

**Advertisement for the Recruitment of various posts for  
SWAYAM and SWAYAM Prabha Projects**

**Indira Gandhi National Open University (IGNOU)**, New Delhi is a National Coordinator of SWAYAM and SWAYAM Prabha Project funded by the Ministry of Education, Govt. of India. SWAYAM and SWAYAM Prabha Project, invites applications for the following Consultants on contractual (on consolidated fees) positions initially for 01 year and extendable annually for a total period of 03 years, subject to satisfactory performance and project requirement. All the positions are Contractual in nature and are for the SWAYAM and SWAYAM Prabha project at IGNOU, Maidan Garhi, New Delhi 110068. The details of the posts are as under:

S. No.	Designation and Remuneration per month	Posts	Essential Qualification and Experience	Desirable
1	Consultant: System Manager (Consultancy fee Range Rs. 1,00,000/- to 1,20,000/-)	1	<p><b>Essential Qualifications:</b> MCA / B. Tech. with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experience:</b> A minimum 10 years of overall experience in managing ICT projects in Central Govt. /State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. Experience in Data Center Management and Deployment, Virtualization and Security.</p>	<p>Good working knowledge of computers and experience in Central government/autonomous organizations can be considered for deserving candidates with adequate experience and expertise in maintenance of servers Networks and hardware related activities (Network Security (Palo Alto), F5 Load balancer SD-WAN, Wireless Networks including maintaining Controllers, Hyper converged Architecture, NAS/SAN, Fiber Networking, Must have handle dual 1GBPS connectivity with WAN optimization, mail Servers, DNS, Name servers,).</p> <p>Hosting of applications with Different web servers. Sound knowledge of Virtualisation using VMWARE and Proxmox platform on production Environment. OpenStack deployment using MAAS for deploying cloud.</p> <p>Live and VOD Streaming technologies (H.264 encoding). Experience in deploying encoder/decoder for live/Vod in broadcast.</p> <p>Good communication skills in English &amp; Hindi</p>

2	Consultant: Sr. System Analyst (Consultancy fee Range Rs. 90,000/- to 1,10,000/-)	1	<p><b>Essential Qualifications:</b> MCA / B. Tech. with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experience:</b> A minimum of 10 years of overall experience in managing ICT projects in Central Govt. /State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. Experience in open source software development, System Analysis, Deployment Plan. Also have experience in Learning Management System (LMS), Project Tracking, Monitoring and Reporting along with Dashboard Creation.</p>	Experience in open source development of Web/Mobile application, Managing, Monitoring, deployment for various ICT projects under any National Level Project. Also must have working experience of Linux/Windows on production environment. Also having experience in IT Project Management, Content Management, MIS.
3	Consultant: Project Manager (Consultancy fee Range Rs. 70,000/- to 85,000/-)	1	<p><b>Essential Qualifications:</b> B.E/B.Tech/MCA with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experience:</b> A minimum of 10 years of overall experience with at least 8 years of experience in managing ICT projects in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.</p>	Experience in developing tools/web applications, Managing, Monitoring, Project Tracking, perform demand analysis, and impact study of various ICT projects, preparation of the Project report under any National Level Project.
4	Consultant: Senior Web Designer (SWD) (Consultancy fee Range Rs. 50,000/- to 65,000/-)	1	<p><b>Essential Qualifications:</b> Any Graduate/Postgraduate, Certification in multimedia from a recognized institution, Certification in web designing is mandatory with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experience:</b> Min 10 years of Experience in Designing for Web/Mobile application, responsive web designing(UI/UX).</p>	Extensive Knowledge on HTML5, CSS3, Adobe Photoshop, Adobe illustrator, Javascript, jQuery, Bootstrap Responsive Layouts Designing Any of the CMS Knowledge on Wordpress or Drupal or Joomla Browser compatibility issues fixing Photoshop template designing

5	Consultant: Software Engineer (SE) (Consultancy fee Range Rs. 50,000/- to 65,000/-)	1	<p><b>Essential Qualifications:</b> B.E(CS/IT)/B.Tech(CS/IT)/MCA/M.Sc(CS/IT) with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experience:</b> A minimum of 10 years of overall experience in development of Web/Mobile Application and data management in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. It shall include MIS, System Analysis, Data Mapping, Deployment Plan, Project Tracking, Creating Dashboards and Monitoring Systems.</p>	<p>Experience in open source development of Web/Mobile application, Managing, Monitoring, for various ICT projects under any National Level Project.</p> <p>Also must have working experience of Linux/Windows on production environment.</p> <p>Also having experience in IT Project Management, content management, learning management system.</p>
6	Consultant: Multimedia Programmer (Consultancy fee Range Rs. 35,000/- to 50,000/-)	1	<p><b>Essential Qualifications:</b> Graduate in any discipline, Diploma in multimedia programming or Graduate in multimedia with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experiences:</b> Min 5 years of experience in any reputed Institutions/ Organizations. Experience in 2D/3D graphics, animation and multimedia programming.</p>	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.
7	Consultant: Graphic Artist (Consultancy fee Range Rs. 40,000/- to 60,000/-)	2	<p><b>Essential Qualifications:</b> 10+2 and Graduate Degree/PG Diploma/ Diploma in Fine Arts/ Commercial Arts/ Graphic Design/ Animation with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experiences:</b> Min 5 years of experience in 2D/3D graphic designing and animation in the Film/TV industry in relevant fields . Candidates must be well-versed with the latest softwares.</p>	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.

8	Consultant: Video Editor (Consultancy fee Range Rs. 40,000/- to 60,000/-)	1	<p><b>Essential Qualifications:</b> 10+2 and Graduate Degree/PG Diploma/ Diploma in Film &amp; Video editing or Degree/ Diploma in Mass-Communication (Specialized in Editing) with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experiences:</b> Min 5 years of experience in video editing, preparation of documentaries, assembling recordings for broadcasting includes camera footage, dialogue, sound effects, graphics and special effects in Film/TV industry in relevant fields . Candidates must be well-versed with the latest softwares.</p>	Preference will be given to those having experience in Adobe Creative Cloud and/or Blender.
9	Consultant (Consultancy fee Range Rs. 40,000/- to 55,000/-)	5	<p><b>Essential Qualifications:</b> MBA with any Graduate with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experience:</b> A minimum of 3 years of overall experience in managing ICT projects in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. Experience in Data Mappings, Project Tracking and System Analysis, monitoring, demand analysis, impact study.</p>	The consultant would be required to manage, monitor, project tracking, perform demand analysis, and impact study of various ICT projects in any National Level Projects.
10	Consultant (Technical) (Consultancy fee Range Rs. 35,000/- to 40,000/-)	8	<p><b>Essential Qualifications:</b> MBA and B.E/B.Tech with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experience:</b> A minimum of 3 years of overall experience in managing ICT projects in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. Experience in Data Mappings, Project Tracking and System Analysis, monitoring, demand analysis, impact study.</p>	The consultant would be required to manage, monitor, project tracking, perform demand analysis, and impact study of various ICT projects in any National Level Projects.

11	Consultant: Project Associate (Consultancy fee Range Rs. 35,000/- to 50,000/-)	1	<b>Essential Qualifications:</b> Post-Graduate in any discipline with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University. <b>Experiences:</b> Min 5 years of experience in handling projects in any reputed Institutions/ Organizations.	Assist in monitoring the project activities. Having experience in IT Project Management, content management, learning management system, etc. Good working knowledge of office tools (Word processing, Spreadsheet, Power Point).
12	Consultant: Jr. Graphic Artist (Consultancy fee Range Rs. 30,000/- to 40,000/-)	2	<b>Essential Qualifications:</b> 10+2 and Graduate Degree/PG Diploma/ Diploma in Fine Arts/ Commercial Arts/ Graphic Design/ Animation with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University. <b>Experiences:</b> Min 2 years of experience in 2D/3D graphic designing and animation in the Film/TV industry in relevant fields . Candidates must be well-versed with the latest softwares.	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.
13	Consultant: Jr. Consultant (Consultancy fee Range Rs. 25,000/- to 35,000/-)	1	<b>Essential Qualifications:</b> Post Graduate in any Discipline with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University. <b>Experiences:</b> Min 2 years of experience in IT based on educational Projects with reputed Institutions/ Organizations. Good working knowledge of office tools (Word processing, Spreadsheet, Power Point).	Preference will be given to the candidates having experience in student support management.
14	Jr. Multimedia Programmer (Consultancy fee Range Rs. 25,000/- to 35,000/-)	1	<b>Essential Qualifications:</b> Graduate in any discipline with Diploma in multimedia programming or Minimum 6 months certification in multimedia programming with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University. <b>Experiences:</b> Min 2 years of experience in any reputed Institutions/ Organizations. Experience in 2D/3D graphics and animations and multimedia programming.	Preference will be given to those having working knowledge of Adobe Creative Cloud and/or Blender.

15	Consultant: Jr. Video Editor (Consultancy fee Range Rs. 25,000/- to 35,000/-)	1	<p><b>Essential Qualifications:</b> 10+2 and Graduate Degree/PG Diploma/ Diploma in Film &amp; Video editing or Degree/ Diploma in Mass-Communication (Specialized in Editing) with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experiences:</b> Min 2 years of experience in video editing, preparation of documentaries, assembling recordings for broadcasting includes camera footage, dialogue, sound effects, graphics and special effects in Film/TV industry in relevant fields . Candidates must be well-versed with the latest softwares.</p>	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.
16	IT Consultant (Consultancy fee Range Rs. 30,000/- to 35,000/-)	1	<p><b>Essential Qualifications:</b> MCA (or) BE/B.Tech (IT/CS) (or) M.Sc. (IT/CS) with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experience:</b> Min 5 years of experience in ICT/IT based educational projects with reputed Institutions / Organizations.</p>	Preference will be given to the candidates having experience in IT Project Management, content management, learning management system.
17	Jr. IT Consultant (Consultancy fee Range Rs. 25,000/- to 35,000/-)	2	<p><b>Essential Qualifications:</b> BCA (or) B.Sc. (IT/CS) (or) BIT with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experience:</b> Min 2 years of experience in ICT/IT based educational projects with reputed Institutions / Organizations.</p>	Preference will be given to the candidates having experience in IT Project Management, content management, learning management system.
18	Consultant: Project Assistant (Consultancy fee Range Rs. 20,000/- to 35,000/-)	2	<p><b>Essential Qualifications:</b> Graduate in any discipline with 50 % marks or equivalent grade in general category or 45% in case of OBC/SC/ST/PWD from a recognized University.</p> <p><b>Experiences:</b> Min 03 years of experience in handling projects in any reputed Institutions/ Organizations.</p>	Assist in monitoring the project activities. Having experience in IT Project Management, content management, learning management system, etc. Good working knowledge of office tools (Word processing, Spreadsheet, Power Point).

## GENERAL INFORMATION

1. Applications filled in the prescribed format and submitted on the email [eprocure@edcil.co.in](mailto:eprocure@edcil.co.in), only be accepted. **Hard copy received through post or handing over will NOT be entertained.** For additional information and a detailed advertisement, kindly visit [www.edcilindia.co.in](http://www.edcilindia.co.in). Any future Notifications in this regard will be available on [www.edcilindia.co.in](http://www.edcilindia.co.in) only.
2. Candidates applying for more than one post should submit a separate application for each position.
3. Only Indian Nationals are eligible to apply for the aforementioned positions.
4. Candidates employed in Government Organizations/PSUs must route their applications through proper channels if stipulated by their department rules. However, candidates may send an advance copy of their application (through email only).
5. The prescribed qualifications and experience should have been acquired on or before the last date of application. Qualifications should be obtained from recognized Institutions/University/Board.
6. The selection process will be based on academic qualifications, relevant work experience and may include a written test and/or group discussion and/or interview, depending on the total number of eligible shortlisted applicants.
7. Along with the filled-in and duly signed application, self-attested copies of all relevant certificates, including documents supporting (i) Qualifications, (ii) Experience, (iii) Age, (iv) Caste certificate, etc., degrees, testimonials, etc., must be submitted through email. Originals must be produced during the interview and, if selected, at the time of joining. In case of non-submission of application in the prescribed format, and submission of mere documents or CV without application, the same will NOT be considered for shortlisting and summarily rejected.
8. Experience and age will be considered as on the last date of application.
9. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will be summarily rejected at any stage of the selection process, and action may be taken at any time as deemed fit.
10. Candidates are informed that the mere submission of applications or fulfillment of the eligibility criteria does not entitle them to be called for a written test/interview/selection. Call letters and other information regarding this recruitment will be sent to shortlisted candidates by email only. Applicants should ensure that the "email id" provided in the online application is kept active.
11. The Advertisement Number should be noted for future reference.
12. The Employer reserves the right to upgrade the eligibility criteria for shortlisting of applications if a large number of applications are received.
13. The consulting fee indicated against each category is indicative and fee payable is consolidated. No other benefits are applicable. The project authorities reserve the right to cancel, amend, modify the criteria given above in the table whatsoever as per the project's requirement.
14. All the categories of consultants are project based, to be engaged annually on the project mode initially for one year and extendable annually up to a maximum of three years. The consultant's performance are subjected to review of the professional skills and overall performance of the individual every year.
15. IGNOU/ EdCIL, based on the performance, reserves the right to, discontinue/ terminate the contractual engagement with one month's notice.
16. The last date for the receipt of applications (through email) at EdCIL is 15/08/2024 by 5.30 pm. EdCIL will not be held responsible for any delay or any other reason for receipt of application (through email only) beyond the last date & time.
17. No TA/DA will be provided for attending a written test/group discussion/interview/selection, etc.

18. The Authorities reserves the right to cancel/modify/withdraw/postpone this notice.
19. The candidate shall download, fill and submit the scanned copy (.pdf format) of application form along with the relevant documents on the Email Id: [eprocare@edcil.co.in](mailto:eprocare@edcil.co.in) till 15/08/2024 by 5.30 pm.
20. Applicants must mention the subject (in the email) as “**Application for the position of .....**”
21. The ‘FORM FOR FILLING THE DETAILS OF THE APPLICANT’ and the ‘DETAILED ADVERTISEMENT’ can be downloaded from EdCIL’s Website [www.edcilindia.co.in](http://www.edcilindia.co.in).
22. The results of the Shortlisted candidates for the Personal Interview/Written/Group Discussion etc. will be made available through email only.
23. The posting of the candidates will be in the office of the EdCIL’s Client anywhere in Delhi/NCR.
24. No claim, whatsoever, shall be entertained for the Regular position as the said positions are purely on Contractual basis.
25. The number of vacancies are tentative and may increase or decrease as per requirements.





Corporate Office : EdCIL House, 18 A, Sector 16-A, NOIDA, UP 201301

Post Applied For \_\_\_\_\_

Advt. No \_\_\_\_\_ Dated \_\_\_\_\_

Paste  
the Recent  
Colored Passport  
Size Photo

1. **Name** (in block letters as recorded in matriculation certificate):

\_\_\_\_\_

2. **Father's/Husband's Name** (in block letters as recorded in matriculation certificate):

\_\_\_\_\_

3. **Date of Birth (in Christian Era)** : - \_\_\_\_\_

In words: \_\_\_\_\_

(ii) Age: \_\_\_\_\_ Years: \_\_\_\_\_ Months (as on closing date):

4. **Religion**: \_\_\_\_\_

5. **Category**: \_\_\_\_\_ (SC/ST/OBC/General)

(Attach necessary certificate issued by Competent Authority)

6. **Whether Ex-Serviceman**: \_\_\_\_\_ (Yes/No)

(Attach necessary certificate issued by Competent Authority)

7. **Nationality**: \_\_\_\_\_

8. **Sex** : \_\_\_\_\_ (Male/Female/Others)

9. **Marital Status**: \_\_\_\_\_ (Married/Unmarried)

10. **Whether Physically Disabled:** \_\_\_\_\_ (Yes/No)  
(If Yes, certificate from a medical officer not below the rank of Civil Surgeon should be enclosed)  
(i) Nature of Disability : \_\_\_\_\_  
(ii) Percent of Disability: \_\_\_\_\_

11. **Language Known :** \_\_\_\_\_

12. **Correspondence Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code: \_\_\_\_\_  
Contact No. \_\_\_\_\_ Email Id \_\_\_\_\_  
Fax No. \_\_\_\_\_

13. **Permanent Address:**  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code: \_\_\_\_\_

14. **Details of Computer literacy:**  
\_\_\_\_\_  
\_\_\_\_\_

15. **Professional qualifications, If any:**  
\_\_\_\_\_  
\_\_\_\_\_

16. **Educational Qualifications** (beginning from Matriculation or equivalent):

<u>Examination(s) Passed</u>	<u>University/Board</u>	<u>Year of Passing</u>	<u>Subjects Covered</u>	<u>Division/Grade</u>	<u>% of Marks</u>

17. **Experience** (in ascending order) :

<u>Sl. No.</u>	<u>Office/Department</u>	<u>Designation</u>	<u>Salary</u>	<u>Period From- To</u>		<u>Nature of Work</u>

**18. Any other relevant information:**

---

---

I do hereby declare that the statements made in the Application are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect or ineligibility detected or after test/interview or at any stage, my candidature will stand cancelled and all my claims for the recruitment will stand forfeited.

Note: Copies of marksheet, Age Certificate, Experience Certificate, Caste Certificate (If, Any), etc., should be self-attested and attached with application. An extra recent color passport size photo should also be enclosed with application.

**Signature of the applicant**

**Place :** \_\_\_\_\_

**Date:** \_\_\_\_\_