

Date: 08-04-2019

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

**Subject: Prepare a Panel to recruit Computer Typists in PAC approved programmes of NIE Deptts./Divs./Cells for 2019-20- reg.**

The Planning and Monitoring Division, NCERT, New Delhi will conduct a **skill test** to prepare a panel to recruit Computer Typist (Bi-lingual) on contractual basis for a period of about 11 months (till 31<sup>st</sup> March 2020) to engage in PAC approved programmes for 2019-20. Eligible candidates interested in the post may apply online at e-mail **ppmedncert@gmail.com** by submitting application in the prescribed format latest **by 15<sup>th</sup> April 2019**. The format is attached with this advertisement and also available in the NCERT website: [www.ncert.nic.in](http://www.ncert.nic.in). Applicants shall be intimated the date and time of skill test in their mobile/ e-mail a week before the commencement of skill test scheduled from 23rd April 2019 onwards to appear for skill test along with testimonials in originals and a set of self attested photocopies of the same on **23rd April 2019**. **For skill test applicants are advised to assemble in the NIE Auditorium (above State Bank of India), NCERT, Sri Aurobindo Marg, New Delhi - 110016** on the date of skill test of registration and verification of documents.

Details of the requirement for the post are as under:

<b>Essential Qualifications</b>	1. 12 <sup>th</sup> Pass or equivalent examination from a recognized Central / State Boards 2. Knowledge of Computer Application and Knowledge of typing (bi-lingual) 3. Typing Speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on Computer which corresponds 10500 KDPH / 9000 KDPH on an average of 5 key depression for each word
<b>Desirable</b>	1. Minimum one year experience of doing Computer Typing work 2. Proficient in MS OFFICE Application
<b>Tenure</b>	Upto 31 <sup>st</sup> March 2020
<b>Remuneration</b>	As per Govt. of NCT, Delhi wages rates
<b>Job Requirement</b>	Type setting of the project/programme related material assigned in the Deptts. / Divs. / Cells.

- It is the responsibility of the candidate to ensure that she/ he fulfill eligibility conditions by possessing essential qualifications.
- Appointment is purely temporary.
- No TA / DA will be paid for appearing in skill test by NCERT.
- If large number of candidates applies for the post, the skill test might go beyond the day specified for skill test.
- Registration for skill test shall be open up to 1.00 p.m. on 23rd April 2019 only at NIE Auditorium, NCERT, New Delhi.
- In the skill test, the proficiency of the candidate will be assessed in typing on Computer with a speed of 35 w.p.m. in English and 30 w.p.m. in Hindi (which corresponds 10500 KDPH / 9000 KDPH on an average of 5 key depression for each word).

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

# Application Format

## Computer Typist English/Hindi (Bi-Lingual)

### Post Applied:

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

### Educational Qualifications

S.No.	Examinations	Name of the Boards/ University	% 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