, she/he/others can avail the benefit of reservation as ex-servicemen for subsequent employment if she/he/others immediately after joining civil employment, given self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which she/he/others had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014- Estt (Res) dated 14th August, 2014 issued by DoP&T.

11. **Reservation of ESM shall be applicable only if the concerned post(s) is/are advertised under the said category**. However, ESM candidate can also apply for other posts even if not reserved for ESM category by availing age relaxation as per rules.

12. **Reservations for Persons with Benchmark Disabilities (PwBD):**

a. Blindness and low vision;
b. Deaf and hard of Hearing;
c. Locomotor disability including cerebral palsy, leprosy (cured), dwarfism, acid attack victims and muscular dystrophy;
d. Autism, intellectual disability, specific learning disability and mental illness;
e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf- blindness in the posts identified for each disability.
f. Definition of Specified Disabilities are provided in the Schedule of RPwBD Act, 2016.
g. **Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate**: Only such persons would be eligible for relaxation in conditions/ reservation in posts who

suffer from **not less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation and shortlisted for Document Verification have to submit **Certificate of Disability** issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. (Please refer to prescribed proformas for the revised formats. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein).

Special Note for all Candidate(s) seeking reservation/relaxation benefits: All those candidate(s) seeking reservation/relaxation benefits available for EWS/SC/ST/OBC- NCL/PwBD/Ex-SM must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/notice. They should be in possession of all the requisite valid certificates in the prescribed format in support of their claim as stipulated in the Rules/notice.

13. The suitability of posts will be determined at the time of the final selection in accordance with the provisions laid down in the Revised PwBD Act, 2016.

14. Applicant belonging to SC/ST/OBC/EWS/PwBD/ESM categories should keep ready an attested copy of certificates issued by Competent Authority in the prescribed format as stipulated by Government of India. In case of applicants belonging to OBC category, their certificate should specifically contain a clause that the applicant does not belong to the Creamy Layer.

15. Applicant belonging to ex-serviceman has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last held substantively.

H. AGE

<table>
<tr><th>S No.</th><th colspan="2">Category</th><th colspan="2">Age-relaxation permissible beyond the upper age limit</th></tr>
<tr><td>i.</td><td colspan="2">SC/ST</td><td colspan="2">5 Years</td></tr>
<tr><td>ii.</td><td colspan="2">OBC(NCL) CENTRE LIST</td><td colspan="2">3 Years</td></tr>
<tr><td>iii.</td><td colspan="2">PwBD (UR)</td><td>10 Years</td><td rowspan="3">Subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.</td></tr>
<tr><td>iv.</td><td colspan="2">PwBD(OBC(NCL)CENTRE LIST)</td><td>13 Years</td></tr>
<tr><td>v.</td><td colspan="2">PwBD (SC/ST)</td><td>15 Years</td></tr>
<tr><td>vi.</td><td rowspan="3">Ex-Servicemen (ESM)</td><td>Group A (Only Interview Posts)</td><td colspan="2">3 years after deduction of the military service rendered from the actual age as on the closing date.</td></tr>
<tr><td></td><td>Group A [Written + Interview (Skill Test)]</td><td colspan="2">5 years, who have rendered at least five years military services and have been released-
i. on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
ii. on account of physical disability attributable to military service or on invalidment.</td></tr>
<tr><td></td><td>Group B &C (Written Test, Written Test + Skill Test, Skill Test)</td><td colspan="2">3 years after deduction of the military service rendered from the actual age as on the closing date</td></tr>
<tr><td>vii.</td><td colspan="2">Departmental Candidates</td><td colspan="2">One time no age bar relaxation is applicable to the employee of NCERT as per notification</td></tr>
</table>

		issued by EC Section vide Notification No. F. 1-4/2017-EC/323-376 dated 12.07.2018. **A declaration in this regard, as per Proforma-VII, shall be submitted at the time of Document Verification by the NCERT employee to the effect that she/he has not availed the benefit of one-time age relaxation earlier.**
Central Govt. Civilian Employees – for Group A & B posts		
viii.	Central Govt. Civilian Employees	**5 Years for Group A & B posts.**
Central Govt. Civilian Employees – for Group C posts*		
ix.	Central Govt. Civilian Employees (General/OBC/EWS) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	Up to 40 years of age
	Central Govt. Civilian Employees (SC / ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	Up to 45 years of age
*** Age relaxation as mentioned in ix. for personnel serving in State/Central Govt/PSU/Autonomous Body (for only those who have completed three years of regular service) will be allowed.**		

a. The crucial date for determination of minimum and maximum age will be **the closing date of online submission of applications.**

b. The Date of Birth will be determined as recorded in the Matriculation / Secondary Examination Certificate, or marks sheet of Matriculation / 10th Standard or equivalent issued by Central/State Council as valid.

c. **Conditions for seeking age relaxation as Government Civilian Employees/Applicants for the Group 'C' posts**:-

State/Central Govt/PSU/Autonomous Body employees should have rendered not less than 03 years continuous service on regular basis (and not on ad-hoc/project/contract basis) in the same line or allied cadre as on the closing date of receipt of applications and should remain in Government Service holding civil post till the candidate receives Offer of Appointment from NCERT against the current advertisement.

d. **Conditions for seeking age relaxation as Government Civilian Employees/Applicants for the Group 'A' and 'B' posts**:-

State/Central Govt/PSU/Autonomous Body employees should be in the same line or allied cadre as on the closing date of receipt of applications and should remain in Government Service holding civil post till the candidate receives Offer of Appointment from NCERT against the current advertisement.

e. Candidates seeking age relaxation as Govt. Employee_would require the furnishing of "No Objection Certificate" & "Vigilance Clearance Certificate" from their employer at the time of Verification of documents, failing which their candidature is liable to be cancelled at that very stage or any stage of the recruitment process.

If any communication is received by NCERT from candidate's employer for withholding permission to the candidate applying for or appearing in the Test at any stage of the recruitment process, their applications shall be rejected and candidature shall be cancelled.

I. EXAMINATION FEE

1. Candidate(s) will make payment of Application Fees through On-Line Mode as under:-

Unreserved / OBC / EWS	**For Level: 10-12** :- ₹1500/- for each post. **For Level: 6-7** :- ₹1200/-for each post. **For Level: 2-5** :- ₹1000/- for each post.
For SC / ST / PwBD / Ex-Servicemen	NIL

2. Applications without the prescribed fee will not be entertained and summarily rejected.

3. Fee once paid shall neither be refunded nor be adjusted under any circumstances.

4. The candidate can pay the prescribed application fee through DEBIT CARD/CREDIT CARD/ NETBANKING. Transaction / Processing fee, if any, as applicable, will be payable to the bank by the candidate.

J. MODE OF PAYMENT (ONLINE MODE):

1. The application form is integrated with the Payment Gateway and the payment process can be completed by following the instructions.
2. The payment will be made by using Online Payment Modes only.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON TO AVOID DOUBLE CHARGE.
4. On successful completion of the transaction, an **"E-Receipt"** will be generated. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidate(s) are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
5. Candidate(s) are required to take a printout of the **E-Receipt** and **online Application Form** containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.

K. MODES OF SELECTION:-

1. Mode of selection will be as specified in Part-II of the advertisement.

2. The Council reserves the right to conduct written test for all posts or not to conduct any of the post with or without any prior notice.

3. Applicants are required to appear for a written/skill/proficiency/trade test, wherever required, to adjudge the basic knowledge as per the requirement of the post. Those applicants, who will qualify the written examination/skill/proficiency/trade or any other test applicable to that post, will be called for an interview/verification of original testimonials etc.

4. All the Level of posts require the candidate(s) to undergo Written/Skill Test/Interview as the case may be as per provision mentioned in the advertisement.
5. The provisional merit list shall be drawn on the basis of marks scored in CBT/Written Test as the case may be.

6. The Council reserves the right to increase/decrease the qualifying/final cut-off marks for shortlisting/final selection as the case may be.

7. Canvassing in any form will be treated as disqualification.

L. PROVISION FOR PwBD CANDIDATES:

1. Reservation for the Persons with Benchmark Disabilities (PwBD) has been ensured in accordance with the

provisions of Rights of Persons with Disabilities Act 2016 & the DEPwD notification no. 38-16/2020-DD-III dated 04th January 2021 and instructions issued by GOI from time to time in this regard.

2. A candidate who claims to belong to PwBD category as defined under section 2(r) of the RPWD Act 2016 should submit a copy of the certificate (as available in the detailed notification published on NCERT website) and UDID card issued by appropriate issuing authority as per rule on the prescribed in support of his / her claim.

3. **Important instruction:**

A. Functional Requirements for Posts - Compliance by PwBD Candidates: In accordance with the guidelines issued by the Ministry of Social Justice and Empowerment, Government of India, it is hereby notified that candidates falling under the Persons with Benchmark Disabilities (PwBD) category must ensure compliance with the functional requirements prescribed for the post(s) for which they intend to apply.

B. Verification of Functional Requirements: It shall be the responsibility of the PwBD candidates to confirm that they meet the functional requirements for the specific post(s) prior to applying.

C. Certification Requirement: Candidates who are shortlisted for the Final Stage of selection/ Interview / document verification shall be required to mandatorily produce a certificate issued by an appropriate Medical Authority. This certificate must substantiate that the candidate fulfills the functional requirements stipulated for the post(s) applied for.

D. Consequence of Non-compliance: Failure to adhere to the aforementioned requirements may render the candidate ineligible for the post(s) concerned, without prejudice to any other condition of eligibility or selection criteria.

4. The facility of SCRIBE will be governed in accordance with the guidelines issued vide OM No. F. NO. P-13013/75/2023-Policy-DD-III dated 01st August, 2025 and issued from time to time by Ministry of Social Justice and Empowerment "*Guidelines for conducting written examination for Persons with Benchmark Disability*". For engaging the Scribe, candidate(s) will have to indicate the same while filling ONLINE application form.

5. The facility of Scribe/Reader/Lab Assistant would be allowed to any person with benchmark disability as defined under section 2(r) of the RPWD Act 2016 and has limitation in writing including that of speed if so desired by him/her.

6. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

7. In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at PROFORMA-VI-D (as available in the detailed notification published on NCERT website).

8. A compensatory time of twenty minutes per hour shall be permitted for the PwBD candidates on production of disability certificate issued by the Competent Authority.

9. **Guidelines For Visually Impaired Candidate(S)**

a. Visually Impaired candidate(s) (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

b. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

M. Action against candidates found guilty of misconduct

a. At the time of CBT/written examination/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall/interview hall, wherever applicable, or resorting to any other unfair means in connection with her/his/others candidature for the selection; or obtaining support of her/his/others candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination/interview either permanently or for a specified period from any examination or selection of the Council.

b. If it is detected that any candidate has furnished any false information/particulars with regard to her/his/others qualification, category/caste and experience in the Application Form or in any document and/or mispresented/suppressed/concealed any material fact in the application form, for securing appointment in the Council, her/his/others service will be terminated forthwith during probation period or even after confirmation of the service in the Council AND Legal and disciplinary action will be initiated by NCERT against him.

N. GENERAL INSTRUCTIONS:

1. All the posts will be filled as per the Recruitment Rules of the Council. The qualification and other service conditions including age shall be such as prescribed by the NCERT from time to time.

2. Candidates must fulfil all the eligibility criteria as on the closing date of online submission of applications, failing which their candidature will be summarily rejected & application fee will be forfeited.

3. Applicants which do not meet the prescribed eligibility criteria given in the advertisement and/or incomplete applications are liable to be summarily rejected.

4. Applicant is required to make sure that his/her application is "Submitted Successfully" otherwise application will be treated as incomplete and summarily rejected.

5. Applicants should not furnish any particulars that are false, tampered, fabricated and should not hide or suppress any material/information/facts while submitting online application.

6. The number of posts advertised may vary, and the Council reserves the right to fill up or not to fill up some or all the posts advertised, if the circumstances so warrant.

7. The Council reserves the right to cancel any or all of the posts advertised at any stage with or without prior notice.

8. No TA/DA will be paid for attending the Written Examination/Trade Test/Skill Test/interview as the case may be.

9. The Council shall not be responsible for any delay/loss due to network issues, or any technical reasons.

10. The Council shall verify the antecedents or documents submitted by the applicant before offering the appointment letter/during the tenure of the service, and in case, it is detected at any stages that the documents submitted by the applicants are false or the applicants has suppressed relevant information, then her/his/others services shall be termination without prejudice to any other action initiate by the Council.

11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the Council reserves the right to modify/cancel/withdraw the candidature of applicants by issuing a communication to the applicant.

12. Final result of the selected candidates will be displayed on NCERT Website. The Council will not entertain any correspondence with the Candidate about their non-selection in the recruitment.
13. The Certificates other than Hindi or English need to be translated preferably in Hindi or English and the same submitted along-with the copy of the Certificate which is other than Hindi or English.

O. DETAILED INSTRUCTIONS FOR FILLING UP ONLINE APPLICATON FORM:

1. Before filling up the form, applicants are advised to carefully go through the detailed advertisement and instructions for filling-up the online form available on the www.ncert.nic.in website and confirm her/his/others eligibility with regard to qualification/experience/age and fee exemptions etc.
2. Go **to** www.ncert.nic.in **> Announcement > Vacancies > Non-Academic** for applying the on-line application.
3. All applicants except SC/ST/PWD/Ex-servicemen are required to pay application fee through online mode.
4. Fields with star (*) mark are mandatory and essential to be filled in by the applicant.
5. **The candidates should ensure that the photograph captured for uploading in application form is clear, without cap or spectacles, and with a full-frontal view. Applications with blurred photographs or signatures will be rejected summarily. The appearance of a candidate in the examination should be as per the photograph in the application form.**
6. Once the "Final Submit" button is clicked after verifying the entered data, a Unique Registration Number (URN) will be generated. Once the registration number is generated, no changes will be allowed by the web application. Please make sure to review your application carefully before submission.
7. Application will be rejected if more than one application is submitted by the same applicant for the same post.
8. After submission of on-line form, a confirmation page (Application form) will open having the information entered by the applicant with her/his/others Unique Registration Number (URN). Applicants are required to take print-out of this page keep the same copy for producing the same printout of filled-in online application form whenever asked to do so by the NCERT.
9. **The last date for filling online application is 16-01-2026 till 11:55 PM.**
10. The date of written examination/skill test/interview for the post (as the case may be) will be notified on the NCERT website. Applicants are to check the Council website www.ncert.nic.in regularly. Though separate emails / SMS may be sent to candidates for intimation of release of Admit Card but it will not be the responsibility of NCERT if candidate(s) do not receive the email / SMS. Therefore, candidates are advised to visit NCERT website i.e. www.ncert.nic.in regularly.
11. Applicants are required to furnish correct/exact email ID, mobile number (active) for further correspondence and alerts from time to time which should not be changed till the finalization of the selection process.
12. Applications received through online without complete information or without requisite fees shall be rejected.
13. No off-line applications would be entertained in any case.
14. For examination related matter, kindly visit NCERT website www.ncert.nic.in > Vacancies > Non-Academic.
15. The eligible and interested persons are required to apply on-line only on the link available at www.ncert.nic.in applications other than on-line mode will not be accepted.

For any difficulty in submitting online application, see FAQ for the same available with the brief details and applicant can also contact on phone No. 022-61087539 (For Technical solution). The contact number is available on Monday to Friday (9am-6pm)

NOTE : Any up-dation/correction/modification/providing any other information like syllabus etc. with regard to the posts would be uploaded on the NCERT website only and therefore the applicants are requested in their own interest to visit NCERT website www.ncert.nic.in frequently in this regard. NCERT shall not be responsible, if the information provided on NCERT is skipped by the applicant.

Sd/-
Under Secretary
Non-Academic, NCERT

PART-IV

PROFORMA - I

FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.

This is to certify that Shri/Smt./Kumari _____son / daughter of _____ resident of village/town _____ in District/Division in the _____State / Union Territory of _____ belongs to _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____dated _____ .

Shri/Smt./Kumari _____ and/or her/his/others family ordinarily reside(s) in _____ City _____ Tehsil _____ District / Division of the _____State/Union Territory.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08/09/1993 & as per Office Memorandum No. 36033/1/2013-Estt.(Res) dated 13/09/2017.

Date_____ **District Magistrate / Deputy Commissioner /**

Additional Deputy Commissioner

etc.

*-	The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC
**-	As amended from time to time
Note:	The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.
List of authorities empowered to issue Caste/Tribe Certificate Certificates:	
I.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
II.	Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
III.	Revenue Officers not below the rank of Tehsildar
IV.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.

NOTE-I :

a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
b. The authorities competent to issue Caste Certificate are indicated below:-

I. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
II. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
III. Revenue Officer not below the rank of Tehsildar
IV. Sub-Divisional Officer of the area where the candidate and/or his family resides

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

NOTE-III: The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per prescribed proforma issued by the competent authority on or before the Closing Date as stipulated in this Notice.

PROFORMA-II

FORMAT OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA)

This is to certify that Shri*/ Srimati/ Kumar…….. son/daughter* of ……..Village/Town …….. District/Division* ..... of the …… State/ Union Territory* belongs to the .....Caste*/Tribe which is recognized as a Scheduled
Caste / Scheduled Tribe under: -

*The Constitution Scheduled Castes Order 1950.
*The Constitution Scheduled Tribes Order 1950.
*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;
[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organization Act 1960, the Punjab Re- organization Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Reorganization) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment)Act 1976]
The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled *Tribes Orders (Amendment) Act, 1976
The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962
*The Constitution (Pondicherry) Scheduled Castes Orders,1964
*The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
*The Constitution (Sikkim) Scheduled Castes Order, 1978
*The Constitution (Sikkim) Scheduled Tribes Order, 1978
*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
*The Constitution (SC) Orders (Amendment) Act, 1990
*The Constitution (ST) Orders (Amendment) Ordinance Act,1991
*The Constitution (ST) Orders (Amendment) Ordinance Act,1996
*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
*The Constitution (Scheduled Castes) Orders (Second Amendment) Act,2002.
*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act,2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.
This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Srimati* …….. father/mother*of Shri/Srimati/Kumari…… of Village/
Town* ……..... in District/Division*.....of the State/Union Territory* who belongs to the Caste*/Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe in the Station/ Union Territory* issued by the .....dated ……

3. Shri/Srimati/Kumari* ……..…… and /or* her/his/others* family ordinarily resides in Village/Town* ..... District/ Division* of the State/ Union Territory* of.....

Place..... Signature.....
Date..... Designation.....
(with seal of Office)
State/ Union Territory.....
* Please delete the words which are not applicable. @ Please quote the specific presidential order.
% Delete the Paragraph, which is not applicable
Note: (a) The term "ordinarily reside(s)' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.
1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admin div islands).

PROFORMA-III

GOVERNMENT OF ……..
(NAME & ADDRESS OF THE AUTHORITY ISSUING THE CERTIFICATE)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No……..

Date……..……..

VALID FOR THE YEAR ……..

This is to certify that Shri/Smt./Kumari ……. son / daughter / wife of …….. permanent resident of …… Village / Street …… Post Office ……. District …….. in the State / Union Territory …… Pin Code ……. whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income* of her/his/others 'family*** is below ₹8 lakh (Rupees Eight Lakh only) for the financial year …….. His / her family does not own or possess any of the following assets***;

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ……. belongs to the …… caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent passport size attested photograph of the applicant

Signature with Seal of Office ……
Name ……
Designation ……

*Note: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, her/his/others parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

PROFORMA-IV

FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING AGE RELAXATION / APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-SERVICEMAN

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No..... Rank.....
Name …….. ..... whose date of birth is ..... has rendered service from …… to …… in Army / Navy / Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place: .....

Date: .....

Signature, Name and Designation of the Competent Authority**
SEAL

Delete the paragraph which is not applicable.

B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. …… Rank ……..…….. Name …… is serving in the Army/Navy/Air Force from …… .

2. He is due for release retirement on completion of his specific period of assignment on …….

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the Competent Authority**

SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No..... Rank..... Name ..... ……..... whose date of birth is ..... is serving in the Army/Navy/Air Force from .....

2. He has already completed his initial assignment of five years on …….. and is on extended assignment till ……..

3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the Competent Authority**

SEAL

**Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs.
Army - Military Secretary Branch, Army Hq, New Delhi
Navy - Directorate of Personnel, Naval Hq, New Delhi
Air Force - Directorate of Personnel Officers, Air Hq, New Delhi

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force.
Army - By various Regimental Record Offices
Navy - BABS, Mumbai
Air Force –Air Force Records, New Delhi

PROFORMA-V

DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES REGARDING CIVIL EMPLOYMENT BY AVAILING EX-SERVICEMEN QUOTA.

I understand that I shall not be eligible to be appointed to a vacancy reserved for Ex- Servicemen in regard to the recruitment covered by this notice, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex- servicemen.

I also hereby declare the following facts :-

a) I have not secured any civil employment by availing Ex- Servicemen quota, before attending for document verification for the posts of this notice.

b) I have availed Ex-Servicemen quota for securing civil employment and I have given self-declaration/undertaking to my employer about the details of application(s) for various vacancies notified in this notice for which I have applied for, before joining the civil employment. Certificate for submission of self- declaration/undertaking from the present Employer is enclosed.

(Strikeout whichever is not applicable)

Place: Signature:

Date:

Roll No : Name:

PROFORMA-VI-A

FORM-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested Photograph (Showing face only) of the Person with disability

Certificate No.:…… Date: ……

This is to certified that I have carefully examined

Shri/Smt/Kum…… son/ wife/ daughter of
Shri …… Date of Birth (DD/MM/YYYY) ……
Age …… Years, Male/Female……. Registration No. …… Permanent
Resident of House No ……..…….. Ward/Village/Street Post Office……
District…… State……, whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:
*Locomotor Disability
*Dwarfs
*Blindness
(Please tick as applicable)

(B) The diagnosis in her/his/others case is……..…….

(C) He / She has ……% (in figure)…….…….. percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/ her……. (part of body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:

Nature of Document	**Date of issue**	**Details of authority issuing signature**

Signature and Seal of Authorized Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued

PROFORMA – VI-B

FORM-VI
CERTIFICATE OF DISABILITY
(IN CASES OF MULTIPLE DISABILITIES)
[See rule 18(1) Rights of Persons with Disabilities Rules, 2017]
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested Photograph (Showing face only) of the Person with disability

Certificate No. ……..
Date : …….

1. This is to certify that we have carefully examined Shri/Smt/Kumari …….. Son/daughter/wife of Shri …….. date of birth ……..…… (DD/MM/YYYY). Age……. years, Male/Female…… Registration No. …… Permanent Resident of House No. …..…. Ward/Village/Street …… Post Office …… District …… State ……..., whose photograph is affixed above and are satisfied that:

(A) He / She is a case of **Multiple Disability.** Her/his/others extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1.	Locomotors Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental-illness			
16.	Chronic Neurological			
17.	Multiple Sclerosis			
18.	Parkinson's Disease			
19.	Hemophilia			
20.	Thalassemia			

21.	Sickle Cell disease			

(B) In the light of the above, her/his/others over all permanent physical impairment as per guidelines (tobe specified), is as follows:

In figures: ……..percent

In words

.....

percent

2. This condition is progressive/non-progressive/likely to improve/notlikelytoimprove.
3. Reassessment of disability is:
   i) Not necessary, Or
   ii) is recommended/after ……Year.....months, and therefore this certificate shall be valid till …… (DD/MM/YYYY)

   @ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence

Nature of Document	**Date of issue**	**Details of authority issuing signature**

5. Signature and seal of the Medical Authority

Name and seal of Member Name and seal of Member Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

PROFORMA-VI-C

FORM-VII

CERTIFICATE OF DISABILITY

(IN CASES OTHER THAN THOSE MENTIONED IN FORMS V AND VI)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport size attested photograph (showing face only) of the person with disability.

Certificate No. : ……..

Date :……

1. This is to certify that we have carefully examined Shri / Smt / Ms. …….. , son / wife/ daughter of Shri ……., Date of Birth ……. (DD/MM/YYYY) ……, Age …… years, Male/Female ……, Registration Number ……. Permanent resident of House No. ……..… ward/village/street …… Post Office ……. District ……. State ……, whose photograph is affixed above and I am satisfied that he/she is a case of _____ Disability. Her / his / others extent of permanent physical impairment / disability has been evaluated as per guidelines (_____ number and date of issues of the guidelines to be specified) and is shown against the relevant disability in the table below :-

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision / Blindness	#		
7	Deaf	*		
8	Hard of Hearing	*		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strikeout the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i) Not necessary, or

ii) is recommended/after ……Year ……months, and therefore this certificate shall be valid till…… (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs;

e.g. Single eye/both eyes;

*e.g. Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence

Nature of Document	**Date of issue**	**Details of authority issuing signature**

(Authorized Signatory of Notified Medical Authority
(Name & Seal)

Countersigned
{Countersigned & Seal of the Chief Medical Officer/
Medical Superintendent / Head of Government Hospital,
In case the Certificate is issued by a Medical Authority
Who is not a Government Servant (with Seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued

Note : In case this certificate is issued by a Medical Authority, who is not a Government Servant, it shall be valid only if Countersigned by the Chief Medical Officer of the District.

PROFORMA-VI-D

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINE TO WRITE

This is to certify that, I have examined Mr / Ms / Mrs……. .....(name of the candidate with disability), a person with …… (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o..... a resident of …… …… …….. (Village /District/State) and to state that he / she has physical limitation which hampers her/his/others writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of
a Government health care institution

Name & Designation
Name of Government Hospital / health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream / disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist / PMR).

PROFORMA-VII

UNDERTAKING

(For employees of NCERT)

I, Sh/Smt/Ms ……..... son / daughter / wife of ……..……, is an employee of NCERT, bearing employee code no. …….. (copy of employee ID card is enclosed) currently posted at …….. (Section & Name of constituent unit of NCERT where currently posted) hereby undertake that I have not availed one-time age relaxation being an employee of NCERT earlier for any of my previous appointment(s) in NCERT or its constituent units under previous advertisements published by NCERT or any of its constituent units.

I understand that in case the above information is found incorrect, my candidature for all the posts applied by me under this advertisement may be treated as cancelled at any stage of the recruitment and disciplinary proceedings may be initiated against me.

Date : ……..

Place ……

Signature ……

Name (in Alphabets) ……..……

Designation ……

PROFORMA-VIII

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: Candidates Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy / candidates with loco motor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.

PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cmx 4.5cm (The colour photograph should not be more than 3 months old.

1. Name of the Candidate.....
2. Roll No.....
3. Name of Center.....
4. Qualification of Candidate .....
5. Disability Type .....
6. Name of the.....
7. Date of Birth of the Scribe .....
8. Father's Name of the Scribe.....
9. Address of the Scribe:
   (a) Permanent Address .....
   (b) Present Address.....
10. Educational Qualification of the Scribe .....
11. Relationship, if any, of the Scribe to the Candidate.....

12. DECLARATION:

i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the NCERT regarding conduct of the candidates assisted by Scribe/Scribes at this examination and here by undertake to abide by them.

ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.

iii) We declare that the Scribe herself / himself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.

iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate) (Signature of the Scribe)

Left thumb impression of the Candidate in the box given above

Left thumb impression of the Scribe in the box given above

Signature of the Invigilator

PROFORMA-IX

Dated:-

Name of Organization -

Address of the Organization -

This is to certify that Shri/ Ms……S/o, D/o, W/o Shri…….. was/is an employee of this Organization / Department / Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	From dd/mm/yy	To Dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Permanent,	Department/Specialty/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay Scale and last salary drawn	Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet) (in case of Medical posts, please mention field of specialization)		Place of posting		Worked at Supervisory level/middle management level/head of branch
(7)	(8)		(9)		(10)

1. It is certified that above facts and figures are true and based on service records available in our organization / Department / Ministry.

PROFORMA - X

Letter of Undertaking by the persons with disabilities as defined under section 2(s) of RPwD Act 2016 using the services of scribe/reader/lab assistant during written examinations conducted by various authorities as specified in the Guidelines.

I _____, a candidate with _____(nature of disability/condition) appearing for the _____(name of the examination) bearing Roll No. _____at (name of the centre) in the District _____, (name of the State).My educational qualification is _____.

2. I do hereby state that _____(name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforementioned examination. I further declare that there is no conflict of interest of any kind that may affect the impartiality of the examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently, it is found that his qualification is not as declared by the undersigned and is beyond the specified qualification for the examination mentioned in the extant guidelines, I shall forfeit my right to the post/position/academic seat I am competing for and claims relating thereto.

(Signature of the candidate)

(counter-signature by the parent/ guardian, if the candidate is minor)

Place:

Date: