

Consortium for Educational Communication
IUAC Campus, Aruna Asaf Ali Marg,
New Delhi 110067

Sub: Filling up of post of Section Officer in the Consortium for Educational Communication on Deputation basis /short-term Contract basis/Direct recruitment

Applications are invited from suitable candidates fulfilling the eligibility conditions as mentioned at [Annexure-I](#) for the post of Section Officer in Consortium for Educational Communication.

The applications are invited through proper channel from eligible officials of Central/State Government/Autonomous Organisations/Public Sector undertakings and Autonomous organizations of candidates who are desirous of being considered for appointment to the said post and can be spared immediately, may please be forwarded to this office on or before 31 December 2009, along-with attested photocopies of ACRs for the last 05 years and vigilance/disciplinary clearance.

The applications should clearly indicate the service particulars, experience and educational qualifications etc. in the prescribed form as at [Annexure-II](#). Applications received directly or without ACRs will **NOT** be entertained. **The forwarding authority may also certify the information furnished in the bio-data.**

(Ms. Josie Mathew)
Chief Admin Officer

Annexure I

CEC invites applications for appointment to the following post on Direct recruitment/ Deputation basis /short-term Contract basis/Direct recruitment on terms and conditions as applicable in Government of India, as under.

<i>S.No</i>	<i>Name of the post & Pay Scale</i>	<i>No. of post(s)</i>	Eligibility Criteria
1.	Section Officer (Admn) Group B PB 2 Rs.9300-34800 GP.4200	01	1. Bachelors Degree from a recognized university and 8 years experience in General Administration in a University/Government or Autonomous Body. 2. 35 years (for direct recruitment)

Applications in the format given in [Annexure-II](#), may be sent to Chief Admin Officer IUAC Campus, Aruna Asaf Ali Marg, New Delhi 110067 latest by 31st December 2009.

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BIO-DATA

- 1) Post applied for: _____
- 2) Name of the Applicant: _____
- 3) Date Of Birth _____
- 4) Sex (Tick as appropriate) Male Female
- 5) Present post held: _____
- 6) Date of appointment in the Present Post: _____
- 7) Present Pay: _____
- 8) Scale of Pay and Grade Pay: _____
- 9) Educational Qualification: _____
- 10) Experience: _____
- 11) Date of return from Ex-cadre post, if any: _____
- 12) Brief Service Particulars: _____
- 13) Whether SC/ST/OBC: _____
- 14) Address for correspondence: _____
- 15) Contact Nos. (Landline/Fax/Mobile): _____

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

Certificate by Parent Office

- (a) Certified that the information furnished by the candidate has been verified from records and is found to be correct.
- (b) Certified that copies of last 5 years ACRs duly certified by a gazetted officer are attached.
- (c) 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: _____
Office: _____

(Seal/Stamp)