

How to Apply

Log on <http://www.ncert.nic.in>-> announcements-> vacancies Non- Academic under <http://www.ncert.nic.in> website to access the home page of online recruitment web application.



Now click on “New Registration” option on home page to complete Candidate Registration form: Here the system asks for "Name", "Date of Birth", "Password", "Email", and "Mobile". Email will be userid of the candidate, so candidates are required to furnish valid Email while filling registration form.



Login in the website using Email and password provided while filling registration form.



Now select the post you wish to apply.



Then system will ask you to fill the personal details (Fathers/Husband Name, Mothers Name, Category, Gender, Marital Status, PWD status, Correspondence address, Religion, Nationality, Fee Exemption etc.



Next you have to fill qualification details. Select the type of qualification and give its details. Here you have to fill Examination, Subject, Board/ University, Percent, Division, Year of Passing



Then you can fill experience details (if any). Give “fromdate” and “todate” in dd/mm/yyyy format. If you are currently working give date of advertisement in “todate” column. If you have more than 8 experiences you can click on add more exp button to furnish more than 8 experiences.



Then system will ask to upload qualification documents, experience documents and caste/PWD documents (if any). Candidate is required to scan all these document in .pdf format only with maximum 2 MB size each.



Then you have to upload color scan photo and signature with not more than 500 KB size in jpg, jpeg format only.



Then you have to fill payment details. Before filling payment details candidate is required to make fee payment using SBI collect payment option then he/she has to fill transaction details in this recruitment website. The Link of SBI collect is <https://www.onlinesbi.com/sbicollect/icollecthome.htm>).

From State of Corporate / Institution option select "National Capital Territory of Delhi" ->from Type of Corporate / Institution option select "Educational Institute" then from Educational Institutions Name select "NCERT council" and from Select Payment Category select "Advt No 01/ONLINE/12/2019" fill the detail and make payment



Now candidate can view his/her application by clicking preview option and if any change is required he/she can do it by navigating to that particular page.



Now he/she can submit application by clicking "Final Submission" button. Candidate must note that you will not be allowed to edit application after "Final Submission".



Take a print of application after "Final Submission" and keep it with you for future use.