



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



WALK-IN-INTERVIEW NOTICE

Advertisement No. 05/2026

22nd July 2026

Consortium for Educational Communication (CEC), an autonomous body under University Grants Commission (UGC) invites the Eligible Candidates for the following Positions on contractual basis, for the Walk-in-Interview on 16th August, 2026 (Sunday) from 10:30 a.m. onwards, and Reporting Time would be from 09:30 a.m. to 11:30 a.m. for (i) Consultant (Marketing & Brand Building - 01 position), (ii) Consultant (Administration and Finance - 01 position) (iii) Engineer (Broadcast - 01 position), (iv) Engineer (IT & Computer- 01 position), (v) Technical Assistant (Vyas - 01 position), (vi) Editor (Digitization - 01 position), (vii) Channel Manager – (01 position), (viii) Utility Manager – (01 position), (ix) Technical Assistant – (01 position), (x) Data Entry Operator – (01 position), (xi) Accounts Assistant – (01 position) and (xii) Project Associate – (01 position).

The candidate should bring his/her Bio-Data along with one self-attested photograph, original certificates along with self-attested photocopy of the certificates and requisite documents etc. at the Time of Interview.

For detailed information regarding eligibility criteria, qualifications, experience, remuneration, and application format etc., candidates are advised to visit the official website: www.cec.nic.in

Administrative Officer, (CEC)

Sl. Nos.	Contractual Positions	Number of Vacancies	Date and Time of walk in interview
1.	Consultant (Marketing & Brand Building)	1	16 th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	Job Description	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.	
	Experience	A working/retired Marketing professional with vast experience in the area of Media Marketing, PR activity and Brand Building etc	
	Consolidated Salary Range:	As per UGC Office Order No. 33/2013 dated 29 th May, 2013 as per the UGC Guidelines and Norms for appointment of Consultant: - (i) Consultant (Retired Professionals) - Rs. 50,000 – 70,000/- (ii) Consultant (Junior) - Rs. 40,000 – 50,000/-	
2.	Consultant (Administration & Finance)	1	16 th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	Job Description	a) Personnel and General Administration (HR / Recruitment / Roster), Establishment, Purchase and Store (well conversant with GFR), Vigilance and Disciplinary matters, Legal matters, RTI Grievance/Staff Welfare matters etc. b) General Accounts and Finance (Vendor invoice settlement / LTC / TA & DA / Medical Reimbursement to staff / BRS / PFMS & Tally entries etc.), PFMS matters, Audit handling matters related to Salary / Allowances / TDS / CPF / NPS / GST etc, timely remittance of GST and other statutory compliances.	
	Eligibility	Working / Retired Chief / Sr. Administrative Officer or equivalent position with vast experience of Govt. Rules in Administration and Finance under Central Govt./Universities/ Autonomous Bodies.	
	Consolidated Salary Range:	As per UGC Office Order No. 33/2013 dated 29 th May, 2013 as per the UGC Guidelines and Norms for appointment of Consultant: - (i) Consultant (Retired Professionals) - Rs. 50,000 – 70,000/- (ii) Consultant (Junior) - Rs. 40,000 – 50,000/-	
3.	Engineer (Broadcast)	1	16 th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	Job Description	Technical Operations and day to day technical work of Vyas Channel /ETV Channels and Edusat Transmission.	
	Qualifications:	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.	
	Experience:	As given above.	
	Consolidated Salary Range:	Rs.50,000 - 65,000/- per month.	
4.	Engineer (IT & Computer)	1	16th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	Job Description	To look after the Broadcast server/IT server and Playout server, database server and Transmission servers etc.	
	Qualifications	First class Bachelor Degree of Engineering in Computer Science / Information Technology from recognised University.	
	Experience	2 years experience in operation & maintenance of Broadcast equipment / server and IT server, Database and storage, playout and TX Server	
	Consolidated Salary Range:	Rs.50,000 - 65,000/- per month.	
5.	Technical Assistant (Vyas)	1	16th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	Job Description	Ingest, Playlist, Playout, Transmission monitoring, Technical Coordination with IGNOU, Doordarshan etc.	
	Qualifications	(i) B.Tech in Electronics/Computer Science/IT from recognised Institute. Experience: 1 year experience in operation/maintenance of video broadcast equipment. OR (ii) Diploma in Electronics/Computer Science/IT from recognized Institute. Experience: 2 year experience in operation/maintenance of video broadcast equipment.	
	Experience	As given above	
	Consolidated Salary Range:	Rs.30,000 - 45,000/- per month.	

6.	Editor (Digitisation)	1	16th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	Job Description	Ingest, correction of ingested programmes, Archiving to MAM storage, retrieval quality check, editing etc.	
	Qualifications	(i) Master Degree in Mass Communication/Multimedia / Animation and Graphics with minimum 55% marks from recognised University / Institution. Experience: 1 year experience in video / film editing. OR (ii) First Class Bachelor's Degree in Mass Communication / Multimedia / Animation and Graphics from recognised University / Institution. Experience: 2 years experience in video / film editing. OR (iii) 3 years Diploma in Video / Film Editing from a recognised institution/ University. Experience: 2 years in video / film editing.	
	Experience	As given above	
	Consolidated Salary Range:	Rs.30,000 - 45,000/- per month.	
7.	Channel Manager	1	16th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	Job Description	Scheduling, Brand Building, Marketing, Visibility enhancement etc.	
	Qualifications	Master's degree with minimum 55% in Science / Social Science / Humanities / Commerce / Management from recognised University / Institution.	
	Experience	10 years experience in scheduling, marketing and TV channel operation & management.	
	Consolidated Salary Range:	As per UGC Office Order No. 33/2013 dated 29 th May, 2013 as per the UGC Guidelines and Norms for appointment of Consultant:- (i) Consultant (Retired Professionals) - Rs. 50,000 – 70,000/- (ii) Consultant (Junior) - Rs. 40,000 – 50,000/-	
8.	Utility Manager	1	16th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	Job Description	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	Diploma/ Degree in Civil Engineering	
	Experience	Candidates who have 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. Desirable: Exposure to horticulture and estate services.	
	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.	
9.	Technical Assistant	1	16th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	Job Description	Ingest, Playlist, Payout, Transmission monitoring, Technical Coordination with IGNOU, Doordarshan etc.	
	Qualifications	(i) B.Tech in Electronics/Computer Science/IT from recognised Institute. Experience: 1 year experience in operation / maintenance of video broadcast equipment. OR (ii) Diploma in Electronics / Computer Science/IT from recognized Institute. Experience: 2 year experience in operation / maintenance of video broadcast equipment.	
	Experience	As given above	
	Consolidated Salary	Rs. 30,000/- per month.	
10.	Data Entry Operator	1	16th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	Job Description	Data entry and Data Management etc.	
	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 Graduate from a recognized University with at least 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.	
	Experience	As given above.	
	Consolidated Salary:	Rs. 20,000/- per month.	

11.	Accounts Assistant	1	16th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	Job Description	Writing of cash book, ledger, preparation of payment voucher, payment to experts, withdrawal of cash and preparation of final accounts etc.	
	Qualifications	Bachelor's Degree in Commerce from a recognized University	
	Experience	3 years experience in compilation of accounts, knowledge of income tax rules, bank reconciliation in a University/Govt. Autonomous Body. Familiarity in use of standard financial package for maintaining vouchers in computer is a must	
	Consolidated Salary:	Rs. 30,000/- per month.	
12.	Project Associate	1	16th August, 2026 (Sunday) Reporting Time from 09:30 a.m. to 11:30 a.m. Interview from 10:30 a.m. onwards.
	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.	
	Consolidated Salary:	Rs.35,000/- per month.	

IMPORTANT**Terms and Conditions: -**

- i. The interested candidates need to appear for Walk-in-Interview as per the schedule and bring the Original Certificates and filled up Enclosed Application Format along with Self-attested photographs / copies of the self-attested Certificates for qualifications, experience etc. and any other details etc.
- ii. Separate Application Forms should be submitted for every single post applied along with requisite documents.
- iii. The above positions are Project Positions and hence coterminous with the Project.
- iv. The initial engagement would be for the period of one year, extendable based on the performance and institutional requirements. Selection would be based on the performance in the Walk-in-Interview.
- v. In case the Project extends beyond One Year, then engagement could be extended suitably, subject to the satisfactory performance.
- vi. The number of positions may increase or decrease and the Consortium reserves the right to fill up any of the advertised posts as it deems fit.
- vii. The decision of the Selection Committee shall be final. No TA/DA will be paid for attending the Walk-in-Interview.
- viii. For contractual engagements, the Selection Committee would have the discretion to relax the experience criteria as it may deem fit.
- ix. For detailed information regarding eligibility criteria, qualifications, experience, remuneration, and application format etc., candidates are advised to visit the official website: www.cec.nic.in.
- x. The Regulation of Remuneration in case of appointment / engagement of Retired Central Government Employees as Consultants contract basis will be fixed as per the provisions of Ministry of Finance, Department of Expenditure OM F.No.3-25/2020-E.IIIA dated 09th December, 2020 and UGC Letter dated 29th January, 2024.
- xi. The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may or may not be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

Administrative Officer, CEC



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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	

* May kindly attach another sheet if required.

