



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](http://www.cec.nic.in)



**WALK-IN-INTERVIEW**

**Advertisement No.3/2023**

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 appointment would be for an initial period of one year, which may be extended further as per the requirements and in accordance with the procedure followed for contractual engagements at CEC. The appointment made against the project post would be co-terminus with the project.

- (1) Technical Assistant (Vyas Channel) (On Contractual Basis) (01 Position) Interface on 01.06.2023 at 11:00 AM.
- (2) Project Associate (On Contractual Basis) (01Position) Interface on 02.06.2023 at 11:00 AM.
- (3) Data Entry Operator (On Contractual Basis) (01 Position) Skill Test on 05.06.2023 at 11:00 AM and Interface on 05.06.2023 at 2:00 PM.
- (4) Data Entry Operator (Swayam MOOCs & Swayam Prabha DTH) (On Contractual Basis) (02 Positions) Skill Test on 06.06.2023 at 11:00 AM and Interface on 06.06.2023 at 2:00 PM.
- (5) Editor (Digitization)(On Contractual Basis) (01 Position) Skill Test on 07.06.2023 at 11:00 AM and Interface on 07.06.2023 at 2:00 PM.

In case of Serial Number 3, 4 & 5 a skill test would first be held and the only the candidates qualifying the skill test will be eligible for Interface.

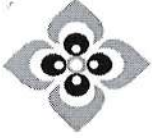
The candidate should bring his/her Bio-Data along with one self attested photograph, original certificates along with self attested photocopy of the certificates at the time of Interview.

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](http://www.cec.nic.in)

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**Administrative Officer, CEC**

*Rajiv Salunkhe*



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**1. Technical Assistant (Vyas Channel) (On Contractual Basis) – 1 position: Rs.30,000 – 45,000/- per month.**

**Job Description:** Ingest, Playlist, Playout, Transmission Monitoring, Technical Coordination with IGNOU, Doordarshan etc.

**Educational Qualification:** B.Tech in Electronics / Computer Science / IT from recognised Institute.

**Experience:** 01 Year experience in operation / Maintenance of video broadcast equipment.

**OR**

**Educational Qualification:** Diploma in Electronics / Computer Science / IT from recognised Institute.

**Experience:** 02 Years experience in operation / maintenance of video broadcast equipment.

**2. Project Associate (On Contractual Basis) – 01 position: Rs.35000/- per month.**

**Educational Qualification:** Master's Degree and good academic record with a least 55% of the marks or equivalent grade in the any subject under Management, Science, Social Science, Humanities, Computer Science and Computer Application Streams.

**Experience:** 02 Years experience after Post Graduation, good oral & written communication skill in English.

**Desirable:** Experience of work in a government project preferably in educational portal / e-learning portal. Working knowledge of MS Office and Application Software.

**3. Data Entry Operator (On Contractual Basis)– 1 position : Rs. 20,000- 35,000/- 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 recognized University with at least 6 months certificate course in Data Entry / MS Office applications from recognized Institute.

**Experience:** Two years experience in Data Entry Work.

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

**Contd...**

**4. Data Entry Operator (Swayam MOOCs & Swayam Prabha DTH) (On Contractual Basis) - 2 Positions : Rs. 20,000/- Per Month (Fixed).**

**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 recognized University with at least 6 months certificate course in Data Entry / MS Office applications from recognized Institute.

**Experience:** Two years experience in Data Entry Work.

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

**5. Editor (Digitization) (On Contractual Basis) – 1 position : Rs. 30,000- 45,000/- per month.**

**Job Description :** Ingest, correction of ingested programmes, Archiving to MAM storage, retrieval, quality check, editing etc.

**Essential Qualification :** Master Degree in Mass Communication / Multimedia / Animation and Graphics with minimum 55% marks from recognised University/ Institution.

**Experience:** 01 Years Experience in video / film editing. **OR**

**Essential Qualification:** First Class Bachelor's Degree in Mass Communication / Multimedia / Animation and Graphics from recognised University/ Institution.

**Experience:** 02 years experience in video / film editing. **OR**

**Essential Qualification:** 03 Years Diploma in Video / Film Editing from recognised Institution / University.

**Experience:** 02 years experience in video / film editing.

**Contd..**

*Reg. Samuel*

**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.

- (1) Technical Assistant (Vyas Channel) (On Contractual Basis) (01 Position) Interface on 01.06.2023 at 11:00 AM.
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In case of Serial Number 3, 4 & 5 a skill test would first be held and the only the candidates qualifying the skill test will be eligible for Interface.

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

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Administrative Officer, CEC

*Rajiv Kumar*

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PHONE NO. 011-24126418-19-20

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.

*Deepa Sharma*