INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI
NEW DELHI - 110068
SWAYAM & SWAYAM PRABHA PROJECT

Advt. No.IG/ SWM/2019/
25.03.2019

Indira Gandhi National Open University (IGNOU), New Delhi has undertaken a project under SWAYAM & SWAYAM PRABHA Projects funded by Ministry of Human Resource Development (MHRD), Govt. of India. SWAYAM & SWAYAM PRABHA Projects proposes to engage the services of qualified and experienced persons for the following positions at IGNOU HQs, New Delhi initially for a period of six months purely on Temporary / Contractual basis.

S.No.	Name of the Post & Remuneration	No. of Posts	Essential Qualification and Experience	Desirable
1	**Cameraman** (Rs. 40,000 – 50,000/- per month)	2 (One for SWAYAM + One for SWAYAM PRABHA)	1) Graduate in any discipline 2) Certificate /Diploma in Cinematography 3) 5+ years of experience from reputed Institutions / Organizations	Experience in the relevant area (television) like media houses/production units etc. with specified skills of handling high-end equipments.
2	**Video Editor** (Rs.40,000 - 50,000/- per month)	4 (Two for SWAYAM + Two for SWAYAM PRABHA)	1) Graduate in any discipline 2) Certificate/ Diploma in Video Editing 3) 5+ years of experience in video editing from reputed Institutions/ Organizations. 4) Expertise in video editing, preparation of documentaries, assembling recordings for broadcasting includes camera footage, dialogue, sound effects, graphics and special effects.	Preference will be given to those having experience in Adobe Creative Cloud and/or Blender.
3	**Jr. Video Editor** (Rs.25,000 - 35,000/- per month)	4 (Two for SWAYAM + Two for SWAYAM PRABHA)	1) Graduate in any discipline 2) Certificate/ Diploma in Video Editing 3) 2+ years of experience in video editing from reputed Institutions/ Organizations. 4) Expertise in video editing, preparation of documentaries, assembling recordings for broadcasting includes camera footage, dialogue, sound effects, graphics and special effects.	Preference will be given to those having experience in Adobe Creative Cloud and/or Blender.

General conditions

Term of engagement: The engagement is purely on temporary basis on contract which will be initially for **a period of six months**. Further extension can be considered based on the performance and project's requirement. However, the term of engagement can be extended upto maximum two years or the contract can also be terminated if the project is accomplished before.

The candidate should be willing to work upto late hours and on holidays as and when required as per emergent project requirements.

No. of vacancies are indicative. It may increase/decrease as per actual requirement of the projects.

Canvassing in any form will be treated as disqualification. No correspondence or telephonic enquiry will be entertained as regards to calling for interview, selection or engagement. The University reserves the right to relax any of the requirements i.e., educational qualification, experience etc. in exceptional cases. The selection will be on the basis of skill (wherever required) test followed by an interview, at Inter University Consortium (IUC), Radha Krishna Block-17, Indira Gandhi National Open University (IGNOU), Maidan Garhi, New Delhi – 110068.

Instructions

The candidates should apply online on IGNOU website **http://www.ignouonline.ac.in/recruitment** in the prescribed online application form attached with the online advertisement. The last date for submission of online application shall be 7th April 2019 till 5.30 pm.

The shortlisted candidates shall be informed through email along with the scheduled of skill test followed by interview to their email ID.

Shortlisted candidates shall bring two sets of self attested photocopies of all certificates, original certificates (for verification), address-proof (AADHAR CARD / PASSPORT / Driving License) and a passport size photograph.

No TA / DA will be paid for attending the test/interview. Outstation candidates shall make their own arrangements for stay at Delhi and the project shall not provide any accommodation etc.

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S.No.	Name of the Post & Remuneration	No. of Posts	Essential Qualification and Experience	Desirable
1	**Graphic Artist** (Rs.40,000 - 50,000/- per month)	2 (For SWAYAM)	1) Graduate in any discipline 2) Diploma/Certificate in Fine Arts/ Commercial Arts/ Graphic Design/ Animation 3) 5+ years of experience from reputed Institutions/ Organizations. 4) Expertise in 2D/3D graphic designing and animation.	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.
2	**Multimedia Programmer** (Rs.35,000- 45,000/- per month)	2 (For SWAYAM)	1) Graduate in any discipline 2) Diploma in multimedia programming (or) Graduate in multimedia 3) 5+ years of experience in any reputed Institutions/ Organizations. 4) Experience in 2D/3D graphics, animation and multimedia programming.	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.
3	**Jr. Graphic Artist** (Rs.30,000 - 40,000/- per month)	3 (Two for SWAYAM + One for SWAYAM PRABHA)	1) Graduate in any discipline 2) Diploma/Certificate in Fine Arts/ Commercial Arts/ Graphic Design/ Animation 3) 2+ years experience from reputed Institutions/ Organizations. 4) Expertise in 2D/3D graphic designing and animation.	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender. .
4	**Jr. Multimedia Programmer** (Rs.25,000-	3 (Two for SWAYAM + One for SWAYAM	1) Graduate in any discipline 2) Diploma in multimedia programming (or) Graduate in multimedia 3) 2+ years of experience in any	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.

S.No.	Name of the Post & Remuneration	No. of Posts	Essential Qualification and Experience	Desirable
	35,000/- per month)	PRABHA)	reputed Institutions/ Organizations. 4) Experience in 2D/3D graphics and animations and multimedia programming.	

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S.No	Name of the Post & Remuneration	No. of Posts	Essential Qualification and Experience	Desirable
1.	**IT Consultant** (Rs.35,000/- to 45,000/- per month)	5 (Three for SWAYAM + Two for SWAYAM PRABHA)	1) MCA (or) BE/B.Tech (IT/CS) (or) M.Sc. (IT/CS) 2) 5+ years of experience in ICT/IT based educational projects with reputed Institutions / Organizations.	Preference will be given to the candidates having experience in IT Project Management.
2.	**Project Associate** (Rs.35,000/- per month)	1 (For SWAYAM)	1) Post Graduate in any discipline 2) 5+ years of experience in handling projects in any reputed Institutions/ Organizations. 3) Good working knowledge of office tools (Word processing, Spreadsheet, Power Point).	Assist in monitoring the project activities.
3.	**Junior Consultant** (Rs.25,000 - 35,000/- per month)	1 (For SWAYAM)	1) Post Graduate in any Discipline 2) 2+ years of experience in IT based on educational Projects with reputed Institutions/ Organizations. 3) Good working knowledge of office tools (Word processing, Spreadsheet, Power Point).	Preference will be given to the candidates having experience in student support management.

S.No	Name of the Post & Remuneration	No. of Posts	Essential Qualification and Experience	Desirable
4.	**Junior IT Consultant** (Rs.25,000/- to 35,000/- per month)	2 (For SWAYAM PRABHA)	1) BCA (or) B.Sc. (IT/CS) (or) BIT 2) 2+ years of experience in ICT/IT based educational projects with reputed Institutions / Organizations.	Preference will be given to the candidates having experience in IT Project Management.
5.	**Account Assistant** (Rs.30,000/- per month)	2 (One for SWAYAM & One for SWAYAM PRABHA)	1) Graduate in Commerce 2) 5+ years of experience in accounts and administration in reputed Institutions / Organizations	Experience in maintaining budgeting, cash book/ECR/ accounts etc. at University level.
6.	**Data Entry Operator** (Rs.20,000/- per month)	3 (For SWAYAM)	1) Graduate in any discipline 2) 2+ years of experience in any reputed Institutions/ Organizations 3) Good working knowledge of Office tools (Word processing, Spreadsheets, Power Point)	Preference will be given to the candidates having typing in English and Hindi with minimum speed of 45 and 35 words per minute respectively.

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