



Advertisement No. 1/2026

29th March, 2026

RECRUITMENT NOTICE

Consortium for Educational Communication (CEC), an autonomous body under University Grants Commission (UGC) invites Eligible Candidates for the following Positions on contractual basis, and the applications should reach with in the period of **(15) 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 and on the basis of the performance and in accordance with the procedures followed for contractual engagements at CEC. Only the Short Listed Candidates would be called for an Interview. The decision of the Selection Committee shall be Final. Submission of application for any position shall not confer any right to be called for an Interview.

1. Consultant (Marketing & Brand Building) (on Contractual Basis) :- 01 Position

Field of Consultancy: Creating and nurturing brands for the organization and its products, handling the marketing strategies and processes for visibility and promotion through advertising, public Relations, Events in especially in Social Media Handles etc., developing marketing tools, products and techniques for the organization, handling communication strategy and process for Internal and external stakeholder etc.

Eligibility: A working/retired Marketing professional with vast experience in the area of Media Marketing, PR activity and Brand Building etc.

Consolidated Salary Range: (i) (Chief Consultant – Rs. 70,000-90,000/-) or (ii) (Consultant (Junior) Rs.40,000 – 50,000/-).

2. Utility Manager (on Contractual Basis)- 01 Position.

Field of Consultancy: The Consortium needs the services of Utility Manager on contractual basis to manage the activities such as:

- (i) Maintenance of Services and Upkeep of CEC Office and Guest Houses etc.
- (ii) Arrangements during various Events.
- (iii) Horticulture and Estate Services.

Qualifications & Experience: - Persons with Diploma/ Degree in Civil Engineering who has worked as Junior Engineer / Assistant Engineer having more than Ten (10) years of experience in preparation of bill of material and maintenance of estimate, cost campus/buildings. Exposure to horticulture and estate services is desirable.

Consolidated Salary Range: The emoluments may be fixed as payable to Junior Consultant as per UGC Office Order No.133/2013 dated 29th May, 2013 **i.e. Rs. 40,000 - 50,000/- per month.**

3. **Consultant (ICT) (On Contractual Basis) – 1 position:**

Field of Consultancy: Activities regarding the use of ICT in education which includes content creation and dissemination through various communication modes such as TV, EDUSAT Network and Internet and especially in Social Media Handles.

Eligibility: A working / ICT professional / academician must have adequate knowledge and vast experience in use of ICT in education, multimedia application, digital learning solutions, web base e-courses cloud based learning activities and web streaming for education etc.

Consolidated Salary Range: (i) Chief Consultant – Rs. 70,000-90,000/- or (ii) Consultant (Junior) Rs.40,000 – 50,000/-.

4. **Project Manager (On Contractual Basis) – 1 position:**

Job Description: To assist PI/CO-PI at CEC for managing and coordinating various activities on day to day basis with Media Centres regarding subject mapping, monthly progress, certification and validation, project deliverables, completion certificate etc. as well as coordination with other stake holders in the project.

Educational Qualifications & Experience: Post Graduation in Management or Business Administration from the recognized University /Institute. The candidate should have excellent communication skills, drafting and presentation skills and must be proficient in organizational procedures and experience of managing various activities in projects in the Government/Public Sector/ Autonomous Bodies / Corporate Sectors. Working knowledge of computers is desirable.

Consolidated Salary Range: As per UGC Office Order No.133/2013 dated 29th May, 2013 for appointment of **Consultant (Junior) i.e. Rs. 40,000-50,000/- per month.**

5. **Project Associate (On Contractual Basis) – 01 position.**

Educational Qualifications: 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: Two (02) Years' experience after Post Graduation, good oral and written communication skill in English.

Desirable: Experience of work in the government project preferably in educational portal / e-learning portal. Working knowledge of MS Office and Application Software, and may be required.

Consolidated Salary :- Rs.35,000/- per month.

6. **Engineer (Broadcast) (Vyas Channel) (On Contractual Basis) – 01 position.**

Job Description: Technical Operations and day to day technical work of Vyas Channel /ETV Channels and Edusat Transmission.

Qualifications & Experience: First Class Bachelor of Engineering in Electronics / Electronics and Communication /Electrical / Broadcast Engineering from recognized University.

OR



M.Sc (Physics) with Electronics as special subject.

Experience: Two (2) Years minimum experience operation and maintenance of video broadcast, quality production and transmission equipment's.

OR

Three (3) Years Diploma in Electronics / Electronics and Communication / Electrical / Broadcast Engineering or B.Sc (Physics) from recognized Institute.

Experience: Ten (10) Years minimum experience in operations and maintenance of video broadcasts, quality production and transmission equipment's.

Consolidated Salary Range :- Rs.50,000 - 65,000/- per month.

7. Caretaker (On Contractual Basis) – 01 position.

Job description: The Job of caretaker involves keeping all the rooms of the guest house in very good condition and ensure that all the facilities are in working condition and to ensure the provision of clean linen bed sheet, towel etc.

Essential Qualifications: SSC (10th) Equivalent examination.

Experience: Five Years of experience of working in the Hostel / Guest House.

Consolidated Salary: Rs.25,000/- per month.

8. Channel Manager (On Contractual Basis) – 01 position.

Job description: Scheduling, Brand Building, Marketing, Visibility enhancement etc.

Essential Qualifications: Master's Degree with minimum 55% in Science/ Social Science/ Humanities/ Commerce/ Management from recognised University/Institution.

Experience: Ten years experience in scheduling, marketing and TV channel operation and management.

Consolidated Salary Range : As per UGC Office Order No.133/2013 dated 29th May, 2013 as per the UGC Guidelines and Norms for appointment of Consultant. The Remuneration of **(i) (Consultant- Retired Professionals) of Rs.50,000 – 70,000/-) and (ii) (Consultant (Junior) Rs.40,000 – 50,000/-).**

9. Editor (Video) (On Contractual Basis) – 01 position.

Job description: Ingest, correction of ingested programmes, video editing of EDUSAT programmes, online editing, offline editing etc.

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

Experience: One year 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: Two years experience in video / film editing.

OR

Essential Qualification : Three years Diploma in Video/film Editing from a recognised Institution/University.

Experience: Two years experience in video / film editing.

Consolidated Salary: Rs. 30,000/- per month.

10. Technical Assistant (On Contractual Basis) – 01 position.

Job description: Ingest, Playlist, Payout, Transmission monitoring, Technical Coordination with IGNOU, Doordarshan etc.

Essential Qualifications: B.Tech in Electronics/Computer Science/IT from recognised Institute.

Experience: One year experience in operation/maintenance of video broadcast equipment.

OR

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

Experience: Two years experience in operation/maintenance of video broadcast equipment.

Consolidated Salary : Rs. 30,000/- per month.

11. Data Entry Operator (On Contractual Basis) – 01 position.

Job description: Data entry and Data Management etc.

Essential Qualifications: 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 atleast Six months certificate course in Data Entry / MS Office Application from recognised institute.

Experience: Two years experience in data entry work.

Minimum Typing Speed (English) of 35 w.p.m. on Computer.

Consolidated Salary : Rs. 20,000/- per month.

12. Assistant Project Officer (On Contractual Basis) – 01 position.

Job description: Quality certification, Validation, preview of video programme and e-content etc.

Essential Qualifications: Master's degree with minimum 55% marks in Social Sciences/ Science / Humanities / Management/ Mass Communication/ Journalism from a recognized University / Institute.

Experience: Three years experience of Teaching / Research / Audio Visual medium including experience in scripting, production of programmes, preview of programmes etc.

Desirable:

- (i) Knowledge of computer and multimedia equipment.
- (ii) Ph.D or UGC NET qualified

Consolidated Salary Range : As per UGC Office Order No.133/2013 dated 29th May, 2013 as per the UGC Guidelines and Norms for appointment of Consultant. The Remuneration of **(Consultant (Junior) Rs.40,000 – 50,000/-).**

13. Training Coordinator (MOOCs and Capacity Building) (On Contractual Basis) – 01 position.

Job description: (a) To develop training material and multimedia content for specific users.

- (b) To create a training and workshop schedule across the institution and EMRC in concurrent with the needs of SWAYAM Project.
- (c) To conduct various stages of trainings in pre-proposal stage, proposal stage, development, delivery stage and further capacity building at different locations.
- (d) To maintain the database and build relationships with the Coordinators for implementing of the scheme in cohesive manner within the scheduled time frame.
- (e) 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.
- (f) To coordinate and consolidate the local chapters and undertake outreach activities with MHRD and SWAYAM NPTEL and UGC.
- (g) To maintain the database, information regarding the funding and expenditure for timely disbursement.
- (h) Escalate any outstanding issues cropping up during the implementation to higher authorities promptly for speedy resolution.
- (i) To provide other administrative support to achieve the Training schedule and goals in time.

Essential Qualifications & 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.

Consolidated Salary Range: Rs. 50,000-70,000/- Per Month.

Terms and Conditions: -

- (i) The above positions are Project Positions and hence coterminous with the Project.
- (ii) Initial engagement will be for the period of One Year, or till the time the Project continues, whichever is earlier, on satisfactory performance of the incumbent which will be periodically reviewed.
- (iii) In case the Project extends beyond One Year, then engagement could be extended suitably, subject to the satisfactory performance.
- (iv) For contractual engagements, the Selection Committee would have the discretion to relax the experience criteria as it may deem 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 as deem fit.
- (vi) Only the Short Listed Candidates would be called for an Interview.
- (vii) The decision of the Selection Committee shall be Final.
- (viii) Submission of application for any position shall not confer any right to be called for an Interview.
- (ix) The Applications should reach with in the period of Fifteen (15) Days from the date of advertisement.
- (x) 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.
- (xi) Kindly forward the Applications through e-mail to **appointments.cec26@gmail.com** and Hard Copies should also reach CEC well before the Last Date.
- (xii) No TA/DA shall be paid to the candidates for attending the Written Test / Skill Test/ Interview, as the case may be.

For detailed information regarding Application Format, Job Description, Educational Qualifications, Experience and consolidated Monthly Remuneration etc. for the above Positions, on Contractual Basis, the Candidates may kindly visit CEC website: www.cec.nic.in

Administrative Officer, CEC



Affix
Passport
size
photograph
duly self-
attested

APPLICATION FORMAT

Applied for the post of :	
Name / Mob. No./ E-mail ID	
Permanent Address	
Correspondence Address	
Educational / Professional Qualifications* (Self-attested)	
Experience* (Self-attested)	
Any other information*	
Name and Address of Reference (1)	
Name and Address of Reference (2)	
Remarks	
Signature	
Date	

Note:- Kindly attach Four (4) slides of work done earlier alongwith the proof. This presentation should also be available during the interview.

* May kindly attach another sheet if required.

