



CONSORTIUM FOR EDUCATIONAL COMMUNICATION  
IUAC CAMPUS, ARUNA ASAF ALI MARG, NEW DELHI – 110067  
Phone: 011-24126418-19-20 Fax: 011-24126416  
Website: www.cec.nic.in



**Advertisement No. 1/2024**

**VACANCY CIRCULAR**

Consortium for Educational Communication (CEC), an autonomous body under University Grants Commission (UGC) invites applications from suitable candidates for filling up of the following:-

- i. Chief Administrative Officer – 1 position in the Pay Matrix Level-12 of (Rs.78800 – 209200/-) on Direct Recruitment / Deputation or Contract basis.
- ii. Consultant (Administration and Finance) – 1 position on contract basis – consolidated emoluments as per the UGC guidelines and norms for appointment of Consultant.

Further details regarding General Terms and Conditions Qualification, Experience, Application Format etc. for the posts may be downloaded from the website [www.cec.nic.in](http://www.cec.nic.in). Application in the given format superscribed clearly “Application for the post of Chief Administrative Officer” or “Consultant (Administration & Finance)”, as the case may be must be sent to The Administrative Officer, Consortium for Educational Communication, IUAC Campus, Aruna Asaf Ali Marg, New Delhi – 110067 on or before 26.03.2024. Only shortlisted candidates will be called for interview. Decision of appointing authority shall be final and binding for all purpose. No enquiries / correspondence will be entertained in this regard.

**Administrative Officer, CEC**

*Kayin Samund*



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**Chief Administrative Officer**

Name of Post	Age	Pay Matrix Level	Eligibility Criteria for Direct Recruitment	Eligibility Criteria for Deputation / Contract	Method of Recruitment
Chief Administrative Officer	45 years (Relaxable by 5 years for SC / ST and 3 years of OBC candidates)	Level -12 (Rs.78800-209200)	Master Degree with 55% marks with 5 years experience in the Pay Level-11 of Rs.67700-208700/- in personnel / purchase and stores / accounts / finance department in University / Govt. / Autonomous Body. Must have knowledge & skill of use of office application on computer.	5 years continuous regular service in the Pay Level-11 of Rs.67700-208700/- as Assistant Registrar or Under Secretary or equivalent post with experience in personnel / purchase and stores / accounts / finance department in University / Govt. / Autonomous Body. Must have knowledge & skill of use of office application on computer.	Direct Recruitment / Deputation / Contract.

*Rajni Sankar*

**Consultant (Administration & Finance)**

<b>Name of Post</b>	<b>Eligibility and Remuneration</b>
Consultant (Administration & Finance)	<ul style="list-style-type: none"><li data-bbox="788 465 1490 636">i. Working /Retired Chief/Sr. Administrative Officer or equivalent position with vast experience of Govt. Rules in Administration and Finance under Central Government /Universities /Autonomous Bodies.</li><li data-bbox="788 636 1490 734">ii. Consolidated emoluments as per the UGC guidelines and norms for appointment of Consultant.</li></ul>

Application in the prescribed format affixed with photograph and complete in all respect along with self attested testimonials including the post applied for should be sent to The Administrative Officer, Consortium for Educational Communication, IUAC Campus, Aruna Asaf Ali Marg, New Delhi – 110067 on or before 26.03.2024. Only shortlisted candidates will be called for interview. Decision of appointing authority shall be final and binding for all purpose. No enquiries / correspondence will be entertained in this regard.

**Administrative Officer, CEC**

*Lajmi Sakunamal*

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Website : [www.cec.nic.in](http://www.cec.nic.in)

Affix Passport size photograph duly self attested.

## APPLICATION FORMAT

1. Post Applied for : \_\_\_\_\_
2. Advertisement Reference No. : \_\_\_\_\_
3. Method or Recruitment : \_\_\_\_\_  
(Direct Recruitment / Deputation / Contract)
4. Full Name (in Block letters) : \_\_\_\_\_
5. Father's / Husband's Name : \_\_\_\_\_
6. Date of Birth : \_\_\_\_\_
7. Age (as on last date given in advt.) : \_\_\_\_\_
8. Sex (Male/Female) : \_\_\_\_\_
9. Marital Status (Married/Unmarried) : \_\_\_\_\_
10. Whether SC/ST/OBC/Gen./PH : \_\_\_\_\_
11. Nationality : \_\_\_\_\_
12. Address for Correspondence with : \_\_\_\_\_  
Phone No. and email ID  
\_\_\_\_\_  
\_\_\_\_\_
13. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Lejmi Sahwanul*

14. Educational Qualifications:

(i) Academic Qualifications:

Examination Passed	Name of Board/ School / College/ University	Year of Passing	% age of marks	Division	Subjects

(ii) Professional / Technical Qualifications:

Examination Passed	Name of Board/ School / College/ University	Year of Passing	% age of marks	Division	Subjects

15. Experience :

Name & Address of Employer	Designation	Salary / Pay Scale / Pay Level	Period		Total Experience	Nature of Appointment (weather, Permanent/ Temporary/ Adhoc/ Contract/ Daily wage etc)	Nature of duties
			From	To			

16. Any other relevant information: \_\_\_\_\_

**Declaration to be signed by the candidate**

I hereby declare that the above details in this form are correct and true to the best of my knowledge and belief. I declare that I am an eligible candidate for the post as per the prescribed qualifications and fulfill all other conditions. If at any stage, I am found to have concealed / suppressed any material information or given any false details supported by the documents found to be fake subsequently or I am not eligible for appointment which could not be detected by the CEC due to oversight or whatever reasons, my appointment shall be liable to be summarily terminated without notice or compensation.

Place : Signature of Applicant

Date : Name:

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Forwarded with the remarks that this office / institution / organization has no objection to the candidature of the applicant being considered for the post applied for, as above.

Place : Signature

Date : (Head of Office/Institution / Organisation)

Telephone : Designation

Fax : Address

E-mail :

*Keya' Samuel*

### General Terms and Conditions for Recruitment

1.	Prescribed application form may be downloaded from the website of CEC <a href="http://www.cec.nic.in">www.cec.nic.in</a>
2.	Completed application should be submitted alongwith all relevant supportive certificates / testimonials viz., qualification / experience / date of birth / caste certificate in prescribed format etc., duly Self attested.
3.	Last date for receipt of application is 26.03.2024. In case the closing date is a holiday, the next working day shall be treated as closing / last date.
4.	Incomplete applications and applications received after the due date will be rejected.
5.	Application should be addressed to the " <b>Administrative Officer, Consortium for Educational Communication, IUAC Campus, Aruna Asaf Ali Marg, New Delhi – 110067</b> " in a closed cover super-scribing "Application for the post of Chief Administrative Officer" / "Consultant (Administration & Finance)". CEC shall not be responsible for any postal delay. The candidate will also be required to write his/her complete correspondence and permanent address with pin code numbers, telephone numbers, cell-phone number and e-mail ID.
6.	The date for determining the eligibility of all candidates in respect of age shall be the closing date as prescribed in the advertisement for receipt of the applications.
7.	It is the responsibility of the candidate to assess his own eligibility for the post which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. In case, it is detected any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his appointment shall be liable to termination forthwith as per this clause and also based on his undertaking. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the CEC shall be final.
8.	If any document/certificates etc. is found to be false / fake / incorrect / malafide at any stage of appointment or after the appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.
9.	If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information / or misleading statement / information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience, date of birth or domicile etc., the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
10.	Candidate who is already in service should submit his/her application through proper channel and will be eligible for age relaxation as per rules. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" from the employer at the time of interview failing which he/she shall not be interviewed. Further, these candidates should also submit a certificate from the employer or his authorized officer to effect that no disciplinary case is either pending or contemplated against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application form or at the time of interview.

*Rajni Sakshani*



11.	In case of non availabilities of suitable candidate, for appointment on regular / deputation basis, retired officer of Central / State Government, Autonomous bodies Research Institutions Central Universities, may be considered for appointment on contract basis. In such case the candidate should have retired minimum at the level of Under Secretary or equivalent post. Fixation of emoluments' will be as per norms.
12.	In case response is exceptionally high, the CEC reserves the right to restrict the number of candidates having higher percentage of marks in the requisite qualification to be called for interview. Merely possessing the prescribed qualification and requisite experience would not entitle a person to be called for the interview.
13.	The CEC reserves the right to fill or not to fill the post advertised for any reason whatsoever.
14.	CEC reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
15.	CEC reserves the right to reject any application without assigning any reason thereof.
16.	Relaxation as permissible under Government of India rules will apply.

*Rajni Sarnaik*