



EDUCATIONAL SURVEY DIVISION

National Council of Educational Research and Training

Sri Aurobindo Marg, New Delhi-110016.

No.F. 4-49/Project Staff/ESD/2016-17/ESD/ 2618

Dated: August 03, 2016

Walk-in Interview

Sub.: Engagement of Project Staff on contract basis.

NCERT is in the process to engage project staff on contract basis under the National Achievement Survey Class X(Cycle-2) under RMSA. Interested applicants may attend Walk-in-Interview with their applications in the prescribed format only, downloadable from NCERT website along with the original testimonials (photocopy(s) self attested) for the following contractual posts for a period specified below. For posts mentioned at Sr. No.5, 6 and 8, a technical test will be conducted and followed by an Interview at Educational Survey Division (ESD), Room No.14, 4th Floor, Zakir Hussain Block, NCERT, Sri Aurobindo Marg, New Delhi-110016.

1. SENIOR CONSULTANT	(01) One
Essential Qualification	(a) Post Graduation in Science/Statistics/ Mathematics/ Social Studies/Commerce/Education with qualifications as per UGC Guidelines for Assistant Professor at entry level. (b) Five-year experience in the relevant field.
Desirable	(a) Ph.D in relevant subject (b) Five Years Experience in field of Education. (c) Working knowledge of Excel, SPSS and other software
Job Requirement	Coordinating various activities like Data Management, Analysis of Data and Preparation of Reports.
Salary	Rs.60,000/- pm (consolidated)
Duration	One year (extendable for another year)
2. CONSULTANT	(01) one
Essential Qualification	Post Graduation in Science/Statistics/Mathematics/ Social Studies/Commerce/Education with qualifications as per UGC Guidelines for Assistant Professor at entry level.
Desirable	(a) Experience in field of Education, Assessment/Survey Activities. (b) Working knowledge of Excel, SPSS and other software used in Data Analysis.
Job Requirement	Coordinating various activities like Data Management, Analysis of Data and Preparation of Reports.
Salary	Rs. 45,000/- p.m. (Consolidated)
Duration	One year (extendable for another year)

3. SYSTEM ANALYST	(01) One
Essential Qualification	(a) Post Graduation in Statistics/Mathematics/Commerce/Economics/ Education/Computer Science/MCA or equivalent, with minimum 55% marks OR Graduate with 55% marks or equivalent and PG Diploma in computer applications with 55% marks. (b) Three years experience as system analyst in analysis of survey data & data management / data analysis.
Desirable	Working knowledge of SPSS, Bilog and other software of analysis and knowledge of IRT,
Job Requirement	Survey sampling, data management and processing, data tabulation, data analysis and storage/retrieval of achievement survey data
Salary	Rs. 30,000/- p.m. (Consolidated)
Duration	One year (extendable for another year)
4. SURVEY ASSOCIATE	(02) Two
Essential Qualification	(a) Post-Graduation in Science/Statistics/Maths/Education/ Commerce/ Economics with at least 55% marks or equivalent. (b) Two years experience in tool development, monitoring survey activities and data collection.
Desirable	(a) Working knowledge of data analysis software (b) Ph.D / NET in relevant discipline
Job Requirement	To assist in survey activities and coordination in field activities, processing of data and helping in preparation of report etc.
Salary	Rs. 30,000/- p.m. (Consolidated)
Duration	One year (extendable for another year)
5. COMPUTER ASSISTANT	(01) One
Essential Qualification	(a) Graduation in any discipline. (b) Proficiency in software like: MS Excel, FoxPro, Equation Editor, MS-Word and working knowledge of CorelDraw, PageMaker, InDesign etc.
Desirable	English & Hindi typing with creation of figures, graphs, tables, etc.
Job Requirement	To assist System Analyst in data tabulation, creation of charts/ graphs and other documents.
Salary	Rs.20,000/- p.m. (Consolidated)
Duration	One year (extendable for another year)
6. Senior Graphic Designer-Cum-Visualizer	(01) one
Essential Qualification	(a) Graduate in any discipline. Diploma in Computer Application with 55% marks or equivalent and proficiency in CorelDraw, Adobe PageMaker, Photoshop, Illustrator, InDesign, MS Excel, Equation Editor, MS-Word etc. (b) Five years experience in graphic designing, high level creativity in the field with practical knowhow (e.g. working experience in an advertising agency/publication house).
Desirable	1. Conceptual clarity of layout, typography, color skills, creating page layouts and title treatments. 2. Working knowledge in creating digital files upto pre-press activities.
Job Requirement	Planning, layout, cover design of the instruments, reports, making creative presentation, advertisements, folder, handouts and finalization of reports and other documents.
Salary	Rs.30,000/- p.m. (Consolidated)
Duration	One year (extendable for another year)

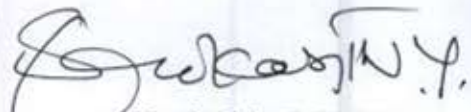
7. ASSISTANT PROGRAMME MANAGER		(01) One
Essential Qualification	(a) Graduate in any discipline (b) 2 years experience in managing programme activity and funds.	
Desirable	(a) Good Knowledge of noting and drafting letter in English and Hindi etc. (b) Knowledge of handling accounts. (c) Working knowledge of computers	
Job Requirement	To assist in organization of programmes, drafting notes and letters, look after accounts of the programmes	
Salary	Rs. 25,000/- p.m. (Consolidated)	
Duration	One year (extendable for another year)	
8. D.T.P. OPERATOR		(01) One
Essential Qualification	(a) Graduate in any discipline (b) Proficiency in Database softwares, CoralDraw, PageMaker, Photoshop, InDesign, Equation Editor and MS-Office, Proficiency in working in English and Hindi both. (c) Two years working experience as a DTP operator in a reputed organization	
Desirable	(a) Typing Speed: English (40 wpm) & Hindi typing (30 wpm) (b) Image editing, making maps & graphs/charts.	
Job Requirement	To assist Sr. Graphic Designer in creating various documents for printing, data tabulation, creation of charts/graphs and other documents. To do data entry and typesetting.	
Salary	Rs.23,000/- p.m. (Consolidated) for NAS	
Duration	One year (extendable for another year)	
9. PROJECT HELPER		(01)one
Essential Qualification	Matriculation	
Desirable	Two years working experience in major projects	
Job Requirement	To do miscellaneous jobs in the office	
Salary	Payment will be made as per rates notified by the Delhi Govt. from time to time.	
Duration	One year (extendable for another year)	

SCHEDULE OF WALK-IN-INTERVIEW

S.No.	Post	Date of Interview	Time	Venue
1.	Senior Consultant	23.8.2016	9.30 A.M.	Room No.14, 4 th Floor,Zakir Hussain Block, Educational Survey Division, NCERT, Sri Aurbindo Marg, New Delhi-16
2.	Consultant	23.8.2016	9.30 A.M.	
3.	System Analyst	24.8.2016	9.30 A.M.	
4.	Survey Associate	29.8.2016	9.30 A.M.	
5.	Assistant Programme Manager	30.8.2016	9.30 A.M.	
6.	Senior Graphic Designer-cum-Visualizer	05.9.2016	9.30 A.M.	
7.	Computer Assistant	06.9.2016	9.30 A.M.	
8.	D.T.P. Operator	07.9.2016	9.30 A.M.	
9.	Project Helper	08-09-2016	9.30 A.M.	

Note: 1. Applicants are requested to check eligibility conditions carefully.

2. Applicants are allowed to register for interview by 11.00 a.m. only.


 Head of the Division
 प्रो. वाई. श्रीकांत / Prof. Y. Srekanth
 प्रधानाध्यक्ष, शैक्षिक सर्वेक्षण विभाग / Head, Educational Survey Division
 राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
 National Council of Educational Research and Training
 चौथा ब्लॉक, जाकिर हुसैन खंड / 4th Floor, Z.H. Block
 श्री अरविंदो मार्ग 7 Sri Aurobindo Marg
 नई दिल्ली-110 016 / New Delhi-110016

Copy for information and necessary action to: -

1. The Sub-regional Employment Officer, Delhi Administration, Sector-IV, R.K. Puram, New Delhi.
2. Directorate of Employment Information and Guidance Bureau, Delhi University, Delhi-110007.
3. The Sub-regional Employment Information and Guidance Bureau, Jamia Millia Islamia, New Delhi-25.
4. Employment Information and Guidance Bureau, Jawaharlal Nehru University (JNU), New Delhi.
5. All Heads of the Department / Units / Cells of NCERT, New Delhi.
6. Director, SCERT – Delhi and Gurgaon.
7. V.C., NUEPA, New Delhi.
8. Principal, CIE, Delhi University, Delhi-110007.
9. Dean, Faculty of Social Sciences, Delhi University, Delhi-110007.
10. Delhi School of Economics, Delhi University, Delhi-110007.
11. Library, NCERT, Sri Aurobindo Marg, New Delhi-110016.
12. Dean School of Social Sciences, JNU, New Delhi-110069.
13. Dean, School of Languages, J.N.U., New Delhi-110069.
14. Dean, Delhi School of Social Work, University of Delhi, Delhi-110007.
15. Director General, Institute of Applied Manpower Research, Sector A-7, Plot No.25, Institutional Area, Delhi-110040.
16. Director, Indian Statistical Institute, 7 S.J.S. Sansanwal Marg, New Delhi 110016.
17. Director, Indian Statistical Institute, 203 Barrackpore Trunk Road, Kolkata-700108.
18. Department of Computer Science (Faculty of Mathematical Sciences), 1st Floor, New Academic Block, University of Delhi, Delhi-110007
19. Notice Boards.



Head of the Division

प्रो. वाई. श्रीकांत / Prof. Y. Sreekanth

प्रमाणभार, शैक्षिक सर्वेक्षण प्रभाग / Head, Educational Survey Division

राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्,

National Council of Educational Research and Training

चौथा मंज, आकिर हुसैन खंड / 4th Floor, Z.H. Block

श्री अरविंदो मार्ग / Sri Aurobindo Marg

नई दिल्ली-110 016 / New Delhi-110016

PROFORMA

EDUCATIONAL SURVEY DIVISION

National Council of Educational Research and Training

Sri Aurobindo Marg, New Delhi-110016.

No.F. 4-49/Project Staff/ESD/2016-17/ESD/2618

Dated _____

Post Applied for: _____
Full Name (in Capital Letters): _____
Father's / Mother's Name: _____
Date of Birth (DD-MM-YYYY): _____
Mailing Address: _____
E-mail: _____
Phone / Mobile Number: _____

Educational / Professional Qualification *(attach extra sheet if needed)*

Sl. No.	Examination	Name of Board/University	% of Marks	Subjects taken	Year of Passing/award
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Professional Experience *(in NCERT or other organizations, attach extra sheet if needed.)*

Sl. No.	Post held Organisation	Area of Specialization/software skills	Key Responsibilities	Period
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Please mention any other information relevant to the post not covered above. (Attach extra sheet if needed)

Dated: _____

Place: _____

Encls.: _____

(Candidate's Signature)