



CONSORTIUM FOR EDUCATIONAL COMMUNICATION  
IUAC CAMPUS, ARUNA ASAF ALI MARG,  
NEW DELHI – 110 067  
Tel: 011-24126418-19-20 Website: [www.cec.nic.in](http://www.cec.nic.in)



Advertisement No. 3 / 2026

Dated: 04.07.2026

**RECRUITMENT ON AN ADHOC DEPUTATION BASIS**

Consortium for Educational Communication (CEC), an autonomous body under the University Grants Commission (UGC), invites the applications from eligible candidates for the Posts of: (1) Media Tape Librarian (On an Adhoc Deputation Basis) (01 Post), (2) Producer (On an Adhoc Deputation Basis) (01 Post), and (3) Computer Programme Assistant (On an Adhoc Deputation Basis) (01 Post). The appointments are temporary and initially for the period of One Year or until the return of the Regular Incumbent, which-ever is earlier. Interested Candidates may kindly submit their Applications within 30 days from the Date of Advertisement. Only short-listed candidates would be called for an interview, and the decision of the Selection Committee shall be final. Detailed eligibility criteria, qualifications, experience and application format are available on the official CEC website [www.cec.nic.in](http://www.cec.nic.in)

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Administrative Officer, CEC

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**RECRUITMENT ON AN ADHOC DEPUTATION BASIS**

Consortium for Educational Communication (CEC), an autonomous body under University Grants Commission (UGC) invites the Eligible Candidates for the following Posts, on an Adhoc Deputation basis, and the applications should reach within the period of **Thirty (30) Days, from the date of advertisement**. The Appointment would be for an initial period of One Year, which may be extended further as per the Requirements. Only the Short-Listed Candidates would be called for an Interview. The decision of the Selection Committee shall be Final. Submission of the application for any posts shall not confer any right to be called for an Interview.

**1. Media Tape Librarian - (on an Adhoc Deputation Basis)- 01 Post.**

**Educational Qualifications:** Master's Degree in Library Science / Information Science / Documentation or an equivalent Professional Degree with at Least 55% marks (or an equivalent grade in point scale wherever grading system is followed) and consistently good academic record with knowledge of computerization of Library.

Qualifying in the National Level Test conducted for the purpose by the UGC or any other similar agencies.

**Academic Pay Level- 10 of Rs.57,700- 1,82,400/- (As per 7<sup>th</sup> CPC).**

**2. Producer - (on an Adhoc Deputation Basis)- 01 Post.**

**Educational Qualifications:** Master's Degree in any subject with at least 55% marks or Bachelor's Degree in Engineering with Three (3) years experience in Video Production or Direction preferably in Educational TV or PG Diploma in direction from FTII or equivalent qualifications or Master in Communication with Two (2) years experience in Video Production preferably in Educational TVs.

**Pay Level- 10 of Rs.56,100 – 1,77,500/- (As per 7<sup>th</sup> CPC).**

**3. Computer Programme Assistant - (on an Adhoc Deputation Basis)- 01 Post.**

**Educational Qualifications:** Graduate in Science / Commerce with 55% marks and the certificate or diploma in Computer applications from an institution of repute. At least Two (2) years experience of using PC and Familiarity of using programmes like dBase, Fox Pro, Quattro, Lotus, etc.

**Desirable Qualifications:** Knowledge of writing / developing software.

**Pay Level- 06 of Rs.35,400 – 1,12,400/- (As per 7<sup>th</sup> CPC).**

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4. Application in the prescribed proforma (Annexure-1) of the eligible candidates, whose services could be spared immediately on selection, together with the certificate from the forwarding Authority (In proforma Annexure-II) along with the following documents, may kindly be forwarded to the "Administrative Officer, Consortium for Educational Communication, IUAC Campus, Aruna Asaf Ali Marg, New Delhi – 110067, within 30 days of publication of this advertisement.
  - (i) Integrity Certificate.
  - (ii) No Objection Certificate from the Cadre Controlling Authority.
  - (iii) Vigilance Clearance Certificate.
  - (iv) Attested photocopies of the Annual Confidential Report (ACRs) for the last five years (2020-21 to 2024-25) attested on each page by an officer not below the rank of an Under Secretary to the Government of India.
  - (v) Annual Property Returns of the last Two Years.
  - (vi) Certificate for no major/ minor penalty has been imposed on him/her during the last Ten Years.
5. Applications of officers/official of the Central Government / State Government/Union Territory Administration/Public Sector Undertaking / University / Recognised Institute / Recognised Research Institutions / Autonomous Organization / Statutory Organisation who fulfil the requisite eligibility criteria and experience for the post would only be considered
6. The application received without supporting documents, photographs, unsigned and incomplete in any manner, shall be summarily rejected.
7. **Age Limit: Not exceeding 56 years on the closing date of application.**

**The Terms of Recruitment are as under:**

- (a) The deputation will be on an ad-hoc and on temporary basis,
- (b) The period would be initially for one year or till the return of the regular incumbent, whichever is earlier,
- (c) The appointment will not confer any right for regular deputation / absorption in CEC.
- (d) The number of positions may increase or decrease and the Consortium reserves the right not to fill up any of the advertised posts as deem fit.
- (e) Only the Short-Listed Candidates would be called for an Interview.
- (f) The decision of the Selection Committee shall be Final.
- (g) Submission of application for any post shall not confer any right to be called for an Interview.
- (h) The Applications should reach with in the period of Thirty (30) Days from the date of advertisement.
- (i) The interested candidates may kindly apply as per the Enclosed Application Format along with Self-attested photographs / copies of the self-attested Certificates for qualifications, experience and any other details etc.
- (j) Kindly forward the Applications through e-mail to **appointments.cec26@gmail.com** and Hard Copies should also reach CEC well before the Last Date.
- (k) No TA/DA shall be paid to the candidates for attending the Written Test / Skill Test / Interview, as the case may be.

Further details regarding General Terms and Conditions for Recruitment on an Adhoc Deputation Basis, Qualifications, Experience, Application Format etc. for the posts may be down loaded from the website [www.cec.nic.in](http://www.cec.nic.in). Application in the given format superscribed clearly "**Application for the post of "Media Tape Librarian" / "Producer" / "Computer Programme Assistant" on an Adhoc Deputation Basis** as the case may be, sent to the Administrative Officer, Consortium or Educational Communication, IUAC Campus, Aruna Asaf Ali Marg, New Delhi – 110 067 within the period of **Thirty (30) Days, from the date of advertisement**. Only short-listed candidates would be called for an Interview. Decision of the appointing authority shall be final and binding for all purposes. No enquiries / correspondence would be entertained, in this regard.

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Administrative Officer, CEC

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Affix Passport  
size photograph  
duly self-  
attested.

**APPLICATION FORMAT**

1. Post Applied for : \_\_\_\_\_
2. Advertisement Reference No. : \_\_\_\_\_
3. Method or Recruitment : \_\_\_\_\_  
(On an Adhoc Deputation Basis)
4. Full Name (in Block letters) : \_\_\_\_\_
5. Father's / Husband's Name : \_\_\_\_\_
6. Date of Birth : \_\_\_\_\_
7. Age (as on last date given in advt.) : \_\_\_\_\_
8. Sex (Male/Female) : \_\_\_\_\_
9. Marital Status (Married/Unmarried) : \_\_\_\_\_
10. Whether SC/ST/OBC/Gen./PH : \_\_\_\_\_
11. Nationality : \_\_\_\_\_
12. Address for Correspondence with Phone : \_\_\_\_\_  
No. and email ID : \_\_\_\_\_  
\_\_\_\_\_
13. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
14. Reference, I address with Phone No. : \_\_\_\_\_  
\_\_\_\_\_
15. Reference, II address with Phone No : \_\_\_\_\_  
\_\_\_\_\_

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16. Educational Qualifications:

(i) Academic Qualifications:

Examination Passed	Name of Board/ School / College/ University	Year of Passing	% age of marks	Division	Subjects

(ii) Professional / Technical Qualifications:

Examination Passed	Name of Board / School / College/ University	Year of Passing	% age of marks	Division	Subjects

17. Experience :

Name & Address of Employer	Designation	Salary / Pay Scale / Pay Level	Period		Total Experience	Nature of Appointment (weather, Permanent / Temporary/ Adhoc / Contract / Daily wage etc.)	Nature of duties
			From	To			

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18. Any other relevant information: \_\_\_\_\_

**Declaration to be signed by the candidate**

I hereby declare that the above details in this form are correct and true to the best of my knowledge and belief. I declare that I am an eligible candidate for the post as per the prescribed qualifications and fulfill all other conditions. If at any stage, I am found to have concealed / suppressed any material information or given any false details supported by the documents found to be fake subsequently or I am not eligible for appointment which could not be detected by the CEC due to oversight or whatever reasons, my appointment shall be liable to be summarily terminated without any further Notice or compensation, what so ever.

Place : \_\_\_\_\_ Signature of Applicant

Date : \_\_\_\_\_ Name:

Forwarded with the remarks that this Office / Institution / Organization has No Objection to the candidature of the applicant being considered for the post applied for, as above.

Place : \_\_\_\_\_ Signature  
Date : \_\_\_\_\_ (Head of Office / Institution / Organisation)

Telephone : \_\_\_\_\_ Designation

Email : \_\_\_\_\_ Address

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**General Terms and Conditions for Recruitment on an Adhoc Deputation Basis**

1.	Prescribed application form may be downloaded from the website of CEC <a href="http://www.cec.nic.in">www.cec.nic.in</a>
2.	Completed application should be submitted alongwith all relevant supportive certificates / testimonials viz., qualification / experience / date of birth / caste certificate in prescribed format etc., duly Self attested.
3.	Last date for receipt of application is 30 days, from the date of advertisement. In case the closing date is a holiday, the next working day shall be treated as closing / last date.
4.	Incomplete applications and applications received after the due date would summarily be rejected.
5.	Application should be addressed to the " <b>Administrative Officer, Consortium for Educational Communication, IUAC Campus, Aruna Asaf Ali Marg, New Delhi – 110067</b> " in the closed cover super-scribing "Application for the post of Media Tape Librarian" / "Producer" / "Computer Programme Assistant". CEC shall not be responsible for any postal delay. The candidate would be required to write his/her complete correspondence and permanent address with pin code numbers, telephone numbers, cell-phone number and e-mail ID. Etc.
6.	The date for determining the eligibility of all candidates in respect of age shall be the closing date as prescribed in the advertisement for receipt of the applications.
7.	It is the responsibility of the candidate to assess his own eligibility for the post which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to over sight or whatever circumstances, his appointment shall be liable to termination forthwith as per this clause. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the CEC shall be final.
8.	If any document/certificates etc. is found to be false / fake / incorrect / malafide at any stage of appointment or after the appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of the candidature which shall lead to cancellation of the appointment, if already appointed.
9.	If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information / or misleading statement / information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience, date of birth or domicile etc., the candidature shall liable to be cancelled and services shall be terminated forthwith, without any further Notice.
10.	Candidate who is already in service should submit his/her application through proper channel and will be eligible for age relaxation as per Rules. However, he/she may send an advance copy of his/her application and should produce the "No Objection Certificate" from the employer at the time of interview, failing which he/she shall not be interviewed. Further, these candidates should also submit the certificate from the employer or his authorized officer to the effect that no disciplinary case is either pending or contemplated against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application form at the time of interview.
11.	In case response is exceptionally high, the CEC reserves the right to restrict the number of candidates having higher percentage of marks in the requisite qualification to be called for an interview. Merely possessing the prescribed qualification and requisite experience would not entitle the candidates to be called for an interview.
12.	The CEC reserves the right to fill or not to fill the post advertised for any reason or what so ever.
13.	CEC reserves the right to withdraw the advertisement either partly or wholly, at any time, without assigning any reason to this effect.
14.	CEC reserves the right to reject any application without assigning any reason thereof.
15.	Relaxation as permissible under Government of India Rules will apply.