

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

June 4, 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 a) Essential	1. M.A. in Urdu with at least 55% marks 2. Post Graduate degree or Diploma in Computer Application
	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) Enrolment 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 22.6.2020 (Monday) in Department of Education in Languages, Room No. 17, 2<sup>nd</sup> 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)  
Prof. & Head

संध्या सिंह / SANDHYA SINGH  
प्रो. एवं अध्यक्ष / Prof. & Head  
भाषा शिक्षा विभाग / Dept. of Education in Languages  
एन. सी. ई. आर. टी. / N.C.E.R.T.  
श्री अरविन्द मार्ग / Sri Aurobindo Marg  
नई दिल्ली - 110016 / New Delhi-110016

Copy to:

1. All Head of Departments NCERT, New Delhi.
2. Chairperson, CIL, School of Language, Literature and Cultural Studies, JNU, New Delhi-67
3. Directorate of Employment, Information and Guidance Bureau, Jawaharlal Nehru University, New Delhi-110016
4. Head, Department of Urdu, University of Delhi, Delhi-110 007
5. Director, C.I.E., 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, Jamila Millia Islamia, New Delhi-110 025
9. Director, NUEPA, NIE Campus, New Delhi - 110 016.
10. Joint Director, CIET, NCERT, New Delhi - 110 016
11. Head, DICT, CIET with the request to kindly issue directions for uploading of the advertisement on NCERT Website.

Leet 201

Please upload by 22.6.2020