

Central Institute of Indian Languages
Department of Secondary and Higher Education, Language Bureau
Ministry of Human Resource Development
Government of India
Manasagangothri, Hunsur Road, Mysore 570006

CENTRE FOR TESTING & EVALUATION

National Testing Service

Applications/nominations in the prescribed format are invited from eligible Indian nationals to work in the National Testing Service [NTS] being established to cater to the evaluation requirements of the country (as envisaged in the NPE 1986, NPE RC 1990, & CABE 1992) with the approval of the Central Planning Commission and the Ministry of HRD (Language Division), Govt. of India. The NTS with a combined workforce of 51 personnel (academic, technical, and ministerial) will operate in 3 Task Groups, viz., Research & Development [R & D], Survey & Documentation [S & D], and Consultancy & Training [C & T] under the Centre for Testing and Evaluation at the CIIL, Mysore, initially to cover three Indian languages, viz., Hindi, Tamil, and Urdu. The Task Groups will have to work in close coordination with 60 field units being located across 14 States / Union Territories of the country, viz., Andhra Pradesh [A.P], Bihar, Chandigarh, Chhattisgarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Jharkhand, Madhya Pradesh, Rajasthan, Uttar Pradesh, Pondicherry, and Tamilnadu (with a provision to accommodate the border areas of A.P, Karnataka, & Kerala). Also, the Task Groups will be responsible for achieving the target fixed for the respective domain of their work

The objectives of the NTS are : to formulate concept based continuum of graded syllabi for the courses in Indian languages applicable to all the seven levels of general education; to develop norms and standards for them, and to create a centralised mechanism comprising standardised graded tests for determining the aptitude / achievement / proficiency of individuals in the language concerned initially at the two crucial levels of education viz., higher secondary and graduation in the contexts of Native Language, Second Language, and Foreign Language.

The NTS helps to make decisions on inter language comparability across the courses in Indian languages at the national level, and intra-language comparability at the regional level; accrediting these courses as well as institutions that involved in imparting them at various levels of education. Also it helps to determine the language competence of an individual with reference to his/her minimum levels of learning on a common scale, for the purposes of admission, certification, and employment at the two crucial levels of education indicated above. Towards achieving this national goal, the institute intends to avail the following services on contractual basis.

Sl. No.	Category of Position	No. of Positions	Consolidated Remuneration per month
1	Chief Resource Person [CRP]	03	Rs. 33000/-
2	Senior Resource Person [SRP] (3 are Language free & 1 each for <i>Hindi, Tamil & Urdu</i>)	06	Rs. 24000/-
3	Resource Person [RP] (3 are Language free & 1 each for <i>Hindi, Tamil & Urdu</i>)	06	Rs.20,000/-
4	Junior Resource Person - Academic [JRP] (6 are Language free & 2 each for <i>Hindi, Tamil & Urdu</i>)	12	Rs.16,000/-
5	Junior Resource Person - Technical [JRP]	06	Rs.16,000/-
6	Officer-Accounts / General / Field Units [OA/OG/OF]	03	Rs.15,000/-
7	Assistant-Accounts / General / Field Units [AA/AG/AF]	03	Rs.11,000/-
8	a. Cataloguer b. Data Entry Operator (<i>Hindi, Tamil, Urdu</i>)	03 03	Rs. 8,000/- Rs. 6,000/-
9	a. Messenger	Filling up of the positions listed under Sl.No. 9 is NOT taken up now . It will be notified later.	

- Note :** 1. Reservation for SC, ST, OBCs is followed as per Govt. of India rules.
2. The Institute, in exceptional cases, is at liberty to invite suitable in-service / superannuated scholars also.

For details such as age, educational qualification, experience, specification of duties & responsibilities,, format of application, etc., please click on the respective Posts. The application format may be downloaded from the website.

All these positions are purely temporary and the number and specification of requirements are likely to change from time to time. The individual selected for a particular position will be engaged initially upto the end of the X Plan period and any extension beyond that will be based on the achievement made. The offer, however can be terminated at any point of time without giving any reason or notice based on an internal assessment. Those who are in service are required to send their applications through their employer. Last date for receipt of application by the **Head, Centre for Testing and Evaluation** in the above address is fifteenth day from the date of publication of this advertisement in the newspapers.

- Director

Chief Resource Person [CRP]
Encl. B Category-wise Circular - 1

Duly filled in applications/nominations in the prescribed format are invited by the Central Institute of Indian Languages, Mysore-570 006, from eligible experienced Indian nationals for the following time bound positions on consolidated remuneration to work in the National Testing Service (NTS).

<i>Name of the position and remuneration</i>	Chief Resource Person [CRP] Rs.33,000/- (consolidated) per month with an annual increase of about Rs.900/- as lumpsum if the services of the incumbents are required beyond the completion of 1 year.
<i>Number of positions, and Task Groups</i>	Total : THREE (one each per Task Group) <i>Task Group-1</i> : Research & Development (R & D) <i>Task Group-2</i> : Survey & Documentation (S & D) <i>Task Group-3</i> : Consultancy & Training (C & T)
<i>Age, and other particulars such as reservation, LS & PC, deputation, etc.</i>	55 Years; [Relaxation of 3 Yrs. for OBC and 5 Yrs. for SC/ST & Govt. Servants] 1. The Institute, in exceptional cases, is at liberty to invite suitable inservice/ superannuated scholars for any or all the positions. 2. For the regular employees joining the project by accepting the consolidated remuneration, their Leave Salary and Pension Contribution will be borne by the project. 3. Those who opt for Transfer on Deputation will be governed by the Govt. of India deputation rules.
<i>Educational qualifications, Specialization & Experience</i>	<u>CRP (R & D).</u> 1. A doctorate in linguistics / language & literature with specialization in language pedagogy, and evaluation with reference to Native Language / Second Language / Foreign Language. Possession of masters degree both in linguistics and literature is preferred. 2. About 10 years of proven experience in teaching / research with focus on objective based assessment and evaluation / curriculum and syllabus making / developing instructional materials / formulation and implementation of item setting & tool making, test administration & scoring , for <i>any specific purpose</i> at the national level. <i>If involved in CIIL-MILES programmes, the nature of work done</i> may be specified. <u>CRP (S & D).</u> a. A doctorate in an inter-disciplinary area involving education, statistics, mathematics, psychology, etc., with knowledge of evaluation preferably in language & literature. b. About 10 years of proven experience in planning, formulation, and implementation of field methods, sample surveys, data collection, quantification & documentation, item & test analysis, standardization process, norm fixing, etc. work experience related to : IIT-JEE, AIEEE, AIIMSE, TNPCEE, CET, CEED, GATE, MAT, CAT, ATMA, NTSE, GMAT, UGC-NET, UGC-CSIR, GRE, TOEFL, UPSC Civil and Specialized services, IBPS - Officers', Olympiad, etc., will be preferred. <u>CRP (C & T).</u> a. A doctorate in linguistics/language and literature with specialization in language pedagogy and evaluation with a master degree in education. b. About 10 years of proven experience in preparing training modules and formulation and implementation of training / orientation programmes with

	focus on evaluation including item setting and tool making, at the national level.
	COMMON TO ALL THE CRPs : 1. <u>Educational Qualifications are relaxable</u> for those found otherwise suitable. 2. For all the positions, <u>proficiency in one or more Indian languages</u> (which are taught in the RLCs of the CIIL) is necessary; so also <u>English which is necessary</u> to have interaction with other linguistic groups and for General Framework development. <i>Mere possession of experience in routine type of testing & examinations will not be considered as adequate.</i>
Brief specification of duties and responsibilities of CRPs	CRP (R & D) : To undertake <i>research</i> in the areas of <i>measurement, assessment, and evaluation</i>; procure all academic resources needed for R & D; organize meetings, seminars, etc., for discussing theoretical issues, and evolving consensus; consolidate the causes of criticism on evaluation for taking up remedial measures; to develop <i>basic references, guidelines, and frameworks</i> for various kinds of tests such as <i>aptitude, achievement, proficiency</i>, and so on; disseminate R & D outcome and other latest information on various kinds of <i>tests, and examinations</i> with reference to <i>language, literature, and person growth</i> by running a bi-monthly news letter of NTS; create a <i>road map</i> to incorporate evaluation as effective mechanism of <i>quality control and monitoring</i> in education; attending to queries in website; any other work as and when required. CRP (S & D) : To undertake <i>survey</i> on the <i>status of evaluation</i> in various organizations, assess the quantum of manpower need in this area to maintain the <i>demand-supply</i> ratios; locate, identify, and fix up 60 field units across 12 states of the country by establishing necessary rapport with the Central, State, and Private agencies; develop working strategies for item setting through field units; conducting pilot study and field tests for standardisation purposes; develop an <i>information grid</i> with details of <u>up-to-date</u> information on individual and institutional needs besides a programmed list of names and addresses of experts representing various branches of evaluation; any other work as and when required. CRP (C & T) : To undertake <i>preparation</i> of about 60-75 training <i>modules</i> on various aspects of evaluation, <i>design and implement</i> periodical <i>training</i> programmes to the staff of the NTS field units, and to the teachers of Std. XII, & graduation identified by the Task Group on S & D; organize 12 programmes a year-6 each for the teachers of Std. XII, and Graduate courses [i.e., 2 each per level per language]; achieve the annual target of creating human resources to the extent of 300 to 480 trained personnel at the rate of 100 to 160 per language [i.e., 50 to 80 per level] thereby ensuring 5 to 8 trained personnel for each field unit; extend consultancy on all aspects related to the creation of trained manpower; identify appropriate scholars /academics from various organizations who could be involved in the process of item writing in different languages; provide academic assistance to the volunteering institutions at the <i>national</i> as well as <i>regional</i> levels; any other work as and when required. COMMON TO ALL THE CRPs : The CRPs are the key functionaries and are responsible for achieving the target with the help of the personnel attached to the respective task group based on the framework developed by the Centre for Testing and Evaluation and also in close coordination with other task groups. The CRPs may have to undertake frequent tours. As group leaders, the CRPs are expected to ensure the harmonious function of the overall project in general and the concerned task group in particular with periodical reporting to the head of the CT&E.
Tenure	Initially upto the end of the X Plan period (i.e., March 2007) and any extension beyond that will be based on the achievement made. However, the contract can be terminated at any time due to factors which are beyond the control.
Headquarters	CIIL, Mysore, with liability to work anywhere in India.

Note: The Institute reserves the right to **accept or reject** any of the applications received without assigning any reason.

Senior Resource Person [SRP]
Encl. B Category-wise Circular - 2

Duly filled in applications/nominations in the prescribed format are invited by the Central Institute of Indian Languages, Mysore-570 006, from eligible experienced Indian nationals for the following time bound positions on consolidated remuneration to work in the National Testing Service (NTS).

Name of the position and remuneration	Senior Resource Person [SRP] Rs.24,000/- (consolidated) per month with an annual increase of about
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	Rs.850/- as lumpsum if the services of the incumbents are required beyond the completion of 1 year.
<i>Number of positions, and Task Groups</i>	Total : SIX (two each per Task Group. Out of the 6, three are language free & one each for Hindi, Tamil, & Urdu) <i>Task Group-1</i> : Research & Development (R & D) <i>Task Group-2</i> : Survey & Documentation (S & D) <i>Task Group-3</i> : Consultancy & Training (C & T)
<i>Age, and other particulars such as reservation LS & PC, deputation, etc.</i>	50 Years; [Relaxation of 3 Yrs. for OBC and 5 Yrs. for SC/ST & Govt. Servants]. 1. The Institute, in exceptional cases, is at liberty to invite suitable inservice/ superannuated scholars for any or all the positions. 2. For the regular employees joining the project by accepting the consolidated remuneration, their Leave Salary and Pension Contribution will be borne by the project. 3. Those who opt for Transfer on Deputation will be governed by the Govt. of India deputation rules.
<i>Educational qualifications, Specialization & Experience</i>	<u>SRP (R & D).</u> a. A doctorate in linguistics / language & literature with specialization in language pedagogy, and evaluation with reference to Native Language / Second Language / Foreign Language. Possession of masters degree in linguistics and literature is preferred. b. About 5 years of proven experience in teaching / research in the relevant areas as listed under brief specification of duties and responsibilities. <i>If involved in CIIL-MILES programmes, the nature of work done may be specified.</i> <u>SRP (S & D).</u> a. A doctorate in education / statistics / mathematics / psychology / allied subjects with proven knowledge of pedagogic theories and language / literature evaluation. b. About 5 years of proven experience in the relevant areas listed under brief specification of duties and responsibilities. <u>SRP (C & T).</u> a. A doctorate in linguistics/ language and literature with specialization in language pedagogy and evaluation along with a masters degree in education. b. About 5 years of proven experience in teaching / research in the relevant areas listed under brief specification of duties and responsibilities. <u>COMMON TO ALL THE SRPs</u> 1. <u>Educational Qualifications are relaxable</u> for those found otherwise suitable. 2. For all the positions, proficiency in one or more Indian languages (which are taught in the RLCs of the CIIL) is necessary; so also English which is necessary to have interaction with other linguistic groups and for General Framework development. <i>Mere possession of experience in routine type of testing & examination will not be considered as adequate.</i>
<i>Brief specification of duties and responsibilities</i>	<u>SRP (R & D).</u> To undertake <i>research</i> in the areas of <i>measurement, assessment, and evaluation</i> ; procure all academic resources needed for R & D; organize meetings, seminars, etc., for discussing theoretical issues, and evolving consensus; consolidate the causes of criticism on evaluation for taking up remedial measures; to develop <i>basic references, guidelines, and frameworks</i> for various kinds of tests such as <i>aptitude, achievement, proficiency</i> , and so on; disseminate R & D outcome and other latest information on various kinds of <i>tests, and examinations</i> with reference to <i>language, literature, and person growth</i> by running a bi-monthly news letter of NTS; create a <i>road map</i> to incorporate evaluation as effective mechanism of <i>quality control and monitoring</i> in education in consultation with CRPs and in close coordination with other taskgroups; attending to queries in website; any other work as and when required. <u>SRP (S & D).</u> To undertake <i>survey</i> on the <i>status of evaluation</i> in various organizations, assess the quantum of manpower need in this area to maintain the <i>demand-supply</i> ratios; locate, identify, and fix up 60 field units across 12 states of the country by establishing necessary rapport with the Central, State, and Private agencies; develop working strategies for item setting through field units; conducting pilot study and field tests for standardisation purposes; develop an <i>information grid</i> with details of <u>up-to-date</u> information on individual and institutional needs besides a programmed list of names and addresses of experts representing various branches of evaluation in consultation with CRPs and in close coordination with other taskgroups ; any other work as and when required. <u>SRP (C & T).</u> To undertake <i>preparation</i> of about 60-75 training <i>modules</i> on various

	aspects of evaluation, <i>design and implement</i> periodical <i>training</i> programmes to the staff of the NTS field units, and to the teachers of Std. XII, & graduation identified by the Task Group on S & D; organize 12 programmes a year-6 each for the teachers of Std. XII, and Graduate courses [i.e., 2 each per level per language]; achieve the annual target of creating human resources to the extent of 300 to 480 trained personnel at the rate of 100 to 160 per language [i.e., 50 to 80 per level] thereby ensuring 5 to 8 trained personnel for each field unit; extend consultancy on all aspects related to the creation of trained manpower; identify appropriate scholars / academics from various organizations who could be involved in the process of item writing in different languages; provide academic assistance to the volunteering institutions at the <i>national</i> as well as <i>regional</i> levels in consultation with CRPs and in close coordination with other task groups; any other work as and when required. COMMON TO ALL THE SRPs The SRPs are the main functionaries and as subject experts, they are responsible for maintaining accuracy on the subject matter; also they are to collect all relevant academic resources such as syllabus, text books, test specimens and other related data, in addition to undertake field studies, and creation of working models in consultation with RPs, and CRPs. They also have to work in close coordination with other task groups under the broad guidance and supervision of the Head / Senior faculty of the Centre for Testing and Evaluation. The SRPs may have to undertake frequent tours.
Tenure	Initially upto the end of the X Plan period (i.e., March 2007) and any extension beyond that will be based on the achievement made. However, the contract can be terminated at any time due to factors which are beyond the control.
Headquarters	CIIL, Mysore, with liability to work anywhere in India.

*Note: The Institute reserves the right to **accept or reject** any of the applications received without assigning any reason.*

Resource Person [RP]
Encl. B Category-wise Circular - 3

Duly filled in applications/nominations in the prescribed format are invited by the Central Institute of Indian Languages, Mysore-570 006, from eligible experienced Indian nationals for the following time bound positions on consolidated remuneration to work in the National Testing Service (NTS).

Name of the position and remuneration	Resource Person [RP] Rs.20,000/- (consolidated) per month with an annual increase of about Rs.650/- as lumpsum if the services of the incumbents are required beyond the completion of 1 year)
Number of positions, and Task Groups	Total : SIX (two each per Task Group. Out of the 6, three are language free and one each for Hindi, Tamil, & Urdu) <i>Task Group-1 : Research & Development (R & D)</i> <i>Task Group-2 : Survey & Documentation (S & D)</i> <i>Task Group-3 : Consultancy & Training (C & T)</i>
Age, and other particulars such as reservation, LS & PC, deputation, etc.	45 Years; [Relaxation of 3 Yrs. for OBC and 5 Yrs. for SC/ST & Govt. Servants] 1. The Institute, in exceptional cases, is at liberty to invite suitable inservice/ superannuated scholars for any or all the positions. 2. For the regular employees joining the project by accepting the consolidated remuneration, their Leave Salary and Pension Contribution will be borne by the project. 3. Those who opt for Transfer on Deputation will be governed by the Govt. of India deputation rules.
Educational qualifications, Specialization & Experience	<u>RP (R & D).</u> a. A doctorate in education/statistics/psychology/linguistics/language-science/philology/ language & literature/allied subjects with proven knowledge of pedagogic theories involving research related to evaluation of Language / Literature w.r.t NL/SL/FL. b. At least 3 years of proven research experience in teaching/research in the relevant areas listed under specification of duties and responsibilities. <u>RP (S & D).</u> a. A doctorate in education/statistics/mathematics/psychology/linguistics/language science/philology/linguistics/language & literature/allied subjects with proven knowledge of pedagogic theories involving research related to Language / Literature evaluation. b. At least 3 years of proven experience in teaching / research in the relevant areas listed under specification of duties and responsibilities. <u>RP (C & T).</u>

	a. A doctorate in education/statistics/psychology/linguistics/language science/philology/ language & literature / allied subjects with proven knowledge of pedagogic theories involving research related to Language / Literature evaluation. b. At least 3 years of proven experience in the relevant areas listed under specification of duties and responsibilities.
	COMMON TO ALL THE RPs 1. <u>Educational Qualifications are relaxable</u> for those found otherwise suitable. 2. For all the positions, proficiency in one or more Indian languages (which are taught in the RLCs of the CIIL) is necessary; <u>so also English which is necessary</u> to have interaction with other linguistic groups and for developing General Framework development. <i>Mere possession of experience in routine type of testing & examination will not be considered as adequate.</i>
Brief specification of duties and responsibilities	<u>RP (R & D).</u> To undertake research and prepare materials in the inter-disciplinary areas of evaluation in consultation with SRPs and CRPs ; any other work assigned in this regard. <u>RP (S & D).</u> To undertake surveys and prepare necessary tools for such purposes in consultation with SRPs and CRPs ; any other work assigned in this regard. <u>RP (C & T).</u> To prepare teaching cum training modules on evaluation, and undertake orientation / training programmes in consultation with SRPs & CRPs; any other work assigned in this regard. COMMON TO ALL THE RPs The RPs, as specialists in the allied areas, are responsible for providing appropriate consultancy to the CRPs and SRPs and assist them in collecting academic resources such as syllabus, text books, test specimens, and other related data in addition to undertake field studies, and creation of working models in consultation with SRPs, and CRPs. They also have to work in close coordination with other task groups under the broad guidance and supervision of the Head / Senior Faculty of the Centre for Testing and Evaluation. The RPs may have to undertake frequent tours.
Tenure	Initially upto the end of the X Plan period (i.e., March 2007) and extension beyond that will be based on the achievement made. However, the contract can be terminated at any time due to factors which are beyond the control.
Headquarters	CIIL, Mysore, with liability to work anywhere in India.

Note: The Institute reserves the right to **accept or reject** any of the applications received without assigning any reason.

Depending on the need, one of the positions may be converted to a non-academic position to look after the overall supervision of the support staff.

Junior Resource Person [JRP] - Academic Encl. B Category-wise Circular - 4

Duly filled in applications/nominations in the prescribed format are invited by the Central Institute of Indian Languages, Mysore-570 006, from eligible experienced Indian nationals for the following time bound positions on consolidated remuneration to work in the National Testing Service (NTS).

Name of the position and consolidated remuneration	Junior Resource Person [JRP] - Academic Rs.16,000/- (consolidated) per month with an annual increase of about Rs.550/- as lumpsum if the services of the incumbents are required beyond the completion of 1 year.
Number of positions, and Task Groups	Total : TWELVE (four each per Task Group. Out of the 12, six are language free & two each for Hindi, Tamil, & Urdu) Task Group-1 : Research & Development (R & D) Task Group-2 : Survey & Documentation (S & D) Task Group-3 : Consultancy & Training (C & T)
Age, and other particulars such as	40 Years; [Relaxation of 3 Yrs. for OBC and 5 Yrs. for SC/ST & Govt. Servants]

reservation, LS & PC, deputation, etc.	1. The Institute, in exceptional cases, is at liberty to invite suitable inservice/ <i>superannuated</i> scholars for any or all the positions. 2. For the regular employees joining the project by accepting the consolidated remuneration, their Leave Salary and Pension Contribution will be borne by the project. 3. Those who opt for Transfer on Deputation will be governed by the Govt. of India deputation rules.
Educational qualifications, Specialization & Experience	<u>JRP (R & D).</u> a. A doctorate in linguistics / language science / philology / Indian Language & literature / with knowledge of pedagogic theories and educational evaluation. b. Teaching / research experience in preparing instructional materials/item setting and tool making, etc., is desirable. <u>JRP (S & D).</u> a. A doctorate in linguistics / Indian language & literature / education / psychology / statistics / mathematics / anthropology with knowledge of pedagogic theories and educational evaluation. b. Teaching research experience in developing field methods, sampling procedures, data collection and documentation w.r.t educational evaluation, is desirable. <u>JRP (C & T).</u> a. A doctorate in Indian language & literature with knowledge of pedagogic theories / educational evaluation. b. Teaching / research experience in coordinating / organising training / orientation programmes; preparing teaching cum training modules/manuals, etc., is desirable. <u>COMMON TO ALL THE JRPs</u> 1. <u>Educational Qualifications are relaxable</u> for those found otherwise suitable. 2. For all the positions, proficiency in one or more Indian languages (which are taught in the RLCs of the CIIL) is necessary; so also <u>English which is necessary</u> to have interaction with other linguistic groups and for General Framework development.
Brief specification of duties and responsibilities	<u>JRP (R & D)</u> To undertake research and prepare materials in the interdisciplinary areas of evaluation under the guidance and supervision of CRPs/ SRPs and in consultation with RPs; any other work assigned in this regard. <u>JRP (S & D).</u> To undertake surveys and prepare tools for evaluation under the guidance of CRPs / SRPs and in consultation with RPs ; any other work assigned in this regard. <u>JRP (C & T)</u> To undertake training programmes and prepare specialized tools for evaluation under the guidance & supervision of CRPs / SRPs; any other work assigned by the project i/c. <u>COMMON TO ALL THE JRPs</u> The JRPs are the main work force and are responsible for collecting academic resources needed in addition to undertake field work in consultation with CRPs, RPs, & SRPs. They also have to work in close coordination with other task groups under the broad guidance and supervision of the Head / Senior Faculty of the Centre for Testing and Evaluation. The JRPs may have to undertake frequent tours.
Tenure	Initially upto the end of the X Plan period (i.e., March 2007) and any extension beyond that will be based on the achievement made. However, the contract can be terminated at any time due to factors which are beyond the control.
Headquarters	CIIL, Mysore, with liability to work anywhere in India.

*Note: The Institute reserves the right to **accept or reject** any of the applications received without assigning any reason.*

Junior Resource Person [JRP] - Technica

Encl. B Category-wise Circular - 5

Duly filled in applications/nominations in the prescribed format are invited by the Central Institute of Indian Languages, Mysore-570 006, from eligible experienced Indian nationals for the following time bound positions on consolidated remuneration to work in the National Testing Service (NTS).

Name of the position and remuneration	Junior Resource Person [JRP] - Technical Rs.16,000/- (consolidated) per month with an annual increase of about
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	Rs.550/- as lumpsum if the services of the incumbents are required beyond the completion of 1 year.
<i>Number of positions, and Task Groups</i>	Total : SIX (two each per Task Group) <i>Task Group-1</i> : Research & Development (R & D) <i>Task Group-2</i> : Survey & Documentation (S & D) <i>Task Group-3</i> : Consultancy & Training (C & T)
<i>Age and other particulars such as reservation, LS & PC, deputation, etc.</i>	35 Years; [Relaxation of 3 Yrs. for OBC and 5 Yrs. for SC/ST & Govt. Servants] 1. The Institute, in exceptional cases, is at liberty to invite suitable inservice/ superannuated scholars for any or all the positions. 2. For the regular employees joining the project by accepting the consolidated remuneration, their Leave Salary and Pension Contribution will be borne by the project. 3. Those who opt for Transfer on Deputation will be governed by the Govt. of India deputation rules.
<i>Educational qualifications, Specialization & Experience</i>	B.E (CS / IS) / B.Tech.(CS)/ MCA / MSc.(CS) / MS (CS) (Relaxable for those having technical & linguistics qualification with relevant experience) Language : VB.6.0, ASP (Active Server Page) Internet Technologies : Java Script / VB Script, HTML, CSS (Cascading Style Sheet) VSS (Visual Safe Source) Web Server : IIS (Internet Information Services) Database : SQL Server Others : Flash, Photoshop, Corel Draw (for artists, web/graphic designers of different categories including DTP)
<i>Brief specification of duties and responsibilities</i>	1. To develop multi-tiered web based programming, web & graphic designing and management. 2. To plan for storage capacity of database, security & integrity of database, perform updates, monitoring, and tuning of database utilities. 3. To prepare specifications. 4. To provide work flow solutions, web-based solutions for disaster recovery. 5. To provide database administrative support, manage overall strategy, and technical guidance. 6. To work in close coordination with other task groups under the broad guidance and supervision of the Head / Senior Faculty of the Centre for Testing and Evaluation.
<i>Tenure</i>	Initially upto the end of the X Plan period (i.e., March 2007) and any extension beyond that will be based on the achievement made. However, the contract can be terminated at any time due to factors which are beyond the control.
<i>Headquarters</i>	CIIL, Mysore, with liability to work anywhere in India.

*Note: The Institute reserves the right to **accept or reject** any of the applications received without assigning any reason.*

Officer - Accounts / General / Field Units

Encl. B Category-wise Circular - 6

Duly filled in applications/nominations in the prescribed format are invited by the Central Institute of Indian Languages, Mysore-570 006, from eligible experienced Indian nationals for the following time bound positions on consolidated remuneration to work in the National Testing Service (NTS).

<i>Name of the position & Remuneration</i>	Officer - Accounts / General / Field Units Rs.15,000/- (consolidated) per month with a lumpsum annual increase of about Rs.450/- is also provided if the services of the incumbents are required beyond the completion of 1 year.
<i>Number of position</i>	Total : THREE [one each for Accounts, General, and Field Units]
<i>Age, and other particulars such as reservation, LS & PC, deputation, etc.</i>	40 Years ; [43 Yrs. for OBC ; 45 Yrs. for SC/ST & Government Servants] <i>The institute in exceptional cases is at liberty to invite suitable inservice / superannuated officials also.</i>

	1. For the regular employees joining the project by accepting the consolidated remuneration, their leave salary and pension contribution will be borne by the project. 2. Those who opt for Transfer on Deputation will be governed by the Govt. of India deputation rules.
<i>Educational qualifications, & Experience</i>	<u>Officer-Accounts (OA).</u> 1. A Graduate with proven experience in the areas related to <i>accounts maintenance</i> as stated under brief specification of duties and responsibilities. 2. Knowledge of financial rules. <u>Officer-General (OG).</u> 1. A graduate with proven experience in the areas related to <i>office maintenance</i> as stated under brief specification of duties and responsibilities. b. Knowledge of establishment rules. <u>Officer-Field Units (OF).</u> 1. A graduate with experience in the areas related to <i>field units maintenance</i> as stated under Job specification of duties and responsibilities. 2. Knowledge of Educational Institutions run by Central, State, & Private agencies. <u>COMMON TO ALL THE THREE</u> 1. <u>Qualifications and experience are relaxable</u> for those found otherwise suitable. 2. For all the positions, working knowledge in the relevant field is desirable.
<i>Brief specification of duties and responsibilities</i>	<u>Officer-Accounts (OA).</u> Responsible for finance and accounts maintenance. As DDO for the project, he has to be watchful on budget control, compilation of accounts and checking the classified vouchers; issuing communication of sanctions, compliance of internal audit observations and related correspondences ; checking the salary bills of project staff and detailed scrutiny of bills in respect of academic programmes; checking of daily payment and receipt scroll from the bank; preparing of outstanding cheque-list, cashbooks, UDP register / AC bill register / TA advances; maintenance of sanction registers under various sub-heads such as TA, contingent expenditure for purchases / services, etc., preparing budget estimates (under OC / OE). Timely submission of fortnightly/monthly/quarterly statement of expenditure. Also the work includes IT assessment for the project staff besides guiding the junior support staff. OA is expected to function as financial manager. <u>Officer – General (OG).</u> Responsible for office maintenance; putting up of files on various matters, preparation of draft letters, maintenance of various official documents, filing of papers, handling and maintenance of files. Putting up of the fresh receipts on various matters for orders/decision, maintenance of various official documents, preparation of periodical returns, quoting of rule positions, protocol maintenance such as receiving guests, making travel arrangements, etc. whenever required. Purchase of stationery items and other materials maintenance of stores, attendance of project staff and their leave particulars; dealing with service records of deputed employees and personal files of all the staff, attending to all such administrative issues besides guiding the junior support staff. OG is expected to function as office manager. <u>Officer - Field Units (OF).</u> Responsible for overall maintenance of field units. Assist in identifying, fixing up, and establishing 60 field units by adopting appropriate rapports with the central, state, and private agencies located in the specified language speaking areas that spread across 12 states of the country, at present. Ensure active functioning of the field units so as enable the institute periodically conduct NTS programmes with their help and get prescribed number of question items constructed from that region. Attend to the queries related to the field units in consultation with the CT&E faculty and assist in obtaining, collecting and maintenance of current information. To procure circulars/orders relating to use of languages in education and to maintain, liaison with the officials who are in charge of different field units. Also maintain the related correspondences/records of the State & Central Government agencies. Also arrange for periodical press meet. OF is expected to function as field unit manager.
<i>Tenure</i>	Initially upto the end of the X Plan period (i.e., March 2007) and any extension beyond that will be based on the achievement made. However,

	the contract can be terminated at any time due to factors which are beyond the control.
Headquarters	CIIL, Mysore, with liability to work anywhere in India.

Note: The Institute reserves the right to **accept or reject** any of the applications received without assigning any reason.

Assistant - Accounts / General / Field Units

Encl. B Category-wise Circular - 7

Duly filled in applications/nominations in the prescribed format are invited by the Central Institute of Indian Languages, Mysore-570 006, from eligible experienced Indian nationals for the following time bound positions on consolidated remuneration to work in the National Testing Service (NTS).

Name of the position and Remuneration	Assistant - Accounts / General / Field Units Rs.11,000/- (consolidated) per month with an annual increase of about Rs.350/- as lumpsum if the services of the incumbents are required beyond the completion of 1 year.
Number of position	Total : THREE [one each for Accounts, General, and Field Units]
Age, and other particulars such as reservation, LS & PC, deputation, etc.	35 Years; [Relaxation of 3Yrs. for OBC ; and 5 Yrs. For SC/STs & Govt. Servants] 1. For the regular employees joining the project by accepting the consolidated remuneration, their leave salary and pension contribution will be borne by the project. 2. Those who opt for Transfer on Deputation will be governed by the Govt. of India deputation rules.
Educational qualifications, & Experience	<u>Assistant - Accounts</u> a. A Graduate with good knowledge of <i>accountancy</i> & computer operation; command in English both spoken and written, is preferable. b. Experience in the areas related to account maintenance as stated under brief specification of duties and responsibilities. <u>Assistant - General</u> a. A Graduate with good knowledge of <i>stenography</i> and computer operation; command in English both spoken and written, is preferable. b. Experience in the areas related to office management as stated under brief specification of duties and responsibilities. <u>Assistant - Field Units</u> a. A Graduate with good knowledge of <i>public relations</i> and computer operation; command in English both spoken and written, is preferable. b. Experience in corresponding with field units as stated under brief specification of duties and responsibilities. <u>COMMON TO ALL THE THREE</u> 1. Qualifications are relaxable for the candidates who are otherwise found suitable.
Brief specification of duties and responsibilities	<u>Assistant - Accounts</u> : To extend assistance to the OA in all the matters listed under specification of duties and responsibilities of OA. <u>Assistant - General</u> : To extend assistance to the OG in all the matters listed under specification of duties and responsibilities of OG. <u>Assistant- Field Units</u> : To extend assistance to the OF in all the matters listed under specification of duties and responsibilities of OF.
Tenure	Initially upto the end of the X Plan period (i.e., March 2007) and any extension beyond that will be based on the achievement made. However, the contract can be terminated at any time due to factors which are beyond the control.
Headquarters	CIIL, Mysore, with liability to work anywhere in India.

Note: The Institute reserves the right to **accept or reject** any of the applications received without assigning any reason.

Cataloguer

Encl. B **Category-wise Circular - 8 a**

Duly filled in applications/nominations in the prescribed format are invited by the Central Institute of Indian Languages, Mysore-570 006, from eligible experienced Indian nationals for the following time bound positions on consolidated remuneration to work in the National Testing Service (NTS).

Name of the position and Remuneration	Cataloguer Rs.8,000/- (consolidated) per month with an annual increase of about Rs.200/- as lumpsum if the services of the incumbents are required beyond the completion of 1 year.
Number of position	Total : THREE (one each per Task Group) <i>Task Group-1 : Research & Development (R & D)</i> <i>Task Group-2 : Survey & Documentation (S & D)</i> <i>Task Group-3 : Consultancy & Training (C & T)</i>
Age, and reservation.	30 Years; [Relaxation of 3Yrs. for OBC ; and 5 Yrs. for SC/STs & Govt. Servants] <i>The institute in exceptional cases is at liberty to invite suitable person for any or all positions.</i>
Educational qualifications, & Experience	a. Graduate in Library & Information Science / Computer Science / Communication & Journalism / digital photography with proficiency in English and in one or more of the following languages : Hindi, Tamil, & Urdu. Knowledge of computer operation is desirable. b. Experience in documentation, classification, indexing, reporting, etc., preferred
Brief specification of duties and responsibilities	1. Collecting, indexing, and storing of all academic resources, press reports/columns, etc., and other relevant information and make them available to the users as and when required. 2. Attending to any other related work as assigned for the project.
Tenure	Initially upto the end of the X Plan period (i.e., March 2007) and any extension beyond that will be based on the achievement made. However, the contract can be terminated at any time due to factors which are beyond the control.
Headquarters	CIIL, Mysore, with liability to work anywhere in India.

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Data Entry Operator [DEO]

Encl. B **Category-wise Circular - 8 b**

Duly filled in applications/nominations in the prescribed format are invited by the Central Institute of Indian Languages, Mysore-570 006, from eligible experienced Indian nationals for the following time bound positions on consolidated remuneration to work in the National Testing Service (NTS).

Name of the position and Remuneration	Data Entry Operator [DEO] Rs.6,000/- (consolidated) per month with an annual increase of about Rs.150/- as lumpsum if the services of the incumbents are required beyond the completion of 1 year)
Number of positions	Total : THREE (one each for Hindi, Tamil, & Urdu)
Age, and Reservation	30 Years; [Relaxation of 3Yrs. for OBC ; and 5 Yrs. for SC/STs & Govt. Servants]
Educational qualifications, & Experience	a. PUC / + 2 or ITI certificate with Senior Typing in Hindi / Tamil / Urdu, and English. b. Knowledge of computer operation to compose in the Indian language concerned.

<i>Brief specification of duties and responsibilities</i>	Storing & maintenance of language wise information, data entry / composing, and any other related work assigned.
<i>Tenure</i>	Initially upto the end of the X Plan period (i.e., March 2007) and any extension beyond that will be based on the achievement made. However, the contract can be terminated at any time due to factors which are beyond the control.
<i>Headquarters</i>	CIIL, Mysore, with liability to work anywhere in India.

*Note: TheInstitute reserves the right to **accept or reject** any of the applications received without assigning any reason.*

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