

No. F. 13-15/2019-20/CIET/DICT&TD
Central Institute of Educational Technology (CIET)
National Council of Educational Research and Training (NCERT)

June 4, 2019

Subject: Appointment of various posts in CIET, NCERT

National Council of Educational Research and Training (NCERT), New Delhi is working towards creating and running Massive Open and Online Courses (MOOCs) under Study Webs of Active-learning of Young Aspiring Minds (SWAYAM) funded by Ministry of Human Resource Development (MHRD), Govt. of India. NCERT plan to engage the services of qualified and experienced professionals for the following positions at CIET, NCERT, New Delhi initially for a period of nine months purely on Temporary / Contractual basis.

CIET, NCERT invites application from eligible candidates to fill up the following posts:

Sl. No.	No. of Position/staff and Remuneration	Essential Qualifications and Experience	Desirable
1	ICT Consultant - 04 Remuneration: @Rs. 45,000/- per month (consolidated) Age: Below 45 years Date of Walik-in Interview: 20.06.2019 Venue: Joint Director's Office, 2 nd floor, Chacha Nehru Bhawan (CIET), NCERT, Sri Aurobindo Marg, New Delhi-110016	<p>Project : Development of course materials for MOOCs on SWAYAM (For Classes 9-12th , UG & PG courses in Education, Skill Development)</p> <p>Role and responsibilities</p> <ol style="list-style-type: none"> 1. Conducting training/workshops/meetings for e-content development for MOOCs 2. Coordinating the development of course materials (text, script, video, transcription, translation, assessment, weblinks, assignment etc.) and uploading on SWAYAM 3. Monitoring of courses 4. Advocacy for courses through Newspaper, websites, social media <p>Essential Qualifications and Experience</p> <ol style="list-style-type: none"> 1. Post Graduate in Accountancy/ Business Studies/ Biology/ Chemistry/ Economics/ Geography/ History/ Physics /Mathematics / Political Science/ Psychology /Sociology/ Computer Science/IT/MCA/M. Tech with 55% marks or equivalent grade in general category and in case of SC/ST/PH it will be 50%. 2. Knowledge of ICT/Computer Applications 3. Work experience at least three years in developing and online courses using Learning 	Desirable: <ol style="list-style-type: none"> 1. Knowledge of instructional design and development of e-content 2. Work experience in developing and running online course on SWAYAM 3. NET and or Ph. D.

		Management System (LMS)/ Content Management System (CMS) 4. Acquired at least one online course certificate/diploma/degree	
2	<p>Project Associates -04</p> <p>Remuneration: @ Rs. 25,000/ per month (consolidated)</p> <p>Age: Below 35 years</p> <p>Date of Interview : 21.06.2019 Will be informed later</p> <p>Venue: Joint Director's Office, 2nd floor, Chacha Nehru Bhawan (CIET), NCERT, Sri Aurobindo Marg, New Delhi-110016</p>	<p>Project : Development of course materials for MOOCs on SWAYAM (For Classes 9-12th , UG & PG courses in Education, Skill Development)</p> <p>Role and responsibilities</p> <ol style="list-style-type: none"> 1. Creating course instance on SWAYAM 2. Digitization and uploading course materials (text, script, video, transcription, assessment, weblinks, assignment etc.) on SWAYAM 3. Technical support in running courses on SWAYAM 4. Creating Advocacy materials (Poster, banner, news items etc.) for courses and upload on websites and share in social media. <p>Essential Qualifications and Experience</p> <ol style="list-style-type: none"> 1. Post Graduate in Computer Science/IT/MCA/M. Tech. or equivalent degree with 55% marks/grade in general category and in case of SC/ST/PH it will be 50%. 2. Knowledge of ICT 3. Work experience of at least one year in handling an online course 	<ol style="list-style-type: none"> 1. Skills in creation and maintenance of Database management/ CMS and LMS 2. Skills in creating a course on LMS and populating course materials
3	<p>Teaching Assistants -06</p> <p>Remuneration: @Rs. 15,000/- per month (consolidated)</p> <p>Age: Below 35 years</p> <p>Date of Interview : 20.06.2019 Will be informed later</p> <p>Venue:</p>	<p>Project : Development of course materials for MOOCs on SWAYAM (For Classes 9-12th , UG & PG courses in Education, Skill Development)</p> <p>Role and responsibilities</p> <ol style="list-style-type: none"> 1. Daily interaction with learners 2. Handling queries of learners 3. Designing and uploading assignment 4. Evaluating assignments 5. Monitoring courses 6. Doing analysis and preparing reports <p>Essential Qualifications and Experience For Food Nutrition and Healthy Living course</p> <ol style="list-style-type: none"> 1. Post Graduate in Food Nutrition/Biology/Home Science with 55% marks or equivalent grade in general 	<p>For all courses</p> <ol style="list-style-type: none"> 1. Work experience at least one year in handling an online course 2. Skills in creation and maintenance of Database management/ CMS and LMS 3. Skills in creating a course on LMS and populating

	<p>Joint Director's Office, 2nd floor, Chacha Nehru Bhawan (CIET), NCERT, Sri Aurobindo Marg, New Delhi-110016</p>	<p>category and in case of SC/ST/PH it will be 50%.</p> <p>2. Knowledge of ICT/Computer Applications and working experience on LMS/CMS</p> <p>For Action Research course</p> <p>1. M.Ed./ M. A. (Education) with 55% marks or equivalent grade in general category and in case of SC/ST/PH it will be 50%.</p> <p>2. Knowledge of ICT/Computer Applications and working experience on LMS/CMS</p> <p>For courses in School Subjects (Biology/Chemistry/Economics/Psychology/Geography/Mathematics)</p> <p>1. Post Graduate in Food Nutrition/Biology/Home Science with 55% marks or equivalent grade in general category and in case of SC/ST/PH it will be 50%.</p> <p>2. Knowledge of ICT/Computer Applications and working experience on LMS/CMS</p>	<p>course materials</p>
4	<p>Office Assistant (Accounts and Administration) - 01 (Rs.30,000/- per month)</p> <p>Date of Interview: 21.06.2019</p>	<p>Role and responsibilities</p> <p>1. Getting filled the forms and submit for reimbursement, and follow up</p> <p>2. Keeping record of accounts</p> <p>3. preparing expenditure statements</p> <p>Essential Qualifications and Experience</p> <p>1. Graduate in Commerce/ Mathematics/Statistics</p> <p>2. 5+ years of experience in accounts and office administration in reputed Institutions / Organizations</p> <p>3. Knowledge of computer – office software</p> <p>Work experience in English and Hindi typing skills</p>	<p>Experience in maintaining budgeting, cash book/ECR/ accounts etc. at Institution level.</p>
5	<p>Data Entry Operator -01 (Rs.20,000/- per month)</p> <p>Date of Interview: 21.06.2019</p>	<p>Essential Qualifications and Experience</p> <p>1. Graduate in any discipline</p> <p>2. 2+ years of experience in any reputed Institutions/ Organizations</p> <p>3. Good working knowledge of Office tools (Word processing, Spreadsheets, Power Point)</p>	<p>Preference will be given to the candidates having typing in English and Hindi with minimum speed of 45 and 35 words per minute respectively.</p>

General conditions

Term of engagement: The engagement is purely on temporary basis on contract which will be initially for **a period of nine months**. Further extension can be considered based on the performance and project's requirement. The contract can be terminated at any point of time without citing any reason.

No. of vacancies are indicative. It may increase/decrease as per actual requirement of the projects.

Canvassing in any form will be treated as disqualification. No correspondence or telephonic enquiry will be entertained as regards to calling for interview, selection or engagement. The Council reserves the right to relax any of the requirements i.e., educational qualification, experience etc. in exceptional cases. The selection will be on the basis of skill (wherever required) test followed by an interview, at Central institute of Educational Technology (CIET), NCERT, Sri Aurobindo Marg New Delhi – 110016.

Instructions:

1. Candidates should bring two sets of self attested photocopies of all certificates, original certificates (for verification), address-proof (AADHAR CARD / PASSPORT / Driving License) and a passport size photograph.
2. No TA / DA will be paid for attending the test/interview. Outstation candidates shall make their own arrangements for stay at Delhi and the project shall not provide any accommodation etc.
3. All the eligible candidates are requested to report to the Section officer DICT, CIET-NCERT, New Delhi – 110016 at 09:30 am in Room No. 242, Chacha Nehru Bhawan, CIET – NCERT.

Joint Director, CIET, NCERT

New Delhi - 110016