F.No. 2-05/2020-21/DEL/
National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi- 110016
DEPARTMENT OF EDUCATION IN LANGUAGES
August 24, 2020

Sub: Recruitment of 01 Online Course Administrator for the PAC Programme titled ‘Online Certificate Course in teaching of Urdu at Elementary Stage’ (PAC Code 2.05)

The Department of Education in Languages (DEL) invites applications to recruit 01 Online Course Administrator on temporary basis to work on the project mentioned above. The terms and conditions of the fellowship are as below:

| 1 | Qualification | 1. M.A. in Urdu with at least 55% marks
|   | a) Essential  | 2. Computer literacy: should be able to analyse data on computer and present the data suitably. |
|   | b) Desirable  | i) 02 Years experience in LMS/CMS based website development
|   |              | ii) Content development in Urdu using open source CMS / LMS
|   |              | iii) Administration of e-learning platform or online course |
| 2 | Job description | The course administrator will run an online course through in Urdu. Specifically, he/she is expected to perform the following:
|   |              | i) Enrollment of learners and providing them continuous technical support.
|   |              | ii) Updating contents as suggested by the coordinator
|   |              | iii) Releasing weekly courses to the learners and setting up of examination
|   |              | iv) Any other relevant work assigned by the Project Director / reporting authority as and when required. |
| 3 | Tenure        | Upto 6 months from the date of joining |
| 4 | Age           | Below 40 Years as per UGC guidelines |
| 5 | Value of Fellowship | Rs. 29,000/- per month consolidated |

The walk-in-interview will be held on 10.09.2020 (Thursday) in Department of Education in Languages, Room No. 17, 2nd Floor, Janaki Ammal Khand, NCERT, Sri Aurobindo Marg, New Delhi - 110 016. The registration of eligible candidates will be done from 9.30 AM to 11.00 AM only. The candidates may contact the office in Room 11.

Candidates must bring their bio data along with self attested photocopy of each certificate and one photograph and other related documents at the time of interview. Candidates are also directed to bring the original certificates/testimonials for verification at the time of interview.

Note:
1. Fellowship is purely temporary.
2. Candidates already employed should get their applications forwarded through their employers and / or submit a “No Objection Certificate”.
3. The project fellows who have already worked in the Council for two and half years are not eligible.
4. No TA/DA will be paid for attending the interview by NCERT.
5. The selected candidates may be required to join immediately.

(Sandhya Singh)

Copy to:
1. All Head of Departments NCERT, New Delhi.
2. Chairperson, CIL, School of Language, Literature and Cultural Studies, JNU, New Delhi.
3. Directorate of Employment, Information and Guidance Bureau, Jawaharlal Nehru University, New Delhi-67
4. Head, Department of Urdu, University of Delhi, Delhi-110 007
5. Director, CLE, Chhatra Marg, Delhi University, Delhi - 110 007
6. Dean, School of Language, Literature and Culture Studies, JNU, New Delhi - 110067
7. Director, National Council for Promotion of Urdu Language, FC-33/9, Institutional Area, Jasola, New Delhi -25.
8. Registrar, Jamia Millia Islamia, New Delhi-110 025
9. Director, NUEPA, NIE Campus, New Delhi - 110 016.
10. Joint Director, CIEET, NCERT, New Delhi – 110 016
11. Head, DICT, CIEET with the request to kindly issue directions for uploading of the advertisement on NCERT Website.