

F.No.6.22/ DESM/ 2018-2019  
Department of Education in Science and Mathematics  
**National Council of Educational Research and Training**  
Sri Aurobindo Marg, New Delhi-110016

Dated: 10.07.2018

**Sub:** Recruitment of 01 Post of **Online Course Administrator** for the PAC programme entitled "**Online Course in Teaching of Science at Upper Primary Stage**" (PAC Code 6.22)'

The Department of Education in Science and Mathematics, NCERT, New Delhi will conduct a walk-in interview for the following post on temporary basis. The Interview will be held on **24th July, 2018** at 11.30 A.M. in the **Board Room, 1<sup>st</sup> Floor, Janaki Ammal Khand, DESM, NCERT, Sri Aurobindo Marg, New Delhi-110016**. The terms and conditions are as under:

| Name of the Post, number, Remuneration  | Job Description  | Qualification and Experience   |
|---|--|--|
| <b>Online Course Administrator</b><br>Number of post – 01<br><br><b>Remuneration:</b><br>Rs.30000/- per month (consolidated).<br><br><b>Duration:</b> Upto 31st March 2019. | The course administrator will run an online course through Open edX based MOOC platform. Specifically, he/she is expected to perform the following: <ul style="list-style-type: none"> <li>• Enrollment of learners and providing them continuous technical support;</li> <li>• Updating contents as suggested by the coordinator</li> <li>• Releasing weekly courses to the learners and setting up of examination</li> <li>• Any other relevant work assigned by the Project Director / reporting authority as and when required.</li> </ul> | <b>Essential Qualification</b><br>B.E / B. Tech / M.Sc. / MCA / M.Tech in IT or Computer Science.<br><b>Essential Experience</b> <ol style="list-style-type: none"> <li>3. At least 2 years' experience in LMS/CMS based website development</li> <li>4. Expertise in either of the following:               <ol style="list-style-type: none"> <li>iv. Deployment and management of LMS/CMS</li> <li>v. Content development using open source CMS/LMS,</li> <li>vi. Administration of e-learning platform or online course.</li> </ol> </li> </ol> <b>Desirable (experience in following domains)</b> <ul style="list-style-type: none"> <li>❖ Comfortable with web technologies like Python, Django, Intermediate CSS, JavaScript and XML.</li> <li>❖ Moodle or Open edX platform</li> <li>❖ Database: MySQL, MongoDB</li> <li>❖ Network Administration</li> </ul> |

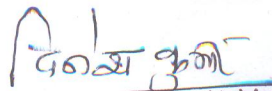
**Registration Time:** **Between 9.30 A.M. to 11.00 A.M.**  
(Candidates appearing for the Interview after 11.00 A.M. will not be entertained)

The Candidates must bring their bio-data along with self attested photocopy of each certificate and photograph and other related documents at the time of interview. Candidates are also directed to produce their original certificates/testimonials for verification at the time of interview.

**Note:**

1. This post is purely temporary. No TA/DA will be paid for attending the interview.
2. The candidates already in job should forward their application through their employer or submit 'No Objection Certificate' at the time of interview.
3. The selected candidate may be required to join immediately.

**Prog. Coordinator**

  
 (Dinesh Kumar) 10.7.18  
**Professor & Head**

1. All Heads of the Department/Units/Cells of NCERT, New Delhi.
2. District Employment Officer (South) District Employment Exchange Sector – 4, R.K. Puram, New Delhi-110022
3. Registrar, JNU, New Delhi-110067 for wider circulation.
4. Registrar, Delhi University, New Delhi-110007 for wider circulation.
5. Registrar, Jamia Millia Islamia University, Jamia Nagar, New Delhi-110025 for wider circulation.
6. Registrar, Guru Gobind Singh Indraprastha University, Sector-16, Dwarka, New Delhi-110075.
7. Member Secretary, Rehabilitation Council of India, B-22, Qutub Institutional Area, New Delhi-110016.
8. Director, NIEPA, New Delhi.
9. P.S. to Director/Joint Director/ Joint Director CIET/Secretary NCERT.
10. Head, DICT, CIET with the request to kindly issue directions for uploading the advertisement on NCERT website.