



केन्द्रीय-संस्कृत-विश्वविद्यालय:/Central Sanskrit University
मुक्तस्वाध्यायपीठम् / Mukta Swadhyaya Peetham

(Institute of Open and Distance Education)

56-57, Institutional Area, Janakpuri, New Delhi-110058 Website: www.sanskrit.nic.in

Adv. No.-01/2023-2024

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साक्षात्कार: / INTERVIEW for engaging Technical staff for MSP

केन्द्रीय-संस्कृत-विश्वविद्यालयेन मुक्तस्वाध्यायपीठनिमित्तं संविदाधारित-समेकित-वैतनिकानां तन्त्रज्ञानां / सङ्गणकीयकार्य-निपुणानां सहयोगिनां च नियोजनाय साक्षात्कारः आयोजयिष्यते। आसक्ताः अर्हाः अभ्यर्थिनः साक्षात्कारे भागं गृह्णीयुः। विवरणम् अधोनिर्दिष्टमस्ति -

Central Sanskrit University, Delhi (CSU) will hold **ONLINE-INTERVIEW** for selecting suitable candidates for the positions of **Technical-Managers / Technical-Assistants on contract basis for undertaking various ICT tasks / technical & management support activities** related to ODL & Online programmes of Mukta Swadhyaya Peetham. Interested eligible candidates may apply online. Details are given below –

क्र.सं. S.No.	Name of the Post/Position	Required No. of positions	
	I. For Development of e-Content as Self-Learning e- Modules		<ul style="list-style-type: none">• Detailed information regarding eligibility, nature of duty etc. are available on Website :- https://www.sanskrit.nic.in/msp/ under the head “Notification”.• For applying online go to - https://sanskritddent.samarth.edu.in/• Last date to apply -15/09/2023• The Schedule of conducting online-interview will be displayed in CSU website under the head “NOTIFICATION” by 01/09/2023.• Place of posting (for positions mentioned against Sl. No. 1 to 6) - Academic Development Centre of MSP, CSU, R.G.Campus, Sringeri, Karnataka.
1.	Technical Manager (E-content-Production)	1	
2.	Technical Assistant (e-content creation & Audio-Video Editing)	1	
	II. For Delivery of Online Programmes		
3.	Technical Manager (LMS and Data Management)	1	
4.	Technical Assistant (LMS)	1	
	III. For Publicity Admission and Evaluation		
5.	Technical Manager (Website, publicity, Admission, Evaluation, feedback, and Alumni Management)	1	
6.	Technical Assistant (Website Management, Grievance-redressal system, Alumni Management System, Stock Management system)	1	

Salary/Remuneration – Technical-Manager – Rs. 60,000/- p.m., Technical-Assistant - 35,000/- p.m.

Period of engagement - 11 months (from the date of appointment) on fixed emoluments. **The appointment may likely to be continued on the appraisal/performance of the candidate.**

Detailed information regarding **eligibility, nature of duty** etc. are given below-

Detailed information regarding the required technical positions/posts

I. For Development of e-Content as Self-Learning e- Modules			
	Name of the Post/Position	Eligibility	Nature of Duty
1.	<p>Technical Manager (Production)</p> <p>Remuneration - Rs.60,000/- p.m. fixed</p>	<p>Essential - MCA / B.E. / B.Tech/ in Computer Science / Information Technology from AICTE approved / UGC recognized institute / university</p> <p>OR Shastri / Graduation and having 6 years' experience in managing audio/video recording & editing unit.</p> <p>Desirable - Working knowledge of Sanskrit, experience in preparing online learning material, software skills/accounting abilities.</p>	<ul style="list-style-type: none"> • Leading the technical support team related to e-content development. • Preparing/maintaining recording schedule in consultation with Programme-coordinators. • Facilitating the production of e-Books / Audio / video contents in consultation with Director, ADC/ Programme-coordinators/ course-coordinators / teachers. • Assist the core faculty for planning, developing and managing e-learning. • Arrange set-up for recording facilities/class-room recordings/ studio recordings. • Coordination between technical teams of e-content & LMS. • Coordination with external technical experts/agencies (wherever required) in connection with production of audio/video, study materials as per the decision of MSP. • Official works related to e-content development under the supervision of concerned reporting officer. • Any other related assignment given by the authority from time to time. • Assist the MSP by arranging the digital content in presentable manner for online learning programmes.

<p>2.</p>	<p>Technical Assistant (e-content creation & Audio-Video editing)</p> <p>Remuneration - Rs. 35,000/- p.m. fixed</p>	<p>Essential - MCA / BCA/ B.E. / B.Tech/ in Computer Science / Information Technology from AICTE approved / UGC recognized institute / university / OR Shastri / Graduation with ability of audio/video recording & editing.</p> <p>Desirable - Working knowledge of Sanskrit, software skills, experience in preparing online learning material, audio/video editing, abilities in animation, 2D/ 3D Graphic Designing etc.</p>	<ul style="list-style-type: none"> • Technical-support for creation of e-book / e-learning-components. • Prepare animation, interactive-videos, add suitable special-effects to the content as per the requirement. • Scanning, font-conversion, format-editing digitization, hypertext linking for SLM etc. • Multi-media-editing works, adding titles/sub-titles/Signature-tunes/music/ acknowledgements etc. as applicable. • Typing /DTP works related to SLM (Sanskrit, Hindi & English) whenever required. • Photoshop/ Corel-draw / Graphic works. • Any other related assignment given by the authority from time to time.
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II. For Delivery of Online Programmes

	Name of the Post/Position	Eligibility	Nature of Duty
<p>3.</p>	<p>Technical Manager (LMS and Data Management)</p> <p>Remuneration : Rs.60,000/- p.m. fixed</p>	<p>Essential -</p> <ul style="list-style-type: none"> • MCA/ B.Tech/ B.E(CS/IT) / M.Sc./BSc. (Computer Science/IT) / P.G. Diploma in Software-Technology from reputed institution OR Shastri/Graduation & having software skills / with software-skills. • Experience in Industries/ PSU/GOI-Projects or Pvt. Sector Company of repute or ODL of a University system in Networking Cloud Services, or Software Application development Deployment or Database Management (Data Extraction, Transformation and Loading, Specialized Data Handling, Database backup and Recovery, Security/ Authentication, capacity planning, Performance monitoring and Tuning, experience in managing/ 	<p>Supervising / leading the technical support team meant for developing ‘Integrated Programe-Delivery & Management System’ as required by MSP.</p> <p>Technical Manager assisted by his team will work for -</p> <ul style="list-style-type: none"> • Creating/Developing / arranging proper solution for online delivery of programmes. • Assisting the core faculty by developing computer programs to improve teaching-learning process. • Creating/developing customized/ user-friendly Learning platform LMS / programme-Management Platform. • The Programme Managing System should be integrated with AMS, EMS, SLM delivery & tracking system,

		<p>leading software-team.</p> <p>Desirable Working knowledge of Sanskrit, experience in preparing online learning material, Idea of developing software solution for online delivery of online/e-learning programmes & end to end programme management system. Preferable working-experience/ability in open-source technology viz. Java, PHP, PostgreSQL, MySQL, MariaDB, MongoDB, Agile Model Development Life Cycle. For networking and Cloud Management: Palo Alto, F5 and HCI Infrastructure.</p>	<p>AI.M.S., Stock M.S. etc.</p> <ul style="list-style-type: none"> • Maintain data/ update the software related to M.S.P. • Create/ develop / update / website of M.S.P. • Develop network for ODL/OL. • Any other related assignment given by the authority from time to time.
4.	<p>• Technical Assistant (LMS) – 01</p> <p>Remuneration : Rs.35,000/- p.m. fixed</p>	<p>Essential - MCA/ B.Tech/ B.E(CS/IT) / M.Sc./BSc.(Computer Science/IT) from reputed institution OR Shastri & having computer-programming-skills / Graduation with software-skills / Diploma in software- technology / Graduation with experience in developing/ customizing LMS.</p> <p>Desirable - Working knowledge of Sanskrit, experience in - developing software / LMS/ Data management. Preferable - working experience/ability in open-source technology viz. Java,PHP, PostgreSQL, MySQL, MariaDB, MongoDB, Agile Model Development Life Cycle. For networking and Cloud Management: Palo Alto, F5 and HCI Infrastructure. Strong working and deployment knowledge on LINUX environment.</p>	<ul style="list-style-type: none"> • Creating/developing/Customizing/ maintaining/updating technology-based L.M.S. (Learning Management System) under the supervision of Technical Manager and in consultation with Faculty members/ coordinators. • Maintain & manage data / update the software related to M.S.P. • Assist the MSP by developing proper solution for online delivery of programmes. • Assist the core faculty for planning, developing and managing e-learning. • Maintain/update /develop website of M.S.P. • Resizing/editing/uploading multimedia contents as required by MSP. • Preparing various types of reports related to the activities of S.K., based on data. • Any other allied works assigned by concerned reporting officer/coordinator from time to time.

III. For Publicity, Admission and Evaluation			
	Name of the Post/Position	Eligibility	Nature of Duty
5.	<p>Technical Manager (Website, publicity, Admission, Examination, feedback, and Alumni Management)</p> <p>Remuneration : Rs.60,000/- p.m. fixed</p>	<p>Essential -</p> <ul style="list-style-type: none"> • MCA / BCA / B.Tech / B.E (CS/IT) / M.Sc./ BSc. (Computer Science/IT) / P.G. Diploma in Software-Technology from reputed institution OR Shastri & having software skills / Graduation with software-skills. • Experience in Industries/ PSU/GOI Projects or Pvt. Sector Company of repute OR ODL of a University system in Networking Cloud Services, OR Software Application development Deployment OR Database Management (Data-Extraction, Transformation and Loading, Specialized Data Handling, Database backup and Recovery, Security/ Authentication, capacity planning, Performance monitoring and Tuning, experience in managing/ leading software-team. <p>Desirable Working knowledge of Sanskrit, experience in preparing online learning material, Idea & interest in developing software solution for online delivery of online/e-learning programmes & end to end programme management system.</p>	<ul style="list-style-type: none"> • Technical Manager assisted by his team will work for - • Development/maintenance of Website, technology-based integrated management system for publicity, admission, examination, feedback, and alumni of MSP. • Any other related assignment given by the authority from time to time.

<p>6.</p>	<p>• Technical Assistant (Website Management, grievance-redressal system, Alumni Management System, Stock Management system) – 01</p> <p>Remuneration : Rs.35,000/- p.m. fixed</p>	<p>Essential - MCA/ B.Tech/ B.E(CS/IT) / M.Sc./BSc.(Computer Science/ IT) from reputed institution OR Shastri & having computer-programming-skills / Graduation with software- skills / Diploma in software- technology / Graduation with experience in developing/ customizing LMS.</p> <p>Desirable - Working knowledge of Sanskrit, experience in - developing software / LMS/AMS/EMS/ Data management. Preferable - working experience/ability in open-source technology viz. Java,PHP, PostgreSQL, MySQL, MariaDB, MongoDB, Agile Model Development Life Cycle/ Networking and Cloud Management (Palo Alto, F5 and HCI Infrastructure)</p> <p>Desirable for Web Designing: Working and deployment knowledge on LINUX environment. HTML, CSS, JSP, Javascript, HTML5, JQuery, UI and Visual Design, UX, Responsive Design, Colour Theory.</p>	<ul style="list-style-type: none"> • Creating/developing/Customizing/ maintaining/updating technology-based PMS (Publicity Management System), A.M.S. (Admission Management System), E.M.S. (Examination Management System) of MSP under the supervision of Technical Manager and in consultation with Faculty members/ coordinators. • Web Designing, Website Management, Creating/developing/Customizing/ maintaining/updating technology-based feedback-system, grievance-redressal-system & Alumni-Management-System, Stock Management system of MSP. • Data-entry & analysis, Generating/preparing reports, execution of follow-up actions & remedial actions etc. as per the directions by the concerned officer. • Any other related assignment given by the authority from time to time.
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- **Online proforma to fill application for the engagement is available at :- <https://sanskritddent.samarth.edu.in/>. The candidates are required to submit the prescribed application form and upload necessary attachments latest by 15/09/2023.**
- The Schedule of conducting online interview will be displayed in CSU website under head “NOTIFICATION” by 25/09/2023. Candidates are advised to visit CSU website regularly regarding interview and other updates. Information through any other mode of communication will not be given. The link for interview will be shared on the day of ONLINE Interview and the candidates will be accordingly informed. Candidates selected through online-interview will be called for direct interview for final selection.

General information for the candidates :-

- The University reserves the right whether to make engagement as per advertisement or not.
- The number of requirement of positions/posts in various technical teams may increase or decrease as per requirement/decision of the Competent Authority. The eligibility criteria may be

relaxed by the Vice Chancellor if the candidates found having extraordinary skills and found suitable for undertaking the tasks.

- In case any candidate fails to appear for interview due to any technical reason/internet problems or any incidental cause, the University shall not be responsible for that.
- If case of any controversy in selection process, the decision of Hon'ble Vice Chancellor, CSU shall be final.
- Engagement of the selected positions shall automatically expire at the end of the period of engagement / end of academic session as it would be mentioned in the appointment letter.

-Director (MSP)