

F. No.2-30/DEL/2018-2019 / 356  
Department of Education in languages  
National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi- 110016

Dated: 1<sup>st</sup> August, 2018

Sub: Recruitment of Online Course Administrator for the PAC programme entitled 'Online Course in Urdu Language Education' (PAC Code 2.30)

The Department of Education in languages, NCERT, New Delhi will conduct a walk-in – interview for the following post on temporary basis. The Terms and conditions are as under:

Name of the Post, number Remuneration	Job Description	Qualification and Experience
<b>Online Course Administrator</b> Number of post- 01  Remuneration: Rs.29,000/- per month (consolidated)  Duration: Upto 31 <sup>st</sup> March 2019	<p>The course administrator will run an online course through in Urdu. Specifically, he/she is expected to perform the following:</p> <ul style="list-style-type: none"><li>• Enrolment of learners and providing them continuous technical support;</li><li>• Updating contents as suggested by the coordinator</li><li>• Releasing weekly courses to the learners and setting up of examination</li><li>• Any other relevant work assigned by the Project Director / reporting authority as and when required.</li></ul>	<p><b>Essential and Experience</b></p> <ol style="list-style-type: none"><li>1. M.A in Urdu with 55%</li><li>2. Post Graduate degree or Diploma in Computer Application.</li></ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. 2 years experience in LMS /CMS based website development</li><li>2. Content development in Urdu using open source CMS/LMS.</li><li>3. Administration of e-learning platform or online course</li></ol>

**Date of Interview:** 27<sup>th</sup> August, 2018  
Room No. 17, 2<sup>nd</sup> Floor, Janaki Ammal Khand, NCERT  
Sri Aurobindo Marg, New Delhi-110016


**Registration Time :** 9:30 A.M. to 11.00 A.M.  
(Candidates appearing for the Interview after 11.00 A.M. will not be entertained)

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

**Note:**

1. This post is purely temporary. No TA/DA will be paid for attending the interview.
2. The candidates already in job should forward their application through their employer or submit 'No Objection Certificate' at the time of interview.
3. The selected candidates may be required to join immediately.

1. P.S to Director
2. P.S to Secretary
3. ✓ Head of DICT, CIET with the request to kindly issue directions for uploading the advertisement on NCERT Website.

  
Head, DEL  
संध्या सिंह / SANDHYA SINGH  
प्रो. एवं अध्यक्ष / Prof. & Head  
भाषा शिक्षा विभाग / Dept. of Education in Languages  
रा.शे.अ.प्र.प. / N.C.E.R.T.  
श्री अरोविन्द मार्ग / Sri Aurobindo Marg  
नई दिल्ली-110016 / New Delhi-110016

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