



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



WALK-IN-INTERVIEW

Advertisement No. 1/2023

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) Academic Coordinator (Swayam MooCs & Swayam Prabha DTH) (01 Position) Interface on 14.02.2023 at 11:00 AM
- (2) Project Associates (03 Positions) Interface on 14.02.2023 at 03:00 PM
- (3) Coordinator (Online Courses) (01 Position) Interface on 15.02.2023 at 11:00 AM
- (4) Consultant (Research & Training) (01 Position) Interface on 15.02.2023 at 03:00 PM
- (5) Content Writer (01 Position) Interface on 16.02.2023 at 11:00 AM
- (6) Technical Assistant (Vyas Chanel) (02 Positions) Interface on 16.02.2023 at 03:00 PM
- (7) Sr. Data Entry Operator (MIS) (01 Position) Skill Test on 17.02.2023 at 11:00 AM and Interface on 17.02.2023 at 03:00 PM
- (8) Data Entry Operator (Technical) (01 Position) Skill Test on 20.02.2023 at 11:00 AM and Interface on 20.02.2023 at 03:00 PM
- (9) Academic Coordinator (Research) (02 Positions) Interface on 21.02.2023 at 11:00 AM

In case of Serial Number 7 & 8 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

Administrative Officer, CEC



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1. Academic Coordinator (Swayam MOOCs & Swayam Prabha DTH) (On Contractual Basis) – 01 position: Rs.50,000- 65,000/- per month.

Educational Qualification / Eligibility (A & B)

(A)

(i) A Master's Degree with 55% marks (or an equivalent grade in a point –scale wherever the grading system is followed) in the area of Disciplines of Arts, Commerce, Humanities, Education, law, Social Sciences, Science, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

(ii) Besides fulfilling the above qualifications, the candidate should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET or who are or have been awarded a Ph. D Degree in accordance with University Grants Commission (Minimum Standards and Procedure for Award of M. Phil / Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:

Provided, the candidates registered for the Ph. D programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws/ Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor equivalent positions in Universities / Colleges / Institutions subject to the fulfillment of the following conditions:-

- The Ph. D. degree of the candidate has been awarded in a regular mode;
- The Ph. D. thesis has been evaluated by a least two external examiners;
- An open Ph. D. viva voce of the candidate has been conducted;
- The Candidate has published two research papers from his / her Ph. D. work, out of which at least one is in a refereed journal;
- The candidate has presented at least two papers based on his / her Ph. D work in conference / seminars sponsored / funded / supported by the UGC / ICSSR / CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

(B) The Ph.D degree has been obtained from a foreign university/ Institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) The Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

2. Project Associates (On Contractual Basis) –03 positions: 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.

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3. Coordinator (Online Courses) (On Contractual Basis) – 1 position: Rs.50,000 – 70,000/- per month.

Job Profile:

- * Develop the guidelines for Course packaging, certification, examination other related documents.
- * To conduct gap assessment in UG-PG streams of study programs.
- * Coordinate with EMRC and CC to develop the necessary gap courses for fulfillment of the complete degree program, while maintain the credit and degree requirement in check.
- * To develop the Examination result after compilation, moderation with the CC and NTA. To oversee the examination conduct and ensure that all process are optimal.
- * To monitor the development of the necessary database and software's at CEC for offering the courses and management of students.
- * To provide other administrative support to achieve the project completion in time.

Educational Qualification and 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 examination assessment and evaluation and different regulations across educational institutions and programs.
- (e) Experience in working with higher educational institutions providing academic and administrative support to educational programs.

04. Consultant (Research & Training) (On Contractual Basis) –01 position: Rs.50,000 – 70,000/- per month.

Eligibility: We are looking for young work oriented professional with a broader work profile who can, in addition to conducting awareness and capacity building workshops, perform multi-facet tasks like coordination with UGC and other educational institutions including Academics / Faculty for content generation & MOOCs. He can be a working / retired Research Professional / Academician with vast experience in the area of Media Research for educational application.

05. Content Writer (On Contractual Basis) –01 position: Rs.50,000-65,000/- per month.

Job description: Work related to promotional and PR activities, publication of CEC Newsletter etc.

Educational Qualification: Master's Degree with minimum 55% marks in Journalism / Mass Communication / English (Language / Literature) / Management from recognized University / Institute.

Desirable Qualification: Fair Knowledge of Social Media.

Experience: One year work experience of content development / editing / article writing/ experience in campaign planning and branding / organizational promotion activities, etc.

06. Technical Assistant (Vyas Channel) (On Contractual Basis) – 2 positions : Rs.30,000 – 45,000/- per month.

Job Description: Ingest, Playlist, Payout, 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.

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07. Sr. Data Entry Operator (MIS) (On Contractual Basis) – 1 position : Rs. 30,000- 45,000/- per month.

Job Description : MIS, Database Management in Library etc.

Essential Qualification : First Class in MCA / M.Sc. Computer Science / B. Tech Computer Science from recognised University / Institution.

Experience: One year experience in Digital Library and Database system.

OR

Essential Qualification: BCA / B.Sc. in Computer Science from recognised University / Institution.

Experience: Three years experience in Digital Library and Database system.

08. Data Entry Operator (Technical) (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.

9. Academic Coordinator (Research) (On Contractual Basis) – 02 positions: Rs.40,000- 60,000/- per month.

Educational Qualification / Eligibility (A & B)

(A)

(i) A Master's Degree with 55% marks (or an equivalent grade in a point –scale wherever the grading system is followed) in the area of Disciplines of Arts, Commerce, Humanities, Education, law, Social Sciences, Science, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

(ii) Besides fulfilling the above qualifications, the candidate should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET or who are or have been awarded a Ph. D Degree in accordance with University Grants Commission (Minimum Standards and Procedure for Award of M. Phil / Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:

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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.

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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.