

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

**Ref.No.SOL/Estab.II/2020/
Dated : 18th August, 2020**

NOTICE

Applications are invited for the following posts purely on contract basis for a period of six months, extendable for a further period of six months depending on the performance of the selected candidates:

(1) Consultant — Audio & Video Studio - 1 No.

Qualifications, Knowledge and skills required

- 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.
- Should have experience in implementation and maintenance of Application software related to audio-video production, operating still and video cameras.
- Good knowledge in audio-video database concepts and designs.

Desirable: Diploma in Audio-Video / Film production.

Remuneration: Rs.45,000 – Rs. 65,000/- per month.

(2) Junior Consultant – (Civil) - 1 No.

Qualifications, Knowledge and skills required

- Recently retired Assistant Engineer / Executive Engineer (Civil) from CPWD/ Govt. organization having B.Tech./B.E. (Civil Engineering) Degree obtained from a recognized University / Institution.
- Good knowledge and should have experience of civil work and latest technology in this field.

Remuneration: Rs. 40,000 – Rs. 50,000/- per month.

(3) Junior Consultant – (Electrical) - 1 No.

Qualifications, Knowledge and skills required

- Recently retired Assistant Engineer / Executive Engineer (Electrical) from the Govt. organization having B.Tech./B.E. (Electrical Engineering) Degree obtained from a recognized University / Institution.

- Good knowledge and should have experience of electrical work and latest technology in this field.

Remuneration: Rs. 40,000 – Rs. 50,000/- per month.

(4) Senior System & Network Administrator – 1 No.

- **Essential Qualification and Experience:** MCA/B.E./B.Tech./M.Sc.(Informatics) or equivalent in Computer Science or related discipline from the recognized University / Institution. At least four years of post qualification experience as a System and Network Administrator in an Open and Distance Learning institution / reputed organization for general domain system administration with user accounts management, network administration security administration, and web-server and database administration. Experience in virtualization and designing solutions on cloud.
- **Desirable Qualifications:** Microsoft MCSA, Cisco CCNA, CISSP and /or any other equivalent certifications, any Certificate of Cloud Services.
- **Duties:** Primary duties will include installation and maintenance of servers, desktop, security devices and other network component in medium sized Windows Active Directory based domain, ensuring that the whole network works efficiently without any threat of viruses, security breaches or any other interruption to the network. Other duties may include developing scripts, System related project management, supervision of junior computer staff, backups of systems and other important data and should be able to provide technical support for all computer related activities of SOL including operations on Cloud.

Remuneration: Rs. 45,000/- to Rs. 70,000 p.m.

(5) Senior Programmer (PHP+MySQL) – 2 Nos.

- **Essential Qualification and Experience:** MCA/B.Tech./ B.E./M.SC.(Computer Science) or equivalent from the recognized University / Institution with at least four years of post-qualification experience in a Open and Distance Learning Institution / reputed educational organization having more than 4 lakh students.
- **Skills Required:** PHP & MySQL or any RDBMS, various open source frameworks. Strong knowledge of JavaScript, XHTML, CSS, AJAX, JQuery, SQL, Linus. Knowledge / Experience in Moodle, Joomla, Drupal or any Learning Management System / Content Management System. The candidate should be well acquainted with application development in cloud and should have developed an application on cloud.

Remuneration: Rs. 45,000/- to Rs. 70,000 p.m.

(6) Senior Programmer – (.NET+Oracle) -01 No.

- **Essential Qualification and Experience:** MCA/B.Tech./B.E./M.SC.(Computer Science) or equivalent from the recognized University / Institution with at least four

years of post-qualification experience in a Open and Distance Learning Institution / reputed educational organization serving more than 4 lakh students,

Desirable Qualification: MCAD/MCSD (.net technologies)

Skills Required: - .NET 4.x, Crystal Reports and ability to integrate and write procedures for RDBMS, such as Oracle. Technology expert for CSS3,AJAX, JQuery, Dreamweaver, Photoshop, Adobe Flash, HTML5, PHP and mobile ready apps. Knowledge of web services and API,Interface. Thorough Knowledge on MVC Patterns and OOPS.The applicant must be well conversant with cloud technologies.

Remuneration: Rs. 45,000/- to Rs. 70,000 p.m.

(7) Senior Technical Assistant –Developer (.NET+RDBMS) – 1 No. (Age Limit-35 years)

- **Essential Qualification:** B.Sc. (Computer Science)/ BCA or equivalent from the recognized University / Institution with minimum two years of experience in developing and maintaining .NET application with oracle 11G or some other RDBMS at backend.

OR

MCA/B.Tech/B.E./M.Sc. (Computer Science) or equivalent.

- **Skills Required:** .NET, Crystal Reports and ability to integrate and write stored procedures for RDBMS such as Oracle Technology. Knowledge of MS-Office and Foxpro. Should be well exposed to cloud technologies.

Remuneration: Rs. 25,000/- to Rs.30,000/- per month.

(8) Senior Technical Assistant –Developer (PHP+RDBMS) –1 No. (Age Limit-35 years)

- **Essential Qualification:** B.Sc. (Computer Science)/ BCA or equivalent from the recognized University / Institution with minimum two years of experience in developing and maintaining PHP application with oracle 11G or some other RDBMS at backend.

OR

MCA/B.Tech/B.E./M.Sc. (Computer Science) or equivalent.

- **Skills Required: PHP & MySQL or other RDBMS,** Crystal Reports and ability to integrate and write stored procedures for RDBMS such as Oracle Technology. Knowledge of MS-Office and Foxpro. Should have good exposure to cloud technology and ability to provide a good robust solution on cloud.

Remuneration: Rs. 25,000/- to Rs.30,000/- per month.

(9) Technical Assistant (Graphics & Animation) 1 No. (Age Limit-35 years)

- **Educational Qualification :** Graduation with diploma in Animation & Designing from the recognized University / Institution.

OR

Graduation in Graphics/Animation/Multi-Media

- **Skills:** Knowledge of FLASH, pHorosHop,3D studio Max, HTML5, css, Javascript.

Remuneration: Rs. 20,000/- to Rs.25,000/- p.m.

(10) Technician (System & Networking) – 3 Nos. (Age Limit-35 years)

- **Educational Qualification:** Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician).

OR

Senior Secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician).

OR

Diploma in Engineering of three year's duration from a recognized Polytechnic / Institute (Technician).

Remuneration: Rs. 20,000/- to Rs.25,000/- p.m.

(11) ICT Expert - (Digital Library) -1 No.

- **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 experience in Digital Library / Library of ODL Institution in ICT field, any Certificate of Digital Library.

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

(12) Senior Technical Assistant- ICT (Digital Library) – 1 No. (Age Limit 35 years)

Essential Qualification: DOEACC “A” level, Diploma in Engineering in relevant field from recognized institution.

Experience: 2 years post qualification experience in Hardware, Software & networking in a reputed Library of ODL Institution / Educational 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.

Remuneration: Rs. 25,000/- - Rs.30,000/- p.m.

(13) Stenographer (English) – 01 No. (Age Limit : 30 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 / Office Management / Secretarial Practice.

Remuneration - Rs.18,960/- p.m.

(14) Stenographer- (Hindi) – 01 No. (Age Limit : 30 years)

Essential Qualification:

- Passed Sr.Secondary School (10+2) from the recognized Board / Institution.
- Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi.

Desirable: Diploma in Computers / Office Management / Secretarial Practice.

Remuneration - Rs.18,960/- p.m.

(15) Junior Assistant-Bilingual (Hindi & English) –02 No. (Age Limit : 30 years)

Essential Qualification:

- A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / Institution with at least 50% marks or a Graduate from a recognized University.
- Having Typing Speed of 40 words per minute in English and 30 words per minutes in Hindi Typewriting through Computers.

Desirable: Diploma in Computers / Office Management.

Remuneration - Rs.18,960/- p.m.

(16) Cameraman—(Audio & Video) - 1 Nos. (Age Limit 35 years)

Essential Qualification:

- 10+2 passed from a recognized Board and a Certificate / Diploma in photography / Cinematography/Diploma in Still & Video Editing.

Experience: Two years post qualification working experience of operating professional Still and Video Cameras with any reputed production house / Institution and knowledge of sound recording etc.

Desirable:

- 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..

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

(17) Work Assistant (Electrical) - 01 No. (Age Limit : 30 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 from a Govt. Polytechnic
- b) Working experience of at least two years in a Govt. Institute or Autonomous Organisation and having good knowledge of electrical work.
- c) Ability to read simple maps and plans.

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

(18) Work Assistant (Civil) - 01 No. (Age Limit : 30 years)

Essential Qualification:

1. 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 from a Govt. Polytechnic
- b) Working experience of at least two years in a Govt. Institute or Autonomous Organisation and having good knowledge of civil work.
- c) Ability to read simple maps and plans.

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

(19) Multi-Tasking-Staff (Electrician) - 3 Nos. (Age Limit : 30 years)

Essential Qualification:

- A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / Institution with at least 50% marks.
- Diploma in Electrical Trade from the Govt. ITI / Polytechnic.

- Desirable:**
1. Two years post qualification working experience as an MTS-Electrician in a reputed organization.
 2. License of Electrician from Delhi Government.

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

(20) MTS -02 Nos. (1-Carpenter and 1-Plumber) :(Age Limit : 30 years)

Essential Qualification:

1. Matriculate from recognized Board.
2. ITI / National Trade Certificate in Carpenter / Plumber Trade
3. Two years experience in the relevant field.

Remuneration: Rs. 16,680/- per month.

(21) DTP Operators (Bilingual - Hindi & English)- 3 Nos.(Age Limit: 35 years)

Essential Qualification :Graduate / Postgraduate from a recognized University / Institution.

Typing Speed:English-40 W.P.M. and Hindi – 35 W.P.M.

Experience :At least five years experience of working in a reputed Printing Press / Publication House as a DTP Operator / Publication Assistant.

Desirable: Diploma in Computers / DTP Operation

The candidates should have good knowledge of preparation of study material, books in English and Hindi.

Remuneration: Rs. 28,000/- per month.

The interested candidates possessing the required qualifications, experience etc. may submit their applications online (separate application for each post) 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) be sent to the Assistant Registrar (Establishment), School of Open Learning, University of Delhi, 5-Cavalry Line, Delhi-110007. The last date of receiving applications in all respects is 7th September, 2020.

Deputy Director/OSD, SOL

NOTE:

1. The engagement shall be purely on contract basis on a fixed remuneration initially for a period of six months and is likely to be extendable for a period of six months on performance and requirement basis.
2. The engagement shall be terminated by the competent authority at any time without assigning any reason thereof.
3. The maximum age limit will be counted as on 31.08.2020. The age relaxation will be given to reserved category candidates as per the Govt. rules.
4. The candidate shall be entitled to avail 2½ days of leave in a month, therefore, he/she shall not draw any remuneration for the days of his/her absence in excess of entitled days in a period of six months. The un-availed leave in the period of six months can neither be carried forward to next six months nor be entitled for leave encashment.
5. The candidates shall be required to observe the normal office timings, as decided, and may also be called upon to attend the office on any holiday, in case of urgency.
6. The Income Tax or any other tax will be deducted at source as per Govt. instructions. Necessary TDS certificate will be issued.
7. The candidate will maintain absolute confidentiality and secrecy of the information handled by him/her. The secrecy and confidentiality are to be maintained even after the termination of engagement.
8. No TA/DA will be paid for attending the written test / skill test / interview.
9. Please submit separate application for each post.
10. The selected candidates will be required to join the assignment immediately at the place of posting.
11. The School of Open Learning reserves the right to not to fill-up the post/s advertised without assigning any reasons.
