



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



RECRUITMENT NOTICE

Advertisement No.1/2025

Consortium for Educational Communication (CEC), an autonomous body under University Grants Commission (UGC) invites eligible candidates for Walk- in- Interface of the following position on contract basis. The appointment would be for an initial period of one year, which may be extended further as per the requirement and in accordance with the procedure followed for contractual engagements at CEC.

- (1) Computer Programme Assistant (On Contractual Basis) (01 Position) Interface on 29.07.2025 at 11:00 AM.
- (2) Accounts Assistant (SWAYAM MOOCs / SWAYAM Prabha Projects) (On Contractual Basis) (02 Positions) Interface on 30.07.2025 at 11:00 AM.
- (3) Hindi Translator (On Contractual Basis) (01 Position) Hindi Translation Test on 31.07.2025 at 11:00 AM and Interface on 31.07.2025 at 02:00 PM.
- (4) Hindi Typist (On Contractual Basis) (01 Position) Hindi Typing Test on 01.08.2025 at 11:00 AM and Interface on 01.08.2025 at 02:00 PM.

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 Interface.

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

Chief Administrative Officer, CEC



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1. Computer Programme Assistant (On Contractual Basis) – 01 position: Rs.55,000/- per month (Fixed).

Educational and other Qualifications: Graduate in Science / Commerce with 55% marks and a certificate or diploma in computer applications from an institution of repute.

Experience: At least 2 years' experience of using PC and familiarity of using programmes like dBase, Fox Pro, Quattro, Lotus, etc.

Desirable Qualification: Knowledge of writing / developing software

2. Accounts Assistant (SWAYAM MOOCs / SWAYAM Prabha Projects) (On Contractual Basis) – 2 positions: Rs.30,000/- per month (Fixed).

Job Description: Writing of cash book, ledger, preparation of payment voucher, payment to experts, withdrawal of cash and preparation of final accounts etc.

Educational Qualification: Bachelor's Degree in Commerce from a recognized University.

Experience: 03 Years' experience in compilation of accounts, knowledge of income tax rules, Bank reconciliation in University / Govt./ Autonomous Body. Familiarity in use of standard financial package for maintaining vouchers in computer is a must.

3. हिन्दी अनुवादक-1 पद (अनुबंध के आधार पर) : रु. 30,000-45,000/- प्रतिमाह

शैक्षिक अर्हताएं:-

- (i) किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी/ हिन्दी में स्नातकोत्तर की उपाधि और स्नातक स्तर पर अंग्रेजी/हिन्दी अनिवार्य/वैकल्पिक विषय के रूप में या परीक्षा का माध्यम रही हो।
- (ii) हिन्दी से अंग्रेजी और अंग्रेजी से हिन्दी अनुवाद में मान्यता प्राप्त डिप्लोमा/प्रमाण-पत्र पाठ्यक्रम किया हो या केंद्रीय/राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिन्दी से अंग्रेजी और अंग्रेजी से हिन्दी में अनुवाद कार्य का 2 वर्ष का अनुभव हो।

वांछनीय: संस्कृत अथवा अन्य किसी भारतीय भाषा का ज्ञान हो।

4. हिन्दी टंकक- 1 पद (अनुबंध के आधार पर) : रु. 20,000-35,000/- प्रतिमाह

शैक्षिक अर्हताएं:-

- (i) किसी मान्यता प्राप्त विश्वविद्यालय/ बोर्ड से 12वीं परीक्षा उत्तीर्ण।
- (ii) हिन्दी टंकण प्रति मिनट 25 शब्द होना आवश्यक।

Contd....

Terms and Conditions: -

- (i) Initial engagement will be for a period of one year.
- (ii) The engagement can be extended subject to requirement and satisfactory performance.
- (iii) For contractual engagement the selection committee would have discretion to relax the experience criteria as it may deemed fit.

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

- (1)** Computer Programme Assistant (On Contractual Basis) (01 Position) Interface on 29.07.2025 at 11:00 AM.
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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 Interface.

Chief Administrative Officer, CEC

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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 if required.