F. No. 12-10/2024-25/PD/SW
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi – 110 016
(Publication Division)

Dated: 22 October, 2025

NOTIFICATION

Subject: Engagement of 04 Nos. of Marketing Executive in Publication Division, NCERT on contract basis: Reg.

Publication Division, NCERT invites applications for engagement of 04 (UR:03, OBC:01] Marketing Executive purely on contract basis, initially for a period of one year or till the posts are filled up on regular basis, whichever is earlier. The details regarding eligibility criteria, terms of references, etc. are as under:

Eligibility Criteria/ Experience		**Essential:** • Degree from a recognized University • Having at least 03 years' experience in sales and sales promotion in a reputed publishing organization **Desirable:** • Diploma in Sales/Marketing/Business Administration • Working knowledge of computer
Age Limit		Maximum 30 Years as on the last date of receipt of applications. Age relaxation will be applicable as per Govt. of India instructions.
Remuneration		₹ 55,000/- per month (Consolidated)

Interested applicants who fulfill all the above eligibility criteria/experience and willing to accept the terms and conditions may send their completed application form as per format in **Annexure-I** along with self-attested copies of educational/technical/experience certificates and other documents in support of their candidature in a sealed cover **superscribed "Application for the Post of Marketing Executive"** addressed to "The Administrative Officer, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi 110016". Applications received without copies of educational/technical/experience certificates etc. shall summarily be rejected

Last Date for submission of Application is within 15 days of publication of advertisement in Newspaper. Applications received after the due date shall summarily be rejected. This office will not be responsible for any postal delay. Shortlisted candidates will be required to appear in the computer based skill test/written test as and when informed. No TA/DA will be paid for appearing in the test or for joining the post.

TERMS & CONDITIONS:

1. The appointment is purely on contract basis for a period of one year or till the regular incumbent joins or till further orders, whichever is the earliest, with effect from the date of joining. However, the engagement period may also be extended subject to review at the sole discretion of the competent authority and requirement of the Council.

2. The appointment can be terminated by the Council at any time without assigning any reason thereof. However, the appointee will have to give 15 days' advance notice before resigning from the engagement otherwise remuneration will be proportionately deducted in case of short period notice.

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3. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Govt. servants appointed on regular basis.

4. The appointee will not be granted any claim or right for regular appointment to any post.

5. The appointee shall be on the whole-time appointment of the Council and shall not accept any other appointment, paid or otherwise.

6. The appointee may be called to the office on Saturdays, Sundays or any other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigency of works. No extra allowances will be permissible for the same.

7. No TA/DA shall be admissible for attending the interview/written test or for taking up the appointment.

8. Paid leave of absence may be allowed at the rate of 2.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed/carried forward. Also, no payment in lieu of un-utilized leaves will be paid at the time of expiry of contract.

9. The Income Tax or any other tax will be deducted at source as per Government instructions. .

10. If any declaration given or information furnished by the candidate proves to be false or if he/she is found to have wilfully suppressed any material information, he /she will be liable for removal from engagement/service and such other action as Council may deem necessary.

Other General Information:

Only shortlisted candidates will be called for written/skill test.

The competent authority in the Council reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.

Canvassing in any form will be treated as disqualification.

No correspondence will be entertained as regards short-listing, calling for interview, written/skill test, selection or engagement.

The number of vacancies is tentative and may vary depending upon the requirement of Council.

Candidates may regularly visit the website **https://ncert.nic.in/** for further information/updates.

Candidature is liable to be rejected at any stage of the recruitment process if any information provided by the candidate is found to be false and incorrect.

The selected candidate will be offered engagement purely on contract basis. The selected candidate will not have any right to seek regularization in the Council.

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The NCERT reserves its right to increase or decrease the number of pots or not to fill up any of the posts advertised without assigning any reason whatsoever. No correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.

Cut-off date for Age/Experience shall be the last date for submission of application.

Candidates whose degree is awaited please do not apply.

The selected candidates will be required to join immediately.

Head, Publication Division

Copy to:

1. Website of NCERT : **www.ncert.nic.in**
2. Employment Officer, District Employment Exchange, Delhi Govt., Sector-4, R.K. Puram, New Delhi – 110 022
3. Director, National Book Trust, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070
4. Director, A.J.K. Mass Communication Research Centre, Jamia Millia Islamia, Maulana Mohammad Ali Jauhar Marg, New Delhi – 110 025
5. Director, Indian Institute of Mass Communication (IIMS), JNU New Campus, Aruna Asaf Ali Marg, New Delhi – 110 067
6. Registrar, Jawahar Lal Nehru University, New Mehrauli Road, Munirka, New Delhi – 110 067
7. Registrar, Jamia Millia Islamia, Jamia Nagar, New Delhi – 110 025
8. Registrar, IGNOU, Maidan Garhi, New Delhi – 110 068
9. Registrar, University of Delhi, Benito Juarez Marg, South Campus, South Moti Bagh, New Delhi – 110 021
10. Registrar, Dr. B.R. Ambedkar University Delhi, Lothain Road, Kashmiri Gate, Delhi – 110 006
11. Joint Director, PSSCIVE, Shyamla Hills, Bhopal – 462 002, Madhya Pradesh
12. Principal, Regional Institute of Education (NCERT), Shyamla Hills, Bhopal – 462 002, Madhya Pradesh
13. Principal, Regional Institute of Education (NCERT), Capt. D.P. Choudhary Marg, Ajmer – 305 004, Rajasthan
14. Principal, Regional Institute of Education (NCERT), Manasagangothri, Mysuru – 570 006, Karnataka
15. Principal, Regional Institute of Education (NCERT), Sachivalaya Marg, Bhubaneswar – 751 022, Odisha
16. Principal, North East Regional Institute of Education (NCERT), Umiam Ri-Bhoi District, Meghalaya – 793 103
17. All HODs of NIE, NCERT, New Delhi
18. All Notice Boards

Annexure-I

Application for engagement of Marketing Executive on contractual basis

[All details should be filled in block letters only]

Recent Passport Size Photograph

1. Full Name (in Block letters) :
2. Father's Name :
3. Date of Birth :
4. Age as on last date of receipt of applications : ……..Years…….Months……..Days
5. Contact Details : E-mail:

   Mobile No.:
6. Address for correspondence :

7. Educational/Technical Qualification (A separate sheet may be annexed, if required):

Class/Course	School/College/ University	Year of passing	Main subjects	Grade or % of marks obtained

8. Brief particulars of experience (A separate sheet may be annexed, if required):

Name & address of Orgn.	Period		Post held	Duties allotted
	From	To		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of my information being found false OR incorrect/incomplete or ineligibility being declared at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Publication Division, NCERT. I have read the circular and ready to accept all the terms and conditions for this contractual engagement.

Place:
Date:

Signature of the applicant