

Advertisement for the Recruitment of various posts for
SWAYAM and SWAYAM Prabha

Indira Gandhi National Open University (IGNOU), New Delhi is a National Coordinator of SWAYAM and SWAYAM Prabha Project funded by the Ministry of Education, Govt. of India. SWAYAM and SWAYAM Prabha Project, invites applications for the following contractual/temporary positions initially for 01 years and extendable maximum for a period of 03 years, subject to satisfactory performance. All the posts are for the SWAYAM and SWAYAM Prabha office at IGNOU, Maidan Garhi, New Delhi 110068. The details of the posts are as under:

S. No.	Designation and Remuneration per month	Posts	Essential Qualification and Experience	Desirable
1	Project Manager (Rs. 70,000/- to 85,000/-)	2	<p>Essential Qualifications: MBA and B.E/B.Tech with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experience: A minimum of 10 years of overall experience with at least 8 years of experience in managing ICT projects in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. Experience in Data Mappings, Project Tracking and System Analysis, monitoring, demand analysis, impact study.</p>	Experience in Managing, Monitoring, Project Tracking, perform demand analysis, and impact study of various ICT projects, preparation of the Project report under any National Level Project.
2	Senior Web Designer (SWD) (Rs. 50,000/- to 65,000/-)	1	<p>Essential Qualifications: Any Graduate/Postgraduate, Certification in multimedia from a recognized institution, Certification in web designing is mandatory with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experience: Min 10 years of Experience in Designing for Web/Mobile application</p>	Extensive Knowledge on HTML5, CSS3, Adobe Photoshop, Adobe illustrator, Javascript, jQuery, Bootstrap Responsive Layouts Designing Any of the CMS Knowledge on Wordpress or Drupal or Joomla Browser compatibility issues fixing Photoshop template designing

3	Software Engineer (SE) (Rs. 50,000/- to 65,000/-)	2	<p>Essential Qualifications: B.E(CS/IT)/B.Tech(CS/IT)/MCA/M.Sc(CS/IT) with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experience: A minimum of 10 years of overall experience in development of Web/Mobile Application and data management in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. It shall include MIS, System Analysis, Data Mapping, Deployment Plan, Project Tracking, Creating Dashboards and Monitoring Systems.</p>	<p>Experience in open source development of Web/Mobile application, Managing, Monitoring, for various ICT projects under any National Level Project.</p> <p>Also must have working experience of Linux/Windows on production environment.</p> <p>Also having experience in IT Project Management, content management, learning management system.</p>
4	Camera person (Rs. 45,000/- to 60,000/-)	4	<p>Essential Qualification: 10+2 in any discipline and Graduate/Diploma/Certificate in Cinematography or Videography with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experience: Min 5 years in the field of videography or cinematography of reputed Institutions / Organizations, Having Experience in shooting the events/programs and capturing it in the best possible way. Should be proficient in handling the latest cameras and also should have knowledge on the accessories. Proven experience as cameraman and operating relevant equipment (Broadcast Cameras, DSLR, Gimbal etc.). Excellent theoretical knowledge of filming and capturing footage. Ability to understand and follow camera scripts.</p>	<p>Desirable candidates are those who have experience in MOJO and have attended a short film-making course. Work with digital, electronic and film cameras, Capturing high quality shots, videos & images as per guidance and requirement for TV production either in Studio or Outdoor.</p> <p>Experience in the relevant area (television) like media houses/production units etc. with specific skills of handling high-end equipment.</p>
5	Sr. Multimedia Programmer (Rs. 45,000/- to 60,000/-)	1	<p>Essential Qualifications: Graduate in any discipline, Diploma in multimedia programming or Graduate in multimedia with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experiences:</p>	<p>Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.</p>

			<p>Min 10 years of experience in any reputed Institutions/ Organizations. Experience in 2D/3D graphics, animation and multimedia programming.</p>	
6	<p>Multimedia Programmer (Rs. 35,000/- to 50,000/-)</p>	2	<p>Essential Qualifications: Graduate in any discipline, Diploma in multimedia programming or Graduate in multimedia with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University. Experiences: Min 5 years of experience in any reputed Institutions/ Organizations. Experience in 2D/3D graphics, animation and multimedia programming.</p>	<p>Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.</p>
7	<p>Graphic Artist (Rs. 40,000/- to 60,000/-)</p>	7	<p>Essential Qualifications: 10+2 and Graduate Degree/PG Diploma/ Diploma in Fine Arts/ Commercial Arts/ Graphic Design/ Animation with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University. Experiences: Min 5 years of experience in 2D/3D graphic designing and animation in the Film/TV industry in relevant fields . Candidates must be well-versed with the latest softwares.</p>	<p>Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.</p>
8	<p>Sr. Project Associate (Rs. 40,000/- to 60,000/-)</p>	8	<p>Essential Qualifications: Post Graduate in any discipline with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University. Experience: Min 5 years of experience in handling projects in any reputed Institutions/ Organizations. Good working knowledge of office tools (Word processing, Spreadsheet, Power Point).</p>	<p>Assist in monitoring the project activities. Having experience in IT Project Management, content management, learning management system, etc.</p>

9	Video Editor (Rs. 40,000/- to 60,000/-)	10	<p>Essential Qualifications: 10+2 and Graduate Degree/PG Diploma/ Diploma in Film & Video editing or Degree/ Diploma in Mass-Communication (Specialized in Editing) with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experiences: Min 5 years of experience in video editing, preparation of documentaries, assembling recordings for broadcasting includes camera footage, dialogue, sound effects, graphics and special effects in Film/TV industry in relevant fields . Candidates must be well-versed with the latest softwares.</p>	Preference will be given to those having experience in Adobe Creative Cloud and/or Blender.
10	Consultant (Rs. 40,000/- to 55,000/-)	5	<p>Essential Qualifications: MBA and B.E/B.Tech with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experience: A minimum of 10 years of overall experience with at least 8 years of experience in managing ICT projects in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. Experience in Data Mappings, Project Tracking and System Analysis, monitoring, demand analysis, impact study.</p>	The consultant would be required to manage, monitor, project tracking, perform demand analysis, and impact study of various ICT projects in any National Level Projects.
11	Consultant (Technical) (Rs. 35,000/- to 40,000/-)	8	<p>Essential Qualifications: MBA and B.E/B.Tech with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experience: A minimum of 10 years of overall experience with at least 8 years of experience in managing ICT projects in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. Experience in Data Mappings, Project Tracking and System Analysis, monitoring, demand analysis, impact study.</p>	The consultant would be required to manage, monitor, project tracking, perform demand analysis, and impact study of various ICT projects in any National Level Projects.

12	Accounts Assistant / Admin Assistant (Rs. 30,000/- to 50,000/-)	2	Essential Qualifications: Graduate in Commerce with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.	Having knowledge of maintaining an account, cash book, ECR, UC, and Expenditure.
13	Project Associate (Rs. 35,000/- to 50,000/-)	10	Essential Qualifications: Post Graduate in any discipline with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University. Experiences: Min 5 years of experience in handling projects in any reputed Institutions/ Organizations.	Assist in monitoring the project activities. Having experience in IT Project Management, content management, learning management system, etc. Good working knowledge of office tools (Word processing, Spreadsheet, Power Point).
14	Jr. Graphic Artist (Rs. 30,000/- to 40,000/-)	2	Essential Qualifications: 10+2 and Graduate Degree/PG Diploma/ Diploma in Fine Arts/ Commercial Arts/ Graphic Design/ Animation with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University. Experiences: Min 2 years of experience in 2D/3D graphic designing and animation in the Film/TV industry in relevant fields . Candidates must be well-versed with the latest softwares.	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.
15	Jr. Consultant (Rs. 25,000/- to 35,000/-)	1	Essential Qualifications: Post Graduate in any Discipline with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University. Experiences: Min 2 years of experience in IT based on educational Projects with reputed Institutions/ Organizations. Good working knowledge of office tools (Word processing, Spreadsheet, Power Point).	Preference will be given to the candidates having experience in student support management.
16	Jr. Multimedia Programmer (Rs. 25,000/- to 35,000/-)	1	Essential Qualifications: Graduate in any discipline with Diploma in multimedia programming or Graduate in multimedia with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University. Experiences:	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.

			Min 2 years of experience in any reputed Institutions/ Organizations. Experience in 2D/3D graphics and animations and multimedia programming.	
17	Jr. Video Editor (Rs. 25,000/- to 35,000/-)	1	<p>Essential Qualifications: 10+2 and Graduate Degree/PG Diploma/ Diploma in Film & Video editing or Degree/ Diploma in Mass-Communication (Specialized in Editing) with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experiences: Min 2 years of experience in video editing, preparation of documentaries, assembling recordings for broadcasting includes camera footage, dialogue, sound effects, graphics and special effects in Film/TV industry in relevant fields . Candidates must be well-versed with the latest softwares.</p>	Expertise in video editing, preparation of documentaries, Assembling recordings for broadcasting includes camera footage, dialogue, sound effects, graphics and special effects. Preference will be given to those having experience in Adobe Creative Cloud and/or Blender.
18	IT Consultant (Rs. 30,000/- to 35,000/-)	2	<p>Essential Qualifications: MCA (or) BE/B.Tech (IT/CS) (or) M.Sc. (IT/CS) with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experience: Min 5 years of experience in ICT/IT based educational projects with reputed Institutions / Organizations.</p>	Preference will be given to the candidates having experience in IT Project Management, content management, learning management system.
19	Jr. IT Consultant (Rs. 25,000/- to 35,000/-)	2	<p>Essential Qualifications: BCA (or) B.Sc. (IT/CS) (or) BIT with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experience: Min 2 years of experience in ICT/IT based educational projects with reputed Institutions / Organizations.</p>	Preference will be given to the candidates having experience in IT Project Management, content management, learning management system.
20	Project Assistant (Rs. 20,000/- to 35,000/-)	4	<p>Essential Qualifications: Graduate in any discipline with 55 % marks or equivalent grade in general category or 50% in case of SC/ST/PWD from a recognized University.</p> <p>Experiences: Min 03 years of experience in handling</p>	Assist in monitoring the project activities. Having experience in IT Project Management, content management, learning management

			projects in any reputed Institutions/ Organizations.	system, etc. Good working knowledge of office tools (Word processing, Spreadsheet, Power Point).
21	Data Entry Operator (Category Skilled under minimum wage Govt. of India per day Rs. 897 + Bonus + EPF)	4	Essential Qualifications: 10+2 in any discipline from a recognized Board. Proficiency in Office tools is mandatory. Computer English Typing speed 40 words per minute without error. Experience: Should have a minimum of 03 years experience in dealing with the computerized environment in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking having Good working knowledge of Office tools (Word processing, Spreadsheets, Power Point)	Preference will be given to the candidates having experience in typing in English with minimum speed of 40 per minute respectively.
22	MTS (Multi Tasking Staff) (Category Un- Skilled under minimum wage Govt. of India per day Rs. 736 + Bonus + EPF+ESI)	1	Essential Qualifications: 10th Pass from recognized Board.	

GENERAL INFORMATION

1. Only offline applications will be accepted. For additional information and a detailed advertisement, kindly visit www.edcilindia.co.in.
2. Candidates applying for more than one post should submit a separate application for each position.
3. Only Indian Nationals are eligible to apply for the aforementioned positions.
4. Candidates employed in Government Organizations/PSUs must route their applications through proper channels if stipulated by their department rules. However, candidates may send an advance copy of their application.
5. The prescribed qualifications and experience should have been acquired on or before the last date of application. Qualifications should be obtained from recognized Institutions/University/Board.
6. The selection process will be based on academic qualifications and experience and may include a written test and/or group discussion and/or interview, depending on the total number of eligible shortlisted applicants.
7. Self-attested copies of all relevant certificates, including documents supporting (i) Qualifications, (ii) Experience, (iii) Age, (iv) Caste certificate, etc., degrees, testimonials, etc., must be attached to the application. Originals must be produced during the interview and, if selected, at the time of joining.

8. Experience and age will be considered as on the last date of application.
9. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will be summarily rejected at any stage of the selection process, and action may be taken at any time as deemed fit.
10. Candidates are informed that the mere submission of applications or fulfillment of the eligibility criteria does not entitle them to be called for a written test/interview/selection. Call letters and other information regarding this recruitment will be sent to shortlisted candidates by email only. Applicants should ensure that the "email id" provided in the online application is kept active.
11. The Advertisement Number should be noted for future reference.
12. The Employer reserves the right to upgrade the eligibility criteria if a large number of applications are received.
13. The above range of the consultancy fees mentioned on the table are indicative in nature and are on a consolidated basis (inclusive of all the allowances etc). However, the Employer reserves the right to fix the amount of consultancy fee.
14. The appointment to posts mentioned in the table is purely on a contractual basis, initially for one year and extendable up to a maximum of three years, subject to a review of the professional skills and overall performance of the individual.
15. EdCIL, based on client feedback, reserves the right to discontinue the contractual engagement with one month's notice.
16. The last date for the receipt of applications at EdCIL is 22/12/2023 by 5.30 pm. EdCIL will not be held responsible for any postal delay or any other reason for receipt of application beyond the last date.
17. No TA/DA will be provided for attending a written test/group discussion/interview/selection, etc.
18. The Employer reserves the right to cancel/modify/withdraw/postpone this recruitment notice.
19. For any queries, candidates may write to/contact the following Email Id: eprocare@edcil.co.in.
20. Applicants must superscribe the envelope with “**Application for the post of**”
21. The application, duly completed in all respects, should reach the following address:
To,
Deputy General Manager (EIS &EPS),
2nd Floor, EdCIL House, 18 A,
Sec 16 A, Film City, Noida, UP 201301.
22. The ‘FORM FOR FILLING THE DETAILS OF THE APPLICANT’ and the ‘DETAILED ADVERTISEMENT’ can be downloaded from EdCIL’s Website www.edcilindia.co.in.
23. The results of the Shortlisted candidates for the Personal Interview/Written/Group Discussion etc. will be made available on EdCIL’s website. We request you to regularly check the website for updates.
24. The posting of the candidates will be in the office of the EdCIL’s Client anywhere in Delhi/NCR.



Corporate Office : EdCIL House, 18 A, Sector 16-A, NOIDA, UP 201301

Post Applied For _____

Advt. No _____ Dated _____

Paste
the Recent
Colored Passport
Size Photo

1. **Name** (in block letters as recorded in matriculation certificate):

2. **Father's/Husband's Name** (in block letters as recorded in matriculation certificate):

3. **Date of Birth (in Christian Era)** : - _____

In words: _____

(ii) Age: _____ Years: _____ Months (as on closing date):

4. **Religion**: _____

5. **Category**: _____ (SC/ST/OBC/General)

(Attach necessary certificate issued by Competent Authority)

6. **Whether Ex-Serviceman**: _____ (Yes/No)

(Attach necessary certificate issued by Competent Authority)

7. **Nationality**: _____

8. **Sex** : _____ (Male/Female/Others)

9. **Marital Status**: _____ (Married/Unmarried)

10. **Whether Physically Disabled**: _____ (Yes/No)

(If Yes, certificate from a medical officer not below the rank of Civil Surgeon should be enclosed)

(i) Nature of Disability : _____

(ii) Percent of Disability: _____

11. **Language Known :** _____

12. **Correspondence Address:**

_____ Pin Code: _____

Contact No. _____ Email Id _____

Fax No. _____

13. **Permanent Address:**

_____ Pin Code: _____

14. **Details of Computer literacy:**

15. **Professional qualifications, If any:**

16. **Educational Qualifications** (beginning from Matriculation or equivalent):

<u>Examination(s) Passed</u>	<u>University/Board</u>	<u>Year of Passing</u>	<u>Subjects Covered</u>	<u>Division/Grade</u>	<u>% of Marks</u>

17. **Experience** (in ascending order) :

<u>Sl. No.</u>	<u>Office/Department</u>	<u>Designation</u>	<u>Salary</u>	<u>Period From- To</u>		<u>Nature of Work</u>

18. Any other relevant information:

I do hereby declare that the statements made in the Application are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect or ineligibility detected or after test/interview or at any stage, my candidature will stand cancelled and all my claims for the recruitment will stand forfeited.

Note: Copies of marksheet, Age Certificate, Experience Certificate, Caste Certificate (If, Any), etc., should be self-attested and attached with application. An extra recent color passport size photo should also be enclosed with application.

Signature of the applicant

Place : _____

Date: _____