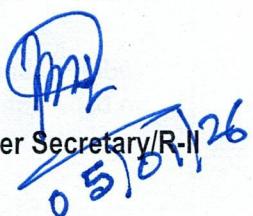F.No. 2-2/2025-R-II/Vol.-I 8508

National Council of Educational Research and Training

Sri Aurobindo Marg, New Delhi-110016

(R-II Section)
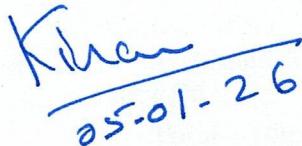
Dated: 5th January, 2026

Sub: **Uploading Scheme & Syllabus and, Breakup of number of questions of Non-Academic Direct Recruitment 2025.**

Kindly find enclosed herewith the Scheme & Syllabus and, Breakup of number of questions of Non-Academic Direct Recruitment 2025 for uploading on the main page & also at Announcement > Vacancy > Non-Academic page of the NCERT Website. Soft copy has also been sent on email ID i.e. dceta.ncert@nic.in.

Under Secretary/R-II
05/01/26

Deputy Secretary/R-II

05-01-26

Joint Director, CIET

Head/DICT, CIET

Break up of number of questions of the Syllabus & Scheme

Post Code	Name of the Post	No. of Questions (Section – A)	No. of Questions (Section – B)
05	Assistant Engineer Gr. A	General English - 25 Comprehension - 25 General Awareness - 25 Current Affairs - 25 **Total – 100 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
06	Assistant Public Relation Officer	General English - 25 Comprehension - 25 General Awareness - 25 Current Affairs - 25 **Total – 100 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
07	Senior Accountant	General English - 10 General Knowledge - 10 Logical Reasoning / Quantitative Aptitude - 20 Computer Knowledge - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
08	Junior Hindi Translator	General Awareness - 15 Current Affairs - 15 General English - 35 सामान्य हिंदी - 35 **Total – 100 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
09	Junior Accountant	General English - 10 General Knowledge - 10 Logical Reasoning / Quantitative Aptitude - 20 Computer Knowledge - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
10	Store Officer	General English - 20 Comprehension - 15 General Awareness - 20 Current Affairs - 20 **Total – 75 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
11	Production Assistant	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
12	Professional Assistant	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
13	Cameraman Grade II	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.

14	Engineering Assistant	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
15	Script Writer	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
17	Technician Gr. I	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
18	Audio Radio Producer Gr. III	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
20	TV Producer Gr. III	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
21	Semi Professional Assistant	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
22	Senior Proof Reader (English)	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
23	Storekeeper Gr. I	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
24	Computer Operator Gr. III	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
28	Storekeeper Gr. II	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
29-40	Laboratory Assistant	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.

41	Lower Division Clerk	General English - 15 Comprehension - 10 General Awareness - 15 Current Affairs - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.
42	Senior Library Attendant	General English - 15 General Knowledge - 15 Logical Reasoning - 10 Computer Knowledge - 10 **Total – 50 Questions**	As per Scheme and Syllabus which is already uploaded on NCERT's website.

Note:- The weightage of marks may slightly vary depending on circumstances.

National Council of Educational Research and Training (NCERT)
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Syllabus for the post of Superintending Engineer

- Analogue and Digital Communication Systems
- Optical Fiber Communication Systems
- Microprocessor and Microcontroller Systems and Applications
- Fundamentals of Electronics and Semiconductor Devices and Applications
- Electronic Instrumentation
- Digital Signal Processing
- Satellite Communication
- Wireless and mobile Communication
- Microwave Theory & Applications
- Information Theory & Coding
- Internet & Web Technology & Application
- Cyber & System Security
- Computer Graphics & Animation
- Information Storage & Management
- Artificial Intelligence and Machine Learning

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
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Syllabus for the Post of Production Officer

- Prepress: Layout and Design- Typesetting, Fonts- size, illustrations, Design- Technical terms (bleed, gutter, margin, pagination, folio etc.), Page Layout, House Style and designing, Page Size and print area, factors of readability, Designing of Book Cover- Jacket-Paperback and Hard Bound. Proof Reading symbols- Impositions methods, Color Separation, Various software used for DTP, Digital Books (PDF, Flipbook, ePubs) embedding QR Codes into book chapters, Photoshop, Indesign and Coral Draw etc., Preparing an estimate of the size of the book and determining the probable number of pages and the paper requirements.

- Press: Printing Technology, Different Types of Printing Processes, Detailed knowledge of Offset Printing, Plate making- different types, latest technique STP & STCP, Kinds of plates, Methods of Printing- Sheet Fed, Web Fed printing and Heat set printing, CPC and other latest technology in Offer Printing Machine. Digital Printing Binding- different types.

- Post Press: Various methods of binding, Factors effecting the binding process, Post printing processes like Embossing – Varnish – UV - Lamination,

- Integration of Prepress, Press and Post Press using Computers.

- Paper: Paper – Quality – size – types (White printing, maplitho, art paper, art cards) – weight and grammage calculation- specification of paper, BIS standards, Paper calculation, Testing of Paper

- Piracy- antipiracy measures, Copy Right- Modern Security Techniques like Watermarking / Holography

- Costing & Estimation- Estimation, Costing and pricing-difference, Direct, Indirect expenses and overheads.

- Quality Control of Books

- Quantitative Aptitude, General Intelligence, General Awareness, MS Office, Acrobat Reader etc.

- Knowledge of Management / Entrepreneurship- Types of Entrepreneurs, qualities and pre –requisites of entrepreneur.

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
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Syllabus for the Post of Business Manager

- Marketing research and design.

- Demand Forecasting

- Advertising management.

- Brand Management / communicating values

- Digital Marketing.

- Sales force management.

- Marketing strategy.

- Sales Promotion strategies

- Distribution Channels

- Consumer behavioral research and analytics

- Global Marketing.

- Rural Marketing

- Anti Piracy Measures – Modern Techniques.

- Pricing Strategies

- Social Responsibility

- General Awareness

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016
Syllabus for the Post of Assistant Production Officer

- <u>Prepress:</u> Layout and Design- Typesetting, Fonts- size, illustrations, Design- Technical terms (bleed, gutter, margin, pagination, folio etc.), Page Layout, House Style and designing, Page Size and print area, factors of readability, Designing of Book Cover- Jacket-Paperback and Hard Bound. Proof Reading symbols- Impositions methods, Color Separation, Various software used for DTP, Digital Books (PDF, Flipbook, ePubs)embedding QR Codes into book chapters, Photoshop, Indesign and Coral Draw etc., Preparing an estimate of the size of the book and determining the probable number of pages and the paper requirements.

- <u>Press:</u> Printing Technology, Different Types of Printing Processes, Detailed knowledge of Offset Printing, Plate making- different types, latest technique STP & STCP, Kinds of plates, Methods of Printing- Sheet Fed, Web Fed printing and Heat set printing, CPC and other latest technology in Offer Printing Machine. Digital Printing Binding- different types.

- <u>Post Press:</u> Various methods of binding, Factors effecting the binding process, Post printing processes like Embossing – Varnish – UV - Lamination,

- Integration of Prepress, Press and Post Press using Computers.

- <u>Paper:</u> Paper – Quality – size – types (White printing, maplitho, art paper, art cards) – weight and grammage calculation- specification of paper, BIS standards, Paper calculation, Testing of Paper

- <u>Piracy- antipiracy measures, Copy Right</u>- Modern Security Techniques like Watermarking / Holography

- <u>Costing & Estimation-</u> Estimation, Costing and pricing-difference, Direct, Indirect expenses and overheads.

- <u>Quality Control of Books</u>

- Quantitative Aptitude, General Intelligence, General Awareness, MS Office, Acrobat Reader etc.

- <u>Knowledge of Management / Entrepreneurship</u>- Types of Entrepreneurs, qualities and pre –requisites of entrepreneur.

Scheme of Examination: Interview

<u>**National Council of Educational Research and Training (NCERT)**</u>
<u>**Sri Aurobindo Marg, New Delhi – 110016**</u>

<u>**Syllabus and Scheme of Examination for the post of**</u>
<u>**Assistant Engineer Grade-A (Level-10)**</u>

Mode of Examination	:	Computer Based Test (CBT) and Interview
Total Marks	:	200 (CBT-150, Interview & Skill Test-50)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/100 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A:-</u> 0.50 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
		<u>Section-B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer
Duration	:	03 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section
Interview (Skill test)	:	50 Marks

Notes:

The candidate will be shortlisted on the basis of CBT and called for Interview (Skill test). An aggregate of marks of the CBT and Interview (Skill test) will qualify a candidate for the merit list.

<u>Section-A:-</u>

General English, Comprehension, General Awareness and Current Affairs.

<u>Section-B:-</u>

Domain/Technical Expertise in Media / Multimedia / Film Production (indoor/outdoor shooting), Telecast / Broadcast / Podcast / Webcast / Transmission Technology and Process used for Mass Communication using satellite / web based technology / Artificial Intelligence (AI) / Machine Learning (ML) etc.

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Syllabus and Scheme of Examination for the post of
Assistant Public Relation Officer (Level-10)

Mode of Examination	:	Computer Based Test (CBT) and Interview
Total Marks	:	200 (CBT-150, Interview & Skill Test-50)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/100 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	Section-A:- 0.50 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
		Section-B:- 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer
Duration	:	03 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section
Interview (Skill test)	:	50 Marks

Notes:

The candidate will be shortlisted on the basis of CBT and called for Interview (Skill test). An aggregate of marks of the CBT and Interview (Skill test) will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Public Relations (PR), Advertising, Marketing, Management and PR Research in Media including Print, Electronics and New Media, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Senior Accountant (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, General Knowledge, Logical Reasoning/Quantitative Aptitude and Computer Knowledge

Section-B:-

Auditing, Taxation, Financial Statements, Fundamental Rules and Supplementary Rules, CCS (Pension Rules), CCS (Commutation of Pension), CCS (GPF/CPF Rules), New Pension Scheme, etc.

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus and Scheme of Examination for the post of Junior Hindi Translator (Level-6)

Mode of Examination	:	Computer Based Test (CBT) and Skill Test
Total Marks	:	200 (CBT-100, Skill Test-100)
Maximum Marks in CBT	:	100 Marks
		Section-A: 30 Marks/30 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	Section-A&B: 01 mark for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	01:30 Hours (CBT) and 02:30 Hours (Skill Test)
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The qualified candidates of CBT will be called for Skill Test. An aggregate of marks of the CBT and Skill test will place a candidate in the merit list.

Section-A:-

General Awareness (15 marks) and Current Affairs (15 marks).

Section-B:-

General English (35 marks)	: -	Articles, Prepositions, Verb, Tenses, Synonyms, Antonyms, Comprehension, Idioms and Phrases, Error Detection, etc.
सामान्य हिंदी (35 अंक)	:-	संज्ञा, सर्वनाम, संधि, क्रिया, विशेषण, क्रिया विशेषण, समास, पर्यायवाची शब्द, विलोम शब्द, मुहावरे, लोकोक्तियां, त्रुटि जाँच इत्यादि।

Skill Test:-

Translation of a passage from Hindi to English and Vice-versa	-	50 marks
Essay (Hindi or English)	-	10 marks
Letter Writing (Hindi or English)	-	10 marks
Precis Writing (Hindi)	-	15 marks
Precis Writing (English)	-	15 marks

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Junior Accountant (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	Section-A& B:- 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, General Knowledge, Logical Reasoning/Quantitative Aptitude and Computer Knowledge

Section-B:-

Auditing, Taxation, Financial Statements, Bank Reconciliation Statement, Fundamental Rules and Supplementary Rules, CCS (Pension Rules), CCS (Commutation of Pension), CCS (GPF/CPF Rules), New Pension Scheme, Budgeting, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Store Officer (Level-7)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 75 Marks/75 Questions
		Section-B: 75 Marks/75 Questions
Marking Scheme	:	Section-A& B:-01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Skills in basics of Store Keeping, Inventory Control, Modes of Procurement (including Online Procurement Process), Storage and Maintenance of Store and Record Keeping, Disposal, etc.

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Syllabus and Scheme of Examination for the post of Production Assistant (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	Section-A& B:- 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Layout and Design, Production, Paper (Quality, Size, Types, Weight, Calculation and Specification), Piracy Control-Anti Piracy Measures, IPR, Costing & Estimation, etc.

<u>**National Council of Educational Research and Training (NCERT)**</u>
<u>**Sri Aurobindo Marg, New Delhi – 110016**</u>

<u>**Syllabus and Scheme of Examination for the post of**</u>
<u>**Professional Assistant (Level-6)**</u>

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

<u>**Notes:**</u>

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

<u>**Section-A:-**</u>

General English, Comprehension, General Awareness and Current Affairs.

<u>**Section-B:-**</u>

Knowledge and awareness in Library and Information Science, Recent Development in the field of Knowledge (Digital Library) and application of Library and Information Science Procedures, Rules & Regulations, Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing and Data Analysis Packages, etc.

National Council of Educational Research and Training (NCERT)

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Syllabus and Scheme of Examination for the post of Cameraman Grade-II (Level-6)

Mode of Examination	:	Computer Based Test (CBT) and Skill Test
Total Marks	:	200 (CBT-150 & Skill Test-50)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	Section-A& B:- 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section
Skill test	:	50 Marks

Notes:

The candidate will be shortlisted on the basis of CBT and called for Skill test. An aggregate of marks of the CBT and Skill test will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

History of Camera, Distinction between indoor and outdoor shooting, Techniques of lighting, Composition of Shots, Different Types of Camera Set-up, Types of Lenses, Still and Video photography, Distinction between still photography and videography, Aesthetic use of camera, Shooting, 3 point Lighting, Zoom and Track and its difference, Depth of Field, White Balance, Shutter Speed, Color Temperature, Lighting, Wide Angle Lens in Camera, Role of Optical Filter, Use of Chroma in camera and video production, Precautions for planning shooting of performing arts, demonstrations, experiments, drama, Masking, Motion Picture, printing, editing, file formats, storage, export, and Handling camera in virtual sets/conditions, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of
Engineering Assistant (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Telecast/Broadcast/Webcast/Transmission technology and process used for mass communication, Electronic components and Materials, Computer Programming and Applications, Electronic Devices and Circuits, Digital Electronics, Principles of Communication Engineering, Electronic instruments and Measurements, Power Electronics, Consumer Electronics, Trouble Shooting of Electronic Equipment, Wireless and Mobile Communication, Computer Networks, etc.

Nature of sound, Types and principles of Microphones and loud speakers, magnetic tape recording and reproduction, sound studio installation layout with equipment chain, Technical equipment for Outdoor recordings, performance and measurement of audio and video equipment, store and purchase procedures, safety precaution (electric and non-electric fire hazards), Basics of Optics, Types of lenses used in still and video cameras, Basics of video cameras, layout arrangement with equipment chain in television studios, principles of video recording on magnetic tapes, optics discs and memory cards, Television Receivers and monitors, Satellite, Broadcasting principles for TV transmission and tele-conferencing, Video Server based networking systems for archiving, editing, transmission and distribution, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Script Writer (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	Section-A & B:- 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

The process of script writing for educational audio-video, multimedia programme, knowledge of Instructional Design steps and process, Knowledge of Target audience and preparation of their profile. Elements of a good script writing, Various presentation formats of writing scripts / story boards – power to distinguish among various formats according to medium and utility, Television documentary, talk, feature, drama; Radio documentary, Feature, magazine, VoxPopuli, Radio Talk, Story Telling, Language proficiency in Hindi and English; principles of language learning, Efficiency in Writing Poem, Drama Scripts, basic knowledge of media selection and media research. Knowledge of medium and delivery of appropriate contents, Use of appropriate language pertaining to the nature of the medium, Building creativity and interactivity in script writing, Efficiency in writing for promoting Values: Ethical, Social, Moral, Gender, environmental, Constitutional, cultural, children with special needs, issues related to production. Specifically in education. Knowledge and efficiency of Story boarding and Writing for New Media / Social Media, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus for the post of Set Designer

- **Questions relating to seven keywords for the designer**: 1. Concealment, 2. Decoration 3. Suggestion of Mood 4. Suggestion of Place or Locale 5. Portrayal of Place or Locale 6. Time and 7. Era of the action
- **Questions relating to basic elements of Design**: Color, Point, Line, Texture & materials, Value (light & shade), Pattern, Form, shape, Space Movement
- **Communication of ideas on paper:** How does the designer plan the work and communicate ideas on paper to the executing team. Understanding and knowhow of the drawing tools and software.
- Interpretation of theme and subject matter as per instruction of the producer or director of the program

Scheme of Examination: Skill Test (interaction will be part of skill test).

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Technician Grade-I (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	Section-A & B:- 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Telecast/Broadcast/Webcast/Transmission technology and process used for mass communication, Electronic components and Materials, Computer Programming and Applications, Electronic Devices and Circuits, Digital Electronics, Principles of Communication Engineering, Electronic instruments and Measurements, Power Electronics, Consumer Electronics, Trouble Shooting of Electronic Equipment, Wireless and Mobile Communication, Computer Networks, etc.

Nature of sound, Types and principles of Microphones and loud speakers, magnetic tape recording and reproduction, sound studio installation layout with equipment chain, Technical equipment for Outdoor recordings, performance and measurement of audio and video equipment, store and purchase procedures, safety precaution (electric and non-electric fire hazards), Basics of Optics, Types of lenses used in still and video cameras, Basics of video cameras, layout arrangement with equipment chain in television studios, principles of video recording on magnetic tapes, optics discs and memory cards, Television Receivers and monitors, Satellite, Broadcasting principles for TV transmission and tele-conferencing, Video Server based networking systems for archiving, editing, transmission and distribution, etc.

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Syllabus and Scheme of Examination for the post of
Audio Radio Producer Gr.III (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	Section-A & B:- 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

History of Audio Radio programme production,Media message combination, Media selection, Audience profile, Formats of Presentation, Program Structure, Cognizing/Conceptualizing the audio scripts, Pre-testing the presenter through audition test, Total Quality Management, sound composition, editing, Mixing, mastering, Panel discussion, Story board, editing, sensitivity and spontaneity of the producer for every systemic element, Information and Communication Technology (ICT) in Education, knowledge of various forms of music and sound effect, reflection of program through montage, effective use of fade in and fade outs during the program, Social, Ethical, gender, environment, Constitutional values, cultural values, concerns related to children with special needs, issues related to production, specifically in education, editing, multi-track, sound mixing, Right to Education Act, IPR, Importance of Music and sound effect in radio production, etc.

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Sri Aurobindo Marg, New Delhi – 110016

Syllabus for the post of Graphic Assistant Grade- I

- Mass communication Theory
- Elements & principles of Designing
- VFX and digital editing techniques
- Digital 2D/3D Animation
- Knowledge of Graphic software (In depth knowledge of at least coral Draw ' Photoshop & Illustrator etc.)
- Colour Theory
- Introduction to multimedia and Techniques
- Graphic Designing for Print & digital media
- Typography
- Knowledge of copy right issues & free & open Resources Knowledge of various electronic mediums, social media & Apps.
- Knowledge of layouts & compositions

Scheme of Examination: Skill Test (interaction will be part of skill test).

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Syllabus and Scheme of Examination for the post of
TV Producer Grade-III (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	Section-A & B:- 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

History of TV/Media production,Media message combination, Media selection, Preparation of Audience profile, Formats of Presentation, Program Production Structure, Cognizing/Conceptualizing the Video scripts, Pre-testing the presenter through screen test, Total Quality Management, camera composition, Panel discussion, Story board, editing, sensitivity and spontaneity of the producer for every systemic element, Information and Communication Technology (ICT) in Education, use of Graphics, animation and illustration in TV Production, use of Montage, Media Research and selection of resources-material, copyright free material, use of chroma key techniques and virtual sets, knowledge of virtual studios in creating virtual set, Social, Ethical, gender, environment, Constitutional values, cultural values, concerns related to children with special needs, issues related to production, specifically in education, knowledge of Right to Education Act, linear and nonlinear editing and special effects, high definition and standard definition formats, set designing concepts, IPR issues, licensing for OER and use of effective Music and sound effects, etc.

Syllabus and Scheme of Examination for the post of
Semi Professional Assistant (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	Section-A& B:- 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Knowledge and awareness in Library and Information Science, Recent Development in the field of Knowledge (Digital Library) and application of Library and Information Science Procedures, Rules & Regulations, Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing and Data Analysis Packages, etc.

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Syllabus and Scheme of Examination for the post of
Senior Proof Reader (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General Hindi/English/Other Language (as per post advertised), Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Knowledge: House Style, Uniformity of Style, Proof reading symbols and Type Marking, using track changes in Word processing software, Label Headings, Font Style, Comparing Book Parts, Layout, Size of the Book, Editorial process for print and electronic media, Technical terms, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of
Storekeeper Grade-I (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	Section-A& B:- 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:
The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-
General English, Comprehension, General Awareness and Current Affairs.

Section-B:-
Domain/Technical Skills in basics of Store Keeping, Inventory Control, Modes of Procurement (including Online Procurement Process), Storage and Maintenance of Store and Record Keeping, Disposal, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of
Computer Operator Grade-III (Level-4)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Computer Fundamental: History and Generations of Computers, Classification and Types of Computers, Organization of Computer System, Components of Computer System, Types of Computer and Mobile Operating Systems, Computer Software and Computer Languages, Computer Networking and Communication, Storage devices and Server Management, Internet and Cyber Security, System Security and Computer Backups, Applications of Information Technology, etc.

History and uses of Word Processing software, Spreadsheet and Presentation Software, Database Management System (DBMS) software, etc.

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Syllabus for the Post of Floor Assistant

- Conceptual understanding of TV / Radio Studio floor and tasks performed before / during /after recording
- Coordination between producer, cameraman and floor manager
- Design, Development and Erection of sets for different Media programme production
- Knowledge of various sign languages followed during live / normal recording (indoor and Outdoor)

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

National Council of Educational Research and Training (NCERT)
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Syllabus for the Post of Film Assistant

- Video recording, Video capturing, Digitizing / Photo / Animation, Process of Video Editing
- Computer graphics / Animation – Free Hand Illustrations through various software.
- Animating live 2D / 3D for educational film / video / multimedia production
- Knowledge of Adobe after effects / Photoshop, Illustrator, Flash etc.
- Knowledge of file formats, importing data in appropriate post production format- Extension
- Use of Special effects in Editing
- Application of transition and filters
- Audio leveling and balancing
- Color correction / Video enhancement
- Exporting data in the appropriate format
- Animation design
- Computer graphics design
- Promo / Montage making
- Experience in Non Linear Editing

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

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Sri Aurobindo Marg, New Delhi – 110016

Syllabus for the post of Graphic Assistant Grade –II

- Mass communication Theory
- Elements & principles of Designing
- VFX and digital editing techniques
- Digital 2D/3D Animation
- Knowledge of Graphic software (In-depth knowledge of at least coral Draw ' Photoshop & Illustrator etc.)
- colour Theory
- Introduction to multimedia and Techniques
- Graphic Designing for Print & digital media
- Typography – Transcription, Translation
- Knowledge of copy right issues & free & open Resources knowledge of various electronic mediums, social media & Apps.
- Knowledge of layouts & compositions

Scheme of Examination: Skill Test (interaction will be part of skill test).

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Sri Aurobindo Marg, New Delhi – 110016

Syllabus and Scheme of Examination for the post of
Storekeeper Grade-II (Level-4)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Skills in basics of Store Keeping, Inventory Control, Modes of Procurement (including Online Procurement Process), Storage and Maintenance of Store and Record Keeping, Disposal, etc.

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Revised Syllabus and Scheme of Examination for the post of Laboratory Assistant (Level-4)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	Section-A&B: 01 mark for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Sound knowledge in the concerned disciplines, knowledge of Computers, data analysis packages, using latest software, etc.

Handling of latest laboratory equipment, appliances, including virtual labs (Augmented Reality, Virtual Reality and Extended Reality) for different subjects' area etc.

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Syllabus and Scheme of Examination for the post of
Lower Division Clerk (Level-2)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks Section-A: 50 Marks/50 Questions Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list. Those who qualify in the CBT will have to appear in computer typing speed test of 35 W.P.M. in English or 30 W.P.M. in Hindi (35 wpm and 30 wpm corresponding to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each strokes, required to qualify the skill test on computer.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Quantitative Aptitude, Logical Reasoning, Computer Knowledge, etc.

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Syllabus and Scheme of Examination for the post of
Senior Library Attendant (Level-2)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	Section-A& B:- 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, General Knowledge, Logical Reasoning and Computer Knowledge

Section-B:-

Library Aptitude, Mathematical Ability, General Science, Digital Library etc.

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Syllabus for the Post of Film Joiner

- Handling of equipments and materials related to film, video, multimedia programme / development, post production
- Knowledge of software for editing / joining of films / videos / multimedia / graphics / animation production and post production
- Equipment and software related to production, post production, display, projection in meeting / conference / workshops
- Cable connection, assimilation and maintenance related to film / video/ multimedia production
- Experience of working for selection of music and sound effects for post production activities

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

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Syllabus for the Post of Lightman

- Knowledge of different types of Lights for indoor and outdoor shooting / videography
- Selection, identification and display lighting in stage craft, film and television for indoor and outdoor locations
- Handling of studio and portable lights and their maintenance and trouble shooting on day to day basis.

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

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Syllabus for the post of Painter

➢ Explaining the colors, what does the applicant understands of the following:

- Primary Colors
- Secondary Colors
- Warm Colors
- Cool Colors
- Monochromatic
- Complementary

➢ Knowledge of various type of colors (Oil or water or any other medium) including eco-friendly colors, which can be used on sets.
➢ Note on the Brush strokes to be used while painting a set.
➢ The Color Wheel and its explanation (VIBGYOR)

Scheme of Examination: Skill Test (interaction will be part of skill test).

Syllabus for the post of Toucher Grade-II

- Color photo printing technology for printing of still photograph exposed in a still camera.
- How to use digital software for improving photographic image.
- Image editing using software in improving the condition of the photographs exposed outdoor or indoor. .
- Developing photographs from video clips.
- Knowledge of ICT/Internet tools for production of educational television programme.
- Knowledge of multimedia.
- Creative use of color temperature while editing still photographs.
- Knowledge of operation of audio visual equipments for assisting in production of educational television programme.
- Assisting in maintaining photographic library/repository/archive.

Scheme of Examination: Skill Test (interaction will be part of skill test).

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Syllabus for the Post of Carpenter

- Knowledge of type and quality of wood used for different purposes
- Use of wood for craft related carpentry and design, development and erection of sets for indoor and outdoor shooting
- Knowledge of handling of carpentry tools and crafts related to carpentry materials for designing sets for media programme production
- Knowledge of painting and creation for sets for drama, dance, musical programme, video, film production etc.

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)