



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.2/2025**

Consortium for Educational Communication (CEC), an autonomous body under University Grants Commission (UGC) invites eligible candidates for Walk- in- Interface for 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) Administrative Officer (On Contractual Basis) (01 Position), Rs.40,000 – 60,000/- per month, Interface on 06.08.2025 at 10:00 AM.**

The Remuneration in case of Contract Appointment of Retired Central Government Employees will be fixed as per the provisions of Ministry of Finance, Department of Expenditure OM F. No. 3-25/2020-E.IIIA dated 09<sup>th</sup> December, 2020.

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

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Chief Administrative Officer, CEC



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**Educational Qualification & Experience:** Retired Section Officers in the Central Govt. Ministries / Department / Autonomous Institution who have experience in Administration, well versed with the rules and regulations and possess a graduation-degree.

The Remuneration in case of Contract Appointment of Retired Central Government Employees will be fixed as per the provisions of Ministry of Finance, Department of Expenditure OM F. No. 3-25/2020-E.IIIA dated 09<sup>th</sup> December, 2020.

**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 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.

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Chief Administrative Officer, CEC

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NEW DELHI – 110067  
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.