



मुक्त शिक्षा विद्यालय
School of Open Learning
(मुक्त शिक्षा परिसर)
(Campus of Open Learning)
दिल्ली विश्वविद्यालय, दिल्ली-110007
University of Delhi, Delhi – 110007
फोन Phone-27666777, 27662766
फैक्स Fax-27667242



Qualification:

2. Academic Coordinator (Pay Level-10)

Essential:

1. Postgraduate degree in any subject from a reputed University with at least 60% marks
2. Minimum One-year post-qualification experience in Govt./Govt. Undertaking/Private/ Corporate Institution in handling digital learning Process.

Desirable:

The candidate must have experience in Audio-Visual, Multimedia based Web-based material and other created web-based material or completed at least 5 online Short term Certificate Course.

Age Limit: Not applicable

Note:

1. The incumbent should possess good communication, managerial and leadership skills to head a Division/Branch and posses good drafting/noting skills, conversant with the office procedure and capable to formulate proposals independently.
2. Should be able to participate in discussions with senior functionaries and academicians.
3. S/he is expected to handle one or more functions independently related to Educational Administration/General Administration/ Purchase / Accounts & Finance/ Project management/ HR.
4. Network and collaborate with individuals / organisations whereby technology can be harnessed for augmenting and strengthening the teaching/learning process in the University.

Selection Process: Interview



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General Instructions for Applicants

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed in the enclosed advertisement. The advertised post carries admissible scale plus allowances.
2. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview, School of Open Learning may apply a more stringent criterion.
3. Application fees and forms are to be submitted as per details given below:

General/Unreserved Category Rs. 1000/-

OBC(NCL)/ EWS and Women Category Rs. 800/-

SC/ST and PwBD Category Rs. 600/-

- Applications with incomplete information or without requisite fee shall be rejected.
 - Fees once paid will not be refunded under any circumstances.
4. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also

match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered.

Applicants applying for the post reserved for EWS must upload their EWS status certificate in prescribed form issued by the Competent Authority. The certificate should be of current financial year. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise.

If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

5. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
6. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University.

The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

8. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.

9. ADDITIONAL CREDITS(MARKS) FOR APPLICANTS WORKING ON CONTRACT/DAILY WAGES/AD-HOC BASIS IN THE UNIVERSITY OF DELHI OR ITS COLLEGES WILL BE AS PER UNIVERSITY RULES

Credits (Marks) on the following basis shall be added to the final merit list with respect to the candidates working on contract/daily wages/ad-hoc basis in the University or its Colleges.

- One mark for each completed year with a cap of a maximum of 10 marks.
- For giving marks, period of more than 6 months service (each month counted as having 30 days) or 181 days will be counted as one year while no credit will be given for service put in for 6 months, i.e., less than 180 days.
- In other words, the applicant would get a maximum of 10 marks, which would be added to their total score, even if she/he has put in service of more than 10 years of service.
- The extra credit given would, however, be capped so as not to exceed the maximum score of the top scorer in the competitive examination for a particular post. In other words, the extra credit of 10 marks would be restricted, in case the total score of the candidate after adding the additional credits exceeds the highest score obtained by other competing candidates in the examination concerned.
- The applicants in this category will have to obtain minimum qualifying marks in both the papers or one paper, as applicable, under the existing scheme of recruitment. The credit for service already put in will be added to their score thus enhancing their position in the merit.
- No other benefits such as seniority based on service already rendered as contract/daily wages/ad-hoc basis, or enhanced pensionary benefits taking into account such service etc., will accrue to them.

The credit (marks) would be given to the applicants, who have served the University on contract/daily wages/ad-hoc basis without any break i.e. on continuous basis, for at least a continuous period of one year, without a gap („gap“ excludes the regular break of one working day before the renewal of contract of engagement of the concerned employee), on the date of notification of recruitment process for direct recruitment against the posts likely to be advertised by the University. Further, while computing period of continuous service beyond a period of one year, rendered as such, a onetime breakup of one month, calculated as 30 days, may be ignored while giving credit based on total number of years of service put in the University.

The scheme detailed above is explained with the help of following examples.

Example 1: An applicant concerned has rendered 10 years and 07 months (more than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 10 marks, and therefore the effective score in this case would be 355.

Example 2: An applicant concerned has put in 05 years and 07 months of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case would be 351.

Example 3: An applicant concerned has 05 years and 05 months (less than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 05 marks, and therefore the effective score in this case would be 350.

Example 4: An applicant concerned has 05 years and 07 months of service, who scores 406 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case should be 412. However, since the highest score is 410, this applicant's final score would be capped as 410.

Example 5: An applicant has rendered service in two tranches of two years and then for six years with a onetime gap of more than 30 days. The credit available under the scheme will be only six marks for continuous portion of service and no credit will be given for first two years.

10. Consequent upon the adoption of self-certification provisions as required by the Govt. of India, the School of Open Learning shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for skill test action as per law.
11. The Shortlisted candidates called for written examination/interview (if applicable) should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of the interview.
12. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit send their applications through proper channel. They are also required to submit their application through proper channel. Further, they are requested to submit their 'No objection Certificate' along with Vigilance clearance at the time of the interview, if not submitted earlier.
13. All correspondences from the School of Open Learning including the interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
14. Canvassing in any form will be treated as a disqualification.
15. Applications that do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
16. Applicants must NOT furnish any false, tampered, or fabricated particulars, or suppress any material/information while submitting the application and self-certified copies/testimonials.
17. The number/category of posts advertised may vary, and the School reserves the right not to fill up some or all posts advertised if the circumstances so warrant.
18. The School reserves the right to offer the post at a level lower than that advertised/applied, or on a contract/deputation basis, depending upon the qualifications, experience, and performance of the candidate, wherever applicable.
19. The School shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.

20. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the School reserves the right to modify/withdraw/cancel any communication made to the applicant.
21. In case of any dispute/ambiguity that may occur in the selection process, the School's decision shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
22. No TA/DA shall be paid to candidates for attending the interview.
23. The last application submission date is indicated in the present advertisement uploaded on the School website <https://sol.du.ac.in>.

PRINCIPAL