



Consortium for Educational Communication

IUAC (NSC) Campus, Aruna Asaf Ali Marg, New Delhi-110067



Recruitment Advertisement 12/2010

Recruitment Notice

Consortium for Educational Communication is an Autonomous Body under University Grants Commission invites applications from suitable candidates for the following posts. **Section Officer (Direct Recruitment/ Deputation)-2 posts. Administrative Assistant (Direct Recruitment/ Deputation)-1 post, Accounts Assistant (Direct Recruitment)-1post reserved for Other Backward Castes, Lower Division Clerk (Direct Recruitment) 1post reserved for Scheduled Tribe.** The Consortium reserves the right not to fill up any of the advertised vacancies if the circumstances so warrant. Applications in the given format superscribed clearly "Application to the post of" must reach Chief Admin Officer, on the above address latest by **18 January 2011**.

[Details regarding format, age, qualifications etc.](#)

[Application Format](#)



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IUAC (NSC) Campus, Aruna Asaf Ali Marg, New Delhi-110067



Recruitment Advertisement for internet,12/2010

CEC is an Autonomous Body under University Grants Commission invites applications from suitable candidates for the following posts.

Sr. no	Name of Post	No of Posts	Category	Pay Scale	Age, Qualification and Experience
1	Section Officer (Direct Recruitment/ Deputation)	2	Gen	PB-2. Rs.9300- 34800 GP4600	35 years. Bachelors degree from a recognized university and 8 years experience in General Administration in a University/Government/ Autonomous Body
2	Admin Assistant (Direct Recruitment/ Deputation)	1	Gen	PB-2. Rs.9300- 34800 GP4200	30 years. Bachelors degree from a recognized university & 5 years experience in General Administration in a University/Government/ Autonomous Body.
3	Accounts Assistant (Direct Recruitment)	1	OBC	PB-2. Rs.9300- 34800 GP4200	33 years for OBC candidates. Bachelors degree from a recognized university with 3 years experience in compilation of accounts, knowledge of income tax rules , bank reconciliation in a University/Government/ Autonomous Body, familiarity in the use of standard financial package for maintaining vouchers, journals in computer is a must
4	Lower Division Clerk (Direct Recruitment)	1	ST	PB-3. Rs.5200- 20200 GP1900	30 years ST candidates. 12th Pass or its equivalent with typing speed 35 wpm in English or 30 wpm in Hindi on computer.

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10. Experience:

Name of Institute	Designation of the post held	Salary (Pay Scale)	Period Served		Total Experience	Nature of Appointment Temporary, Permanent/ Adhoc
			From	To		

11. Typing Speed on Computers: Only for applicants who are applying for Lower Division Clerk

Hindi	
English	

Signature of the Applicant	
(Name and Designation in Block Letters)	

12. List of Enclosures

1	
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Certificate to be furnished by those in employment by present Employer

1. Certified that the information furnished by the candidate has been verified from records and is found to be correct.
2. Certified that no vigilance enquiry is pending or contemplated against the individual and no (major or minor) penalty has been imposed on him/her during the preceding five (05) years.

Name:

Designation:

Seal /Stamp: