

CONSORTIUM FOR EDUCATIONAL COMMUNICATION
IUAC CAMPUS, ARUNA ASAF ALI MARG, NEW DELHI – 110067
Phone: 011-24126418-19-20 Fax : 011-24126416
Website : www.cec.nic.in



ज्ञान-विज्ञान विमुक्तये

WALK-IN-INTERVIEW

Advertisement No. 1/2021

Consortium for Educational Communication (CEC), an autonomous body under University Grants Commission (UGC) invites eligible candidates for Walk-in-Interview of the following positions for various ongoing projects on contract basis. The engagements will be co-terminus with projects. While initially the appointment could be for period's upto one year, which may be extended further as per the requirements and in accordance with the procedure followed for contractual engagements at CEC. These contractual engagements will be only upto end of the projects.

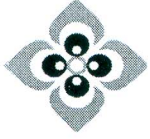
- (1) Additional Director (01 Position) Walk-in-Interview on 15.02.2021 at 11:00 AM
- (2) Training Coordinator (MOOCs and Capacity Building (01 Position) Walk-in-Interview on 08.02.2021 at 11:00 AM
- (3) Coordinator (Online Courses)(01 Position) Walk-in-Interview on 09.02.2021 at 11:00 AM
- (4) Coordinator (Swayam Examination)(01 Position) Walk-in-Interview on 10.02.2021 at 11:00 AM
- (5) Project Associates (02 Positions) Walk-in-Interview on 11.02.2021 at 11:00 AM
- (6) Data Entry Operator (02 Positions) Walk-in-Interview on 12.02.2021 at 11:00 AM
- (7) Driver (01 Position) Skill Test / Walk-in-Interview on 12.02.2021 at 11:00 AM
- (8) Multi Tasking Staff (03 Positions) Walk-in-Interview on 19.02.2021 at 11:00 AM
- (9) Hindi Officer (01 Position) Walk-in-Interview on 17.02.2021 at 11:00 AM
- (10) Hindi Translator (01 Position) Walk-in-Interview on 17.02.2021 at 02:30 PM
- (11) Hindi Typist (01 Position) Walk-in-Interview on 18.02.2021 at 11:00 AM

The candidate should bring his/her Bio-Data along with one self attested photograph, original certificates along with self attested photocopy of the certificates at the time of Interview.

For detailed information regarding job description, educational qualification, experience and consolidated monthly remuneration for the above mentioned positions on contractual basis, please visit CEC website: www.cec.nic.in

Chief Administrative Officer, CEC

Zakir Sharif



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WALK – IN-INTERVIEW

Advertisement No. 1/2021

Consortium for Educational Communication (CEC), an autonomous body under University Grants Commission (UGC) invites eligible candidates for Walk- in- Interview of the following positions for various ongoing projects on contract basis initially for a period of One year, which may be extended further as per its requirement and as per the procedure followed for contractual engagements at CEC. These contractual engagements may be extended only upto end of the projects.

1. Additional Director (On Contractual Basis) – 1 position.

Eligibility:

Persons who retired from similar or higher positions from any of the below mentioned categories may be engaged on contract.

- (i) Retired Officer holding, prior to retirement, analogues / equivalent post under the Central / State Govt. / Semi Govt. / Public Undertaking / Autonomous Institutions / Govt. Educational Institution / Central / State University or other equivalent public funded institutions.
- (ii) Professor or equivalent in any Govt. Educational Institutions /Central / State Universities /Autonomous Institutions or other equivalent public funded Institutions.
- (iii) Associate Professor or equivalent in any Govt. Educational Institution /Central / State Universities /Autonomous Institutions with 5 years regular service.
- (iv) The applicant should be below the age of 65 years.

- Preference shall be given to those who have adequate experience in technology enabled learning / research.
- The Contract duration shall normally be for a one year, which may be extended on year to year basis with mutual consent for a maximum of four years. The total contract duration shall, however, not exceed five years.
- A person engaged as Additional Director shall perform such functions and discharge such duties as the Director may decide.

The remuneration will be based on the formula Last Pay Drawn (-) minus basic pension + D.A.

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Rakesh Sharma

2. Training Coordinator (MOOCs and Capacity Building) (On Contractual Basis) – 1 position: Rs.50,000 – 70,000/-per month.

Job Profile:

- * To develop training material and multimedia content for specific users.
- * To create a training and workshop schedule across the institution and EMRC in concurrence with the needs of SWAYAM Project.
- * To conduct various stages of trainings in pre-proposal stage, proposal stage, development, delivery stage and further capacity building at different locations.
- * To maintain the database and build relationships with the Coordinators for implementing of the scheme in cohesive manner within the scheduled time frame.
- * To coordinate with various EMRCs and content developers and experts at the EMRCs to assess the extension achieved from the training provided and take feedback.
- * To coordinate and consolidate the local chapters and undertake outreach activities with MHRD and SWAYAM, NPTEL and UGC.
- * To maintain the database, information regarding the funded and expenditure for timely disbursal.
- * Escalate any outstanding issues cropping up during the implementation to higher authorities promptly for speedy resolution.
- * To provide other administrative support to achieve the Training schedule and goals in time.

Educational Qualification & Experience:

- (a) Post graduate in Management / IT/ Engineering / Science with sufficient knowledge of computers and regulation of University system.
- (b) Ability to communicate effectively at all levels viz., hierarchical within the organization as well academics, professionals and other stakeholders.
- (c) Good oral and written communication especially noting and drafting so as to independently handle all the communications.
- (d) Familiarity with procedures and processes with regard to educational programs.
- (e) Experience in working with higher educational institutions providing non-academic support to educational programs or an academic with experience with training, digital education and online course development is desirable.

3. Coordinator (Online Courses) (On Contractual Basis) – 1 position: Rs.50,000 – 70,000/- per month.

Job Profile:

- * Develop the guidelines for Course packaging, certification, examination other related documents.
- * To conduct gap assessment in UG-PG streams of study programs.
- * Coordinate with EMRC and CC to develop the necessary gap courses for fulfilment of the complete degree program, while maintain the credit and degree requirement in check.
- * To develop the Examination result after compilation, moderation with the CC and NTA. To oversee the examination conduct and ensure that all process are optimal.
- * To monitor the development of the necessary database and software's at CEC for offering the courses and management of students.
- * To provide other administrative support to achieve the project completion in time.

Raz-ul-Sharma

Contd...

Educational Qualification and Experience:

- (a) Post graduate in Management / IT / Engineering / Science with sufficient knowledge of computers and regulation of University system.
- (b) Ability to communicate effectively at all levels viz., hierarchical within the organization as well academics, professionals and other stakeholders.
- (c) Good oral and written communication especially noting and drafting so as to independently handle all the communications.
- (d) Familiarity with procedures and processes with regard to examination assessment and evaluation and different regulations across educational institutions and programs.
- (e) Experience in working with higher educational institutions providing academic and administrative support to educational programs.

4. Coordinator (Swayam Examination) (On Contractual Basis) – 1 position: Rs.50,000 – 70,000/- per month.

Job Profile:

- * Develop the guidelines for examination other related documents.
- * Coordinate with EMRC and CC to develop the rigorous in course and term end assessment and timely submission of the question papers within the scheduled time frame.
- * To assess NTA in the arrangement of evaluators for the exam paper evaluation at NTA.
- * To develop the Examination result after compilation, moderation with the CC and NTA.
- * To oversee the examination conduct and ensure that all process is optimal.
- * To monitor the development of the necessary software's at CEC for certificate generation and conducting the validation of the certificate generated.
- * Escalate any outstanding issues cropping up during the implementation to higher authorities promptly for speedy resolution.
- * To provide other administrative support to achieve the project completion in time.

Educational Qualification and Experience:

- (a) Post graduate in any discipline with sufficient knowledge of computers and regulation of University.
- (b) Ability to communicate effectively at all levels viz., hierarchical within the organization as well academics, professionals and other stakeholders.
- (c) Good oral and written communication especially noting and drafting so as to independently handle all the communications.
- (d) Familiarity with procedures and processes with regard to examination assessment and evaluation and different regulations across educational institutions and programs.
- (e) Experience in working with higher educational institutions providing non-academic / academic support to educational programs.

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Darshil Sharma

5. Project Associates (on Contractual Basis) -2 positions: Rs.35,000/- per month.

Educational Qualification: Master's degree with minimum 55% in Mass Communication / Science / Social Science / Humanities, MBA / Commerce from recognised University.

Experience: 03 Years experience in relevant field in teaching / research / ETV or similar field.

Desirable: Ph.D / NET qualified in relevant field.

6. Data Entry Operator (on Contractual Basis) -2 positions: Rs.20,000/- per month.

Job description: Data entry and Data management etc.

Essential Qualification: BCA / B.Sc. Computer Science from recognised University / Institution.

Experience: One year experience.

Minimum typing speed (English) of 35 w.p.m. on computer.

OR

Essential Qualification: Graduate from a recognised University with at least 6 months certificate course in Data Entry / MS Office Applications from recognised Institute.

Experience: Two years experience in Data entry work.

Minimum typing speed (English) of 35 w.p.m. on Computer.

7. Driver (On Contractual Basis) – 1 position: Rs.20,000 – 35,000/- per month.

Job Description: Vehicle driving, cleaning, upkeep and maintenance of vehicle and logbooks.

Educational Qualification: 10TH Class pass. Must have valid driving licence for light weight motor vehicles.

Experience: 05 Years driving experience.

8. Multi Tasking Staff (On Contractual Basis) – 3 positions: Rs.15,000 – 25,000/- per month.

Job Description: Filing work, Dispatch, Cleaning etc.

Educational Qualification & Experience: Matriculation or equivalent. Candidate having experience of one year in similar organization will be given preference.

Rakesh Sharma

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क्र. स.	स्वीकृति पद	न्यूनतम अर्हताएं / योग्यता
9	हिंदी अधिकारी - 1 (अनुबंध के आधार पर) : 50,000 - 65,000/- प्रति माह	
	शैक्षिक अर्हताएं :	<p>(i) किसी मान्यता प्राप्त विश्वविद्यालय से हिंदी विषय में स्नातकोत्तर की उपाधि / समतुल्य कम से कम 55 प्रतिशत अंको के साथ इसके अतिरिक्त डिग्री स्तर पर अंग्रेजी एक विषय के रूप में ली हो ।</p> <p>(ii) हिंदी में पारिभाषिक कार्य और / अथवा अंग्रेजी से हिंदी में और हिंदी से अंग्रेजी में अनुवाद करने का 5 वर्ष का अनुभव जिसमें तकनीकी अथवा वैज्ञानिक साहित्य कार्य को तरजीह दी जाएगी अथवा हिंदी के शिक्षण अनुसंधान, लेखन अथवा पत्रकारिता का 5 वर्ष का अनुभव ।</p> <p>वांछनीय : संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो ।</p>
10	हिंदी अनुवादक - 1 (अनुबंध के आधार पर) : 30,000 - 45,000/- प्रति माह	
	शैक्षिक अर्हताएं :	<p>(i) किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी / हिंदी में स्नातकोत्तर की उपाधि और स्नातक स्तर पर अंग्रेजी / हिंदी अनिवार्य / वैकल्पिक विषय के रूप में रही हो या परीक्षा का माध्यम रही हो ।</p> <p>(ii) हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद में मान्यताप्राप्त डिप्लोमा / प्रमाणपत्र पाठ्यक्रम किया हो या केंद्रीय / राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद कार्य का 2 वर्ष का अनुभव हो ।</p> <p>वांछनीय : संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो ।</p>
11	हिंदी टंकक - 1 (अनुबंध के आधार पर) : 20,000 - 35,000/- प्रति माह	
	शैक्षिक अर्हताएं :	<p>अनिवार्य : (छठे वेतन आयोग के अनुसार)</p> <p>(i) किसी मान्यताप्राप्त विद्यालय / बोर्ड से 12वीं परीक्षा उत्तीर्ण ।</p> <p>(ii) हिंदी टंकण में गति सीमा 25 शब्द प्रति मिनट ।</p>

Rajul Sharma

Terms and Conditions:-

- (i) The above mentioned posts are project posts and hence coterminous with the project.
- (ii) Initial engagement will be for a period of one year, or till the time the project continues, whichever is earlier.
- (iii) In case the project extends beyond one year, then engagement can be extended suitably subject to satisfactory performance.
- (iv) For contractual engagement the selection committee would have discretion to relax the experience criteria as it may deemed fit.
- (v) The number of positions may increase or decrease and the Consortium reserves the right not to fill up any of the advertised positions.

Interested candidates should report one hour before the scheduled time of Walk-in-Interview at CEC Reception in IUAC Campus, Aruna Asaf Ali Marg, New Delhi – 110067. The Walk-in-Interview for above mentioned posts would be held as per the following schedule.

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Chief Administrative Officer, CEC

Deekul Sharma

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IUAC CAMPUS, ARUNA ASAF ALI MARG,
NEW DELHI – 110067

Affix Passport
size photograph
duly self attested

BIO DATA FORMAT

Name & Contact Mob. No./ Email ID	
Permanent Address	
Correspondence Address	
Educational/ Professional Qualification*	
Experience*	
Any other information*	
Remarks	
Signature	
Date	

* Attach another sheet of required.

Ravi Shankar