

No.F.9-2/2025-26/DEAA/Consultant/KU
Department of Education in Arts and Aesthetics
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi -110 016.

20th May 2025

Subject: Walk-in-interview for the Engagement of **02 (two) Consultant (Administrative-cum - Financial)** purely on contract basis.

The Department of Education in Arts and Aesthetics, NCERT will hold a walk-in-Interview on 20th June, 2025 at 11:00 a.m. onward to recruit **02 (two) Consultant (Administrative-cum-Financial)** on temporary basis under the DoSE&L, MoE sponsored project "Kala Utsav 2025-26". The criterion is as under:

S. No	Particulars	Essential Qualifications
1.	<p>Consultant (Administration – cum – Financial) Remuneration: Rs. 80,000/- p.m (Consolidated and fixed)</p> <p>Date of Interview- 20th June, 2025 at 11:00 a.m</p> <p>Venue : Room No. 201, 2nd Floor, G.B.Pant Block, NCERT, New Delhi- 110 016</p> <p>Period – up to March 31, 2026</p> <p>Age limit: Not more than 45 years/ not more than 65 years in case of retired person from government organization (Relaxation as per GOI norms)</p>	<p>Essential Qualifications: Education</p> <ul style="list-style-type: none">• Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in any subject from an Indian University, or an equivalent degree from an accredited Indian/Foreign University. <p>Experience:</p> <ul style="list-style-type: none">• Minimum 5 years of experience working in administration/finance at the level of Under Secretary/Deputy Secretary in any government/autonomous organization/PSUs <p>Desirable Qualification:</p> <ul style="list-style-type: none">• Working knowledge of computer (MS Office)• Good communication skills for correspondence with Govt. Departments and Ministries• Maintaining data and records of administrative nature

The walk-in-interview will be held on **20th June, 2025 at 11:00 a.m.** in the Department of Education in Arts & Aesthetics (DEAA), Room No. 201, 2nd Floor, G.B. Pant Block, NCERT, Shri Aurobindo Marg, New Delhi – 110016.

The registration of eligible candidates will be done from **9:30 a.m to upto 11:00 a.m.** only in the office of DEAA. **No candidates will be entertained after 10:30 a.m.** Candidates must bring their bio-data along with self-attested photocopies of each certificate, one photographs and other related document at the time of interview. Candidates are also requested to bring the original certificates/ testimonials for verification at the time of interview.

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29/5/25
HP Dity
29/5/25
Dr. Rajesh D
29/5/25
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Notes:

1. It is the responsibility of the candidates to ensure that they fulfil the eligibility conditions in terms of educational qualifications, experience etc.
2. Bring the copy of your bio data in the format given in the advertisement.
3. Candidates must bring their Resume/Bio-data along with original certificates, self-attested photocopy of each certificate/document and other related documents at the time of interview.
4. The candidate who claims the required experience for the particular position (having consolidated remuneration of Rs. 40,000/- and above), i.e. for the post of **Consultant (Academic)** shall essentially submit, at the time of interview, an attested copy of the salary slip/bank statement/ITR where the experience forms as one of the essential conditions.
5. Time spent by candidate pursuing M.Phil and/or Ph.D degree shall not count as teaching or research experience for the purpose of eligibility for engagement/employment.
6. The post is purely temporary and the candidate will be engaged on full time basis during the tenure.
7. No TA/DA will be paid for attending the interview by NCERT.
8. The selected candidates may be required to join immediately.
9. All expenses for field/ research work will be borne by the NCERT as per its norms.
10. The selected candidates have to produce their original certificates, mark sheets etc. at the time of joining.
11. Candidates should bring along with them their written or published work if any.

Jyotsna

(Prof. Jyotsna Tiwari)
Head of the Department

Copy to:

1. PS to Director
2. PS to Joint Director
3. PS to Secretary
4. PS to Joint Director, CIET
5. All Departments/Units of the NCERT
6. Head, DICT, CIET for uploading on the NCERT website.
7. The Sub-Regional Employment Officer, Delhi Administration, Directorate of Employment Information and Guidance Bureau, JNU, New Delhi - 110 067 dr-admn@mail.jnu.ac.in
8. Director, SCERT, Defence Colony, New Delhi. scertdelhi.nic.in
9. Registrar, NIEPA, 17-B, NIE Campus, New Delhi. jp@nuepa.org
10. Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi-75. ga@ipu.ac.in
11. Registrar, Department of Music & Fine Arts, Delhi University, Delhi 110007
12. Dr. B.R.Ambedkar University, Kashmere Gate Campus, Lothian Road, Kashmere Gate, Delhi-110006 [nfo\[at\]aud\[dot\]ac\[dot\]in](mailto:nfo[at]aud[dot]ac[dot]in)
13. Director, SOPVA, Maidan Garhi, New Delhi - 110068.
14. Registrar, Jamia Millia Islamia, Jamia Nagar New Delhi - 110025
15. Secretary, IGNCa, 1, C. V. Mess, Janpath, New Delhi - 110001 ms@ignca.nic.in, msignca@yahoo.com

विभागाध्यक्ष/HEAD

क.स.सि.वि./D.E.A.A.

रा.स.अ.प्र.प./N.C.E.R.T.

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18. Director, National Bal Bhavan, Kotla Road, New Delhi - 110002
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19. Addl. Commissioner (Admin) Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed
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20. Director, CCRT, Central for Cultural Resources and Training, Plot No.15A, Sector-7,
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21. Secretary, NCTE Hans Bhawan. Wins II. 1, Bahadur Shah Zafar Marg, New Delhi - I 10 002.
ms@ncte-india.org
22. Quality Council of India,2nd Floor,Institution of Engineers Building, 2-Bahadur ShahZafar
Marg, New Delhi - I 10002, info@qcin.org, n7d

Department of Education in Arts and Aesthetics
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Dated:.....

Post applied for					
Full Name (in Capital letters)					
Date of Birth (DD/MM/YYYY)					
Mailing address					
E-mail					
Phone/Mobile Number					
Educational/Professional Qualifications (attach extra sheet, if required)					
S. No.	Examination	Name of the board/university	% of marks	Subjects taken	Year of passing/awards
1.					
2.					
3.					
4.					
5.					

Professional experiences (in NCERT or other organizations, attach extra sheets, if needed)				
S. No.	Post held in organization	Area of specialization/software skills	Key responsibilities	Period
1.				
2.				
3.				
4.				
5.				

Please mention any other information relevant to the post not covered above. (attach extra sheets, if needed)

Place:.....

Signature