

**SCHOOL OF OPEN LEARNING
(CAMPUS OF OPEN LEARNING)
UNIVERSITY OF DELHI
DELHI - 110007**

Ref.No.SOL/Estab.II/2017/ 1467

Dated: 27-10 -2017

NOTICE

Online applications are invited for the following positions in School of Open Learning, University of Delhi, purely on contract basis for a period of six months, extendable for a further period of six months as per the requirement:

(1) Chief Consultant — Online Content Development - 1 No.

- **Essential Qualification and Experience:** Masters in Computer Science or allied subject.
- **Desirable:** Ph.D. in Computer Science / ICT field
- **Experience:** Eligible Candidate from Industry / IT field and also retired Government ICT Officers having good educational qualifications and having 10-15 years experience in IT out of which 5 years experience of developing online content at Undergraduate / Postgraduate Programmes in any Open University / Distance Education Institution.

Job Description:

- Meet with the development team to understand course content requirement.
- Develop course content including managing course content curation from internal and external sources to meet SOL requirement.
- Coordinate approval of content with internal subject matter experts in the different relevant areas.
- Manage final content approval from different units in SOL.
- Organize and collate approved contents for e-Learning course development.
- Review graphics illustrations and animations that represent content during the development of the course.
- Facilitate content clarifications from the development team with internal subject matter experts.
- Must be capable and experienced to develop detailed specifications for Course Contents, Training and other learning material including multimedia teaching Aids.

Remuneration: Rs. 70,000 – Rs. 90,000/- (consolidated) per month

(2) Consultant — Audio & Video -

1 No.

Job Description:

- Graduate in any discipline and having 8-10 years experience in script writing, audio-video recording and editing work, 2-D and 3-D animation.
- Experience in implementation and maintenance of Application software related to audio-video production, operating still and video cameras.
- Good knowledge in database concepts and design.
- **Desirable:** Diploma in Audio/Video/Film production.

Remuneration: Rs. 40,000 to Rs. 50,000 – depending upon the suitability of the candidate.

(3) IT Expert — LMS/ERP Developer -

1 No. (Age Limit 45 years)

- **Essential Qualification and Experience:** B. Tech/MCA/MSC in Computer Science or allied subjects.
- **Experience:**

eLearning experts who have worked on eLearning course creation tool like:- Lectora-Articulate Adobe Captivate at least for three years. Please share your portfolio mentioning specifically which tools you have used for your projects. Only deserving candidates are requested to apply having sufficient expertise in the field of LMS / ERP development.

Remuneration: Rs.35,000/- to Rs. 45,000/- p.m.

(4) Editor- cum- Cameraman—(Audio & Video) -

2 Nos. (Age Limit 40 years)

Essential Qualification:

- 10+2 passed from a recognized Board and a Certificate / Diploma in photography / Cinematography/Diploma in Still & Video Editing. In addition, two years working experience of operating professional Still and Video Cameras with any reputed production house and knowledge of Sound Recording as well.
- Knowledge of Audio, Video and Photo Editing, Software such as Adobe Premier, Pro CS 6, Adobe After Effects CS 6, Edius 6 or 7, Photoshop CS 6, Adobe Audition CS 6, Sound Forge 10 etc. In addition, two years working experience with any reputed production house as Video Editor is required.

Remuneration: Rs. 18,960/- per month

(5) IT Expert — (Digital Library) -

1 No. (Age Limit 40 years)

- **Essential Qualification:** MCA/B.E./B.Tech. /M.Sc. (Computer Science) or equivalent degree in computer science or related discipline from recognized university / institution.
- **Desirable:** M. Tech.
- **Experience:** 4 years in ICT area.

Job related technical Skills: Website portal-design, development graphics & animations, advances in social media technology applications, technology solution and design of information system for digital library, alternate designs for input, storage and retrieval of information, creating databases in open sources software like Koha, Dspace, E-prints, DRMS applications, cloud services, DBMS, mobile & tablet apps, digital content platform, payment gateway, remote access technology Linux, Oracle, SQL, E-Text book project, etc.

Remuneration: Rs. 35,000/- to Rs. 45,000/- per month

(6) Coordinator (Programmes) -

1 No. Age Limit (40 years)

- **Essential Qualification:** Commerce Graduate.
- **Desirable:** Knowledge of computer.
- **Experience:** Five years experience in Operations, Project Management and Academic Operations in a reputed institution / organization.

Remuneration: Rs. 28,080/- per month.

(7) Technical Assistant - ICT — (Digital Library) -

2 Nos. (Age Limit 30 years)

- **Essential Qualification:** DOEACC "A" level, Diploma in Engineering in relevant field from recognized institution.
- **Experience:** 2 years experience in Hardware, Software & networking in a reputed Institution / Organisation.

Job related technical Skills:

- Data export/import, transformation & mapping, Database development, Linux, MySQL, XML support for IT Process.
- Identification and preparation of hardware/software specifications.
- Problem resolving of networking issues for library services on regular basis.
- Technical support to ICT applications in LIS, E-Text books project, etc.
- Coordinating with computer section for hardware issues, core development and networking aspects.
- Handling and operation of ICT gadgets of EOC for visually impaired.
- Other ICT related support to library automation, digital library development and other modernization activities, etc.

Remuneration: Rs. 18,960/- per month

(8) Junior Library & Information Assistant (Digital Library) - 2 Nos. (Age Limit: 27 years)

- **Essential Qualification:** Masters in Library & Information Science with minimum 50% marks from a recognized university/Institution i.e. (M.Lib./MLIS/AIS/DRTC/equivalent).
- **Desirable:** MCA/B. Tech./B.E./PGDLAN/PGDCA/DOEACC (B).
- **Experience:** At least 2-years experience in a library and information system with ICT based role.

Job related technical Skills:

- Database searching, library automation , content management- library web portal, internet & intranet, search strategies, Web 2.0/3.0 applications, develop methods for collecting, organizing, classifying information for computer databases, open source software applications, IPR, copyrights, data protection laws & regulations, information system and services from relevant databases for distance learners, OER, publicity and marketing, demonstrations and presentations, MS Office, user education and staff training, script/content for audio-video/digital tutorial, etc.

Remuneration:: Rs. 18,960/- per month

(9) Stenographer — (English) - 2 Nos. (Age Limit: 27 years)

Essential Qualification:

- Passed Sr. Secondary School (10+2) from the recognized Board / Institution.
- Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English.
- **Desirable:** Diploma in Computers and/or Office Management and Secretarial practice.

Remuneration: Rs. 18,960/- per month

(10) Work Assistant (Civil) — 1 No. (Age Limit: 27 years)

Essential Qualification:

- Should have passed Matriculation Examination/SSLC/High School Examination or 10th class of the Higher Secondary School with drawing and lower Mathematics as compulsory Elementary Engineering and simple accounts.
- **Desirable:** (a) Diploma in Civil Engineering.
(b) Working knowledge of setting up of a dumpy level for work and knowledge of its working parts.
(c) Ability to read simple maps and plans.

Remuneration: Rs. 18,960/- per month

(11) Work Assistant (Electrical) —

1 No. (Age Limit: 27 years)

Essential Qualification:

- Should have passed Matriculation Examination/SSLC/High School Examination or 10th class of the Higher Secondary School with drawing and lower Mathematics as compulsory Elementary Engineering and simple accounts.
- **Desirable:** (a) Diploma in Electrical Engineering.
(b) Working experience of at least two years in a Government Institute or Autonomous Organisation and having knowledge of electric work.

Remuneration: Rs. 18,960/- per month

(12) Multi-Tasking – Staff (Digital Library) -

1 No. (Age Limit 27 years)

- **Essential Qualification:** 10+2 passed from a recognized Board with Certificate or Diploma in Library Science / recognized IT certified course from recognized / ITI or equivalent institution.
- **Desirable:** PGDLAN/PGDCA
- **Duty related technical skills:** All type support to Digital library activities.

Remuneration: Rs. 15,070/- per month

(13) Multi -Tasking-Staff (Audio-Video) -

1 No. (Age Limit 27 years)

- **Essential Qualification:** 10+2 passed from any recognized Board/Institution.
- **Desirable:** (i) Certificate / Diploma in Computer / Information Technology
- **Duty related technical skills:** All type support to audio-video studio activities.

Remuneration: Rs. 15,070/- per month

(14) MTS — (1- Carpenter and 1- Plumber):

2 Nos. (Age Limit: 30 years)

Essential Qualification:

- Matriculate from recognized Board.
- ITI / National Trade Certificate in Carpenter / Plumber Trade
- Three years experience in the relevant field.

Remuneration: Rs. 16,680/- per month

The applications may be submitted online in the prescribed format available on the SOL website <https://sol.du.ac.in> duly filled in all respects and the print-out of the online submitted application (duly signed along with a recent passport size photograph, self-attested copies of the testimonials and experience certificates) may be sent to the Assistant Registrar (Establishment), School of Open Learning, University of Delhi, 5-Cavalry Line, Delhi-110007. The last date of submission online applications is 17th November, 2017. The last date of receiving the hard copy of the application alongwith the required enclosures is 24th November, 2017 till 4:00 p.m.

Executive Director