

EDUCATIONAL MULTIMEDIA RESEARCH CENTRE

IIT Campus

ROORKEE-247 667, UTTARAKHAND, INDIA

FAX: 01332-273560 TELE: 01332-284329



Website: <u>www.emmrcroorkee.org</u>

Vacancy Notification

Advertisement No.1/2021

Date of Publication: **13th March 2021** Last date for submission of application: **26th April 2021**

Educational Multimedia Research Centre (EMRC) Roorkee is an Educational Media Centre under the administrative and financial management of CEC, New Delhi – an Inter University Centre (Autonomous body) of UGC New Delhi. EMRC Roorkee invites applications from gualified candidates for the following posts:

S. N.	Name of the Post		Pay Scale as per 7 th CPC	Category	Qualification & Experience	Age limit	Method of Recruitment
1	Section Officer (Admn.)	01	Level-7 Rs. 44900- 142400/-	UR	A Bachelor's degree/Master's degree in any subject preferably with degree in law or post-graduate diploma in personnel management with 5 years' experience as Senior Administrative Assistant/Senior Accounts Assistant.		Deputation (including short term contract/ Promotion)
					Holding analogous post; or Holding the post of Assistant in level 6 (Rs. 35400-112400) with 5 years' regular service in the grade in a University /Govt./Autonomous Body/Similar Organization.		
					The departmental Accounts Assistant in the feeder grade would also be considered along with adaptationist's and in the event of Accounts Assistant being selected the post would be treated as having been filled by promotion.		
2	Accounts Assistant	01	Level-6 Rs. 35400- 112400/-	UR	Essential Qualification: Graduate from recognized University. Essential Experience: 3 years in compilation of accounts, knowledge of income tax rules, bank reconciliation in a University/Govt./Autonomous Body and familiarity in use of standard financial package.		Direct Recruitment
					Desirable: Tally Course Certificate & MS-Office experience on Computer.		

3	Personal Assistant	01	Level-6 Rs. 35400- 112400/-	UR	Essential Qualification: Graduate from recognized University. Essential Experience: 5 years Stenography work experience in similar organization/government department/University or in an	35 Years, relaxable by 5 years for SC/ST candidates and 3 years	Direct Recruitment
					autonomous Institution. Desirable: One-year Diploma in Stenography from recognized institute. Experience in handling modern office equipment and work processing on Computer. Skill Test: English Short hand speed of 100 w.p.m. and typing speed of 45 w.p.m.	for OBC. Relaxable for govt. servants upto 5 years in accordance with the instructions or orders issued by the Central	
4	Technician	01	Level-4 Rs. 25500- 81000/-	UR	recognized institute or equivalent qualification OR PGDCA (Post Graduate Diploma in Computer Application) with 10 year experience	relaxable by 5 years for SC/ST candidates and 3 years for OBC	Direct Recruitment
5	MTS (Unit Peon and Peon)	02	Level-1 Rs. 18000- 56900/-	UR	Matriculation or Equivalent from recognized board/institute	30 Years, relaxable by 5 years for SC/ST candidates and 3 years for OBC	Direct Recruitment

Abbreviation: UR- Unreserved

Important Instructions and Guidelines w.r.t. Application and filling of Application Form

- 1. The last date for submission of filled –in applications within 45 days from the date of advertisement publication and 52 days from the date of advertisement for the candidates who are residing in Andaman Nicobar Islands and Lakshadweep.
- 2. The application should reach through Registered/Speed Post before/till last date to the Director, Educational Multimedia Research Centre (EMRC), IIT Campus, Roorkee -247 667 (Uttarakhand).

- 3. Application received after last date will not be considered. EMRC Roorkee shall not be responsible for postal delay, if any. Envelope, containing application, should be superscribed with the <u>name of the post</u> <u>applied for</u>.
- 4. A crossed Demand Draft of **Rs. 500/-** for General and OBC category drawn in favor of the Director, EMMRC Roorkee, payable at Roorkee should be sent with the filled in application form. SC/ST and Physically Challenged candidates are not required to submit the demand draft.
- 5. The candidates, who have applied on the above posts against last recruitment advertisements no. 01/2017 or 01/2019, need to submit only filled in application form without application fee and thus their application form will be treated afresh as per the terms/conditions and requirement of this advertisement.
- 6. The candidates applying for more than one post must use separate Application Form for each post (along with required demand draft in original) and send them in separate covers superscribed with the name of the post applied for.
- 7. Persons serving in Govt./Semi-Govt./PSUs, should send their application either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of interview. They can, however, send an advance copy along with DEMAND DRAFT in Original.
- 8. Age relaxation if applicable, shall be as per norms/ rules of the Govt. of India/CEC, New Delhi. The age limit shall be determined with reference to all posts as on the last date for the application.
- 9. The service conditions including pay scale and age of superannuation shall be as per CEC rules/norms. If selected, candidate may be assigned any duty depending upon exigency of work.
- 10. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/ certificates/marks sheets/ experience certificate, reprint of important publications, etc) will be out-rightly rejected.
- 11. The Centre shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedent/background for which he has been convicted by any court and has suppressed the said information, then his services shall be terminated.
- 12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, CEC/EMRC Roorkee reserves the right to modify/withdraw/cancel any communication made to the candidates.
- 13. Candidate having experience in CEC/Media Centres will be preferred.
- 14. Short listed candidates will be called for test and or interview.
- 15. No TA will be given for appearing in the test and or interview.
- 16. Canvassing in any form may lead to cancellation of candidature.
- 17. The requirement of the experience could be relaxed at the discretion of the Selection Committee if the candidate is otherwise found suitable.
- 18. The competent authority reserves the right to cancel the advertisement for all the posts or any of the post advertised in the notification, without assigning any reason.
- 19. In the post of Section Officer (Admn.) at S.No. 1 under column of qualification, the word "adaptationist's" may be read as "a deputationists".
- 20. In the post of Technician at S.No. 4 under the column of qualification, "(Diploma 3 years structure)" may be read as without bracketing.

Educational Multimedia Research Centre

(An Institution of CEC-UGC on Electronic Media) IIT Roorkee Campus, Roorkee – 247 667

Application No. (for Office use only)

Affix a recent passport size colour photograph with self-attestation

Application Form (Please read the Instructions & Guidelines before filling the form)

Advertisement No.....

Post Applied for:				
Demand Draft No.	Date	Amount	Name of the Bank	Branch Code

Perso	onal details (in capitals)				
1.	Full Name:				
	(in block letters)				
2(a)	Father's Name:				
2(b)	Mother's Name:				
3.	Nationality:				
4.	Gender: (Male/Female)				
5.	Date of Birth:				
6.	Age as on the last date of submission of application	Years:	Months:	Days:	
7.	Category: (SC/ ST / OBC / PWD / Gen)				
8.	Whether Physically Challenged (If yes, please specify with relevant certificate)				
9.	Marital Status:				
10.	Permanent Address:				
11.	Full address for Correspondence: (with PIN code)				
	Tel. No.				
	Mobile No.				
	E-Mail				

12. Educationa	al Qualifications (Matriculation o	nwards):			
Name of the	Board/University	Year of	% of	Division/	Subjects
Exam		Passing	marks	Class/GPA	
Please use an add	litional sheet, if required, retainii	ng the abo	ve tabula	ar format.	

13. Experience (E	nclose additional sheet, if red	quired, in the same format):			
Organisation	Post held (permanent/ temporary)	Nature of Work	Period		No. of Years/ months
	Basic Pay and Pay Band with Grade Pay		From	То	

Language	Speak	k Read Write		Read Write		te	Examination Passed (if any)

15.	Present position:	
a.	Designation along with nature of	
	appointment	
b.	Present pay scale & other details:	
c.	Pay Band + GP:	
d.	Present basic pay:	
e.	Total Emoluments:	
	(including DA, HRA, TA etc.)	
f.	Date of next increment:	

16.	Are you willing to accept the minimum pay? If not, what initial pay do you expect? Give reasons justifying your request.

17.	If appointed, how much time will you need for joining the Institution?

18.	Any other relevant information you wish to furnish:		
Pleas	Please use an additional sheet, if required, retaining the above tabular format.		

20.	Referees: Give below the names of two referees holding responsible position and should not be a relative of the candidate. One of the referees should be his/her present or recent employer.					
	Name	Address, Phone No. and E-mail ID				
1.						
2						
Ζ.						

DECLARATION

I declare that all the entries made in the application are true to the best of my knowledge and belief, and that I have not suppressed or misrepresented any information which may disqualify my candidature.

Date_____

Signature of the applicant

ENDORSEMENT OF THE FORWARDING AUTHORITY

Mr./Mrs./Miss/DrDesignation	Mr./Mrs./Miss/Dr	Designation
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has been working in a temporary/permanent capacity with effect from ______. His/Her Pay band + Grade Pay is ______. He/She is drawing a basic pay

of Rs._____. His/Her next increment is due on _____.

It is certified that no disciplinary / vigilance case has ever been held or contemplated or pending against him/her.

Signature: Name: Designation:

Date:
Seal of the Office