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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 (on consolidated fees) positions initially for 01 years and extendable annually for a period of 03 years, subject to satisfactory performance. All the positions (Contractual) are for the SWAYAM and SWAYAM Prabha project 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	Consultant: Project Manager (Consultancy fee Range Rs. 70,000/- to 85,000/-)	2	**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. **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.	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	Consultant: Senior Web Designer (SWD) (Consultancy fee Range Rs. 50,000/- to 65,000/-)	1	**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. **Experience:** Min 10 years of Experience in Designing for Web/Mobile application	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	Consultant: Software Engineer (SE) (Consultancy fee Range Rs. 50,000/- to 65,000/-)	2	**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. **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.	Experience in open source development of Web/Mobile application, Managing, Monitoring, for various ICT projects under any National Level Project. Also must have working experience of Linux/Windows on production environment. Also having experience in IT Project Management, content management, learning management system.
4	Consultant: Camera person (Consultancy fee Range Rs. 45,000/- to 60,000/-)	4	**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. **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.	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. Experience in the relevant area (television) like media houses/production units etc. with specific skills of handling high-end equipment.
5	Consultant: Sr. Multimedia Programmer (Consultancy fee Range Rs. 45,000/- to 60,000/-)	1	**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:**	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.

			Min 10 years of experience in any reputed Institutions/ Organizations. Experience in 2D/3D graphics, animation and multimedia programming.	
6	Consultant: Multimedia Programmer (Consultancy fee Range Rs. 35,000/- to 50,000/-)	2	**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.	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.
7	Consultant: Graphic Artist (Consultancy fee Range Rs. 40,000/- to 60,000/-)	7	**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.	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.
8	Consultant: Sr. Project Associate (Consultancy fee Range Rs. 40,000/- to 60,000/-)	8	**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).	Assist in monitoring the project activities. Having experience in IT Project Management, content management, learning management system, etc.

9	Consultant: Video Editor (Consultancy fee Range Rs. 40,000/- to 60,000/-)	10	**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. **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.	Preference will be given to those having experience in Adobe Creative Cloud and/or Blender.
10	Consultant (Consultancy fee Range Rs. 40,000/- to 55,000/-)	5	**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. **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.	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) (Consultancy fee Range Rs. 35,000/- to 40,000/-)	8	**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. **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.	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	Consultant: Accounts Assistant / Admin Assistant (Consultancy fee Range 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	Consultant: Project Associate (Consultancy fee Range 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	Consultant: Jr. Graphic Artist (Consultancy fee Range 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 (Consultancy fee Range 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	Consultant: Jr. Multimedia Programmer (Consultancy fee Range 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:** Min 2 years of experience in any reputed Institutions/ Organizations. Experience in 2D/3D graphics and animations and multimedia programming.	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.
17	Consultant: Jr. Video Editor (Consultancy fee Range Rs. 25,000/- to 35,000/-)	1	**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. **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.	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 (Consultancy fee Range Rs. 30,000/- to 35,000/-)	2	**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. **Experience:** Min 5 years of experience in ICT/IT based educational projects with reputed Institutions / Organizations.	Preference will be given to the candidates having experience in IT Project Management, content management, learning management system.
19	Jr. IT Consultant (Consultancy fee Range Rs. 25,000/- to 35,000/-)	2	**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. **Experience:** Min 2 years of experience in ICT/IT based educational projects with reputed Institutions / Organizations.	Preference will be given to the candidates having experience in IT Project Management, content management, learning management system.

20	Consultant: Project Assistant (Consultancy fee Range Rs. 20,000/- to 35,000/-)	4	**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. **Experiences:** Min 03 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).

GENERAL INFORMATION

1. Only offline applications (through email) 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, relevant work 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 submitted through email along with 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 consulting fee indicated against each category is indicative and fee payable is consolidated. No other benefits are applicable. The project authorities reserve the right to cancel, amend, modify the criteria given above in the table whatsoever as per the project's requirement.
14. All the categories of consultants are project based, to be engaged annually on the project mode initially for one year and extendable annually up to a maximum of three years. The consultant's performance are subjected to review of the professional skills and overall performance of the individual every year.

15. IGNOU/ EdCIL, based on the performance, reserves the right to, discontinue/ terminate the contractual engagement with one month's notice.

16. The last date for the receipt of applications (through email) at EdCIL is 22/12/2023 by 5.30 pm. EdCIL will not be held responsible for any delay or any other reason for receipt of application (through email only) beyond the last date.

17. No TA/DA will be provided for attending a written test/group discussion/interview/selection, etc.

18. The Authorities reserves the right to cancel/modify/withdraw/postpone this notice.

19. The candidate shall download, fill and submit the scanned copy (.pdf format) of application form along with the relevant documents on the Email Id: eprocure@edcil.co.in till 22/12/2023 by 5.30 pm.

20. Applicants must mention the subject (in the email) as **"Application for the position of ………"**

21. The 'FORM FOR FILLING THE DETAILS OF THE APPLICANT' and the 'DETAILED ADVERTISEMENT' can be downloaded from EdCIL's Website www.edcilindia.co.in.

22. 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.

23. The posting of the candidates will be in the office of the EdCIL's Client anywhere in Delhi/NCR.

24. No claim, whatsoever, shall be entertained for the Regular position as the said positions are purely on Contractual basis.