

# NATIONAL COUNCIL FOR TEACHER EDUCATION

(A Statutory body under the Ministry of Education, Govt of India)

G-7, Sector – 10, Dwarka, New Delhi – 110 075

Dated : 26.04.2023

## **Subject: Engagement of Academic Consultants, Social Media Consultant and Data Analysts & Interpreter on short term contract basis**

### **WALK IN INTERVIEW**

The National Council for Teacher Education, a Statutory Body under the Ministry of Education, Government of India is seeking applications for the following posts on short term contract basis. These posts will be selected on the basis of short listing and interview. Proforma for application and other details may be downloaded from NCTE website: [www.ncte.gov.in](http://www.ncte.gov.in) (see "Announcements"). The last date of submission of application will be 10 days from the date of publication of vacancy circular on the website. The eligibility criteria and other terms and conditions for the posts are mentioned below:-

#### 1. **Engagement of Academic Consultants**

### **Details of eligibility criteria and other terms & conditions**

1.	Name of the Post	<b>Academic Consultant in the National Council for Teacher Education, Sector 10, Dwarka, New-Delhi-110075.</b>
2.	Number of Post	09
3.	Period of Consultancy	Short term contract basis- 6 months.
4.	Age-limit	The maximum age limit of the consultant shall not exceed 65 years as on the date of advertisement.
5.	Qualification/Essential Criteria	<b><u>Essential Qualifications:-</u></b>  Academic:- <ol style="list-style-type: none"><li>1. Masters' Degree from recognized university/ Institute with minimum 55% marks or equivalent grade.</li><li>2. B.Ed. /M.Ed./ Education as a subject at Graduation or in P.G./ Research Level.</li></ol> Experience:

		<ol style="list-style-type: none"> <li>1. At least 03 years of experience of working as an academic expert in Research/Training /ET /ICT /e-content development from Central/ State Government/ PSU/ Statutory or Semi – Government or Autonomous Bodies / Educational Institution etc.</li> </ol> <p><b>Desirable Qualifications: -</b></p> <ol style="list-style-type: none"> <li>1. M.Phil/ Ph.D./ D.Litt- Preferably NET/SLET Qualified.</li> <li>2. Good communication skills in English &amp; Hindi.</li> <li>3. Knowledge of Educational policy formulation, report writing, development of research tools, collection and analysis of data etc.</li> <li>4. Having worked on any projects / policy related matter related to NEP 2020.</li> </ol> <p><i>Note: The period of time taken by candidates to acquire M.Phil. and /or Ph.D. Degree shall not be considered as teaching / research experience to be claimed for engagement as academic consultant.</i></p>
6.	Remuneration & Entitlements	<ol style="list-style-type: none"> <li>1. Consultant will be paid a monthly consolidated remuneration of Rs.75,000/- per month.</li> <li>2. No Dearness Allowances or any other allowances are admissible.</li> <li>3. If out stationed domestic tours as required by the duty, then the consultant shall be paid TA/DA and Hotel Accommodation as admissible to the officers of the Central Government of equivalent status and rank.</li> </ol>
7.	Nature of Duties	<ol style="list-style-type: none"> <li>1. Framing of Curriculum for 1 Year B.Ed. Course.</li> <li>2. Framing of Curriculum for 2 Year B.Ed. Course.</li> <li>3. 4 Year Integrated Teacher Education Programme Curriculum</li> <li>4. National Curriculum Framework for Teacher Education (NCFTE).</li> <li>5. TET Guidelines</li> <li>6. To cater the needs of children with specific disability as mandated in NEP 2020, accessibility has been incorporated in the curriculum.</li> <li>7. National Professional Standard for Teacher (NPST)</li> </ol>

	8. National Mentoring Mission (NMM) 9. PSSB 10. Any other work assigned by NCTE.
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## 2. Engagement of Consultants (Social Media)

1.	Name of the Post	<b>Consultants (Social Media) at the National Council for Teacher Education, Sector 10, Dwarka, New-Delhi- 110075</b>
2.	Number of Post	02
3.	Period of Consultancy	Short term contract basis- 6 months.
4.	Age-limit	The maximum age limit of the consultant shall not exceed 65 years as on the date of advertisement.
5.	Qualification/Essential Criteria	<p><b><u>Essential</u></b></p> <p>Masters degree in Media Studies/Mass Communication, Journalism and allied disciplines from a renowned University with 2-year experience of handling social media, developing media strategies and digital content creation.</p> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Experience working in similar roles preferably for Educational Institutions.</li> <li>2. Awareness of National Education Policy 2020 and its initiatives related to Teacher Education like ITEP, NPST, NMM, OER and ODL</li> <li>3. Knowledge of website development process, along with the ability to liaise effectively with designers, animators, and Web developers.</li> </ol>

6.	Remuneration & Entitlements	<ol style="list-style-type: none"> <li>1. Consultant will be paid a monthly consolidated remuneration of Rs. 75,000 per month depending on experience, educational background and caliber.</li> <li>2. No Dearness Allowances or any other allowances are admissible.</li> <li>3. If out stationed domestic tours as required by the duty, then the consultant shall be paid TA/DA and Hotel Accommodation as admissible to the officers of the Central Government of equivalent status and rank.</li> </ol>
7.	Nature of Duties	<ol style="list-style-type: none"> <li>1. Creation of high-quality communication content for external communication especially on social media along with the design team and stakeholders.</li> <li>2. Manage NCTE's webpage and its updation.</li> <li>3. Maintain a repository of the media coverage and all other communications (print, online, and virtual)</li> <li>4. Creation of brochures and other collaterals as required.</li> <li>5. Evaluate the flow of various social media platforms of NCTE like Facebook, Twitter, LinkedIn, Instagram, You-Tube, and Mobile App platforms such as Play Store, Apple Store etc.</li> <li>6. Provide roadmaps for social media, Technology-enabled solution and digital media Infrastructure as per NPST and NMM strategies.</li> <li>7. Assist NCTE in developing media and PR strategies for outreach programs aligned with the stakeholders' suggestions.</li> <li>8. Detailed Reports on the performance of content/channels/campaigns etc. on timely basis.</li> <li>9. Experience in developing social media strategies.</li> </ol>

### 3. Engagement of Data Analysts & Interpreter

1.	Name of the Post	<b>Data Analysts in the National Council for Teacher Education, Sector 10, Dwarka, New-Delhi- 110075</b>
2.	Number of Post	02
3.	Period of Consultancy	Short term contract basis- 6 months.
4.	Age-limit	The maximum age limit of the consultant shall not exceed 65 years as on the date of advertisement.
5.	Qualification/Essential Criteria	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Master's in mathematics/M.A. Statistics/ M.A. Economics/M.A. Education with statistics and/or qualitative research experience.</li> <li>2. Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, STATA, SAS, etc.) and qualitative methods of analysis.</li> <li>3. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.</li> <li>4. Adept at resolving queries, report writing and presenting findings methodically.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Ph.D. with quantitative/qualitative research experience and understanding of statistical analysis.</li> <li>2. 3 years of demonstrated experience with data processing, data analysis, profiling, data cleansing and standardization process.</li> <li>3. Experience of working in International and/or National Educational Organizations</li> </ol>
6.	Remuneration & Entitlements	<ol style="list-style-type: none"> <li>1. Consultant will be paid a monthly consolidated remuneration of Rs. 1 lakh per month.</li> <li>2. No Dearness Allowances or any other allowances are admissible.</li> <li>3. If out-stationed domestic tours as required by the duty, then the consultant shall be paid TA/DA and Hotel Accommodation as admissible to the officers of the Central Government of equivalent status and rank.</li> </ol>

7.	Nature of Duties	<ol style="list-style-type: none"><li>1. Acquire data from primary or secondary data sources and maintain databases/data systems.</li><li>2. Identify, analyse, and interpret trends or patterns in complex data sets.</li><li>3. Filter and clean data by reviewing computer reports</li><li>4. Interpret data, analyze result using statistical techniques and provide reports.</li><li>5. Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.</li><li>6. Locate and define new process improvement opportunities.</li></ol>
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## Annexure-1

### **Modalities & Terms of Reference (ToR) for engagement of Academic Consultants:**

#### **1. General conditions for engaging of Consultants:**

- Consultant will be engaged for fixed period for providing high quality services within given timeline.
- Persons with requisite qualification and experience as prescribed would be hired as consultant.
- The initial tenure of engagement for a person as consultant would be 6 months from the date of joining. Extension after 6 months will be considered on need basis and performance based with the approval of Competent Authority.
- Consultant will be appointed on full time basis. Consultant appointed on full time basis would not be permitted to take up any other assignments during the period of engagement with National Council for Teacher Education.
- If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he / she will be liable for termination in addition to any administrative and / or legal action as NCTE may deem fit.

#### **2. Procedure for a Selection:**

The Selection of candidate will be made as per selection procedure. *NCTE reserves the right to increase / decrease the number of posts as per requirement.*

#### **3. Conflict of Interest:**

The Consultant shall be expected to follow all the rule and regulations of the NCTE and Govt. of India as applicable to its officers and any situation of conflict of interest shall be discussed. He / She will be expected to display utmost integrity, confidentiality of office matters and sincerity while discharging his/her duties. In case the service of the Consultant is not found to be satisfactory or found in conflict with the interests of the NCTE or Government, his/her services will be liable for discontinuation without assigning any reason.

#### **4. Entitlement of Consultants:**

- i. Consultants will be paid monthly consolidated remuneration will be paid as per details given below:

<b>Name of post</b>	<b>Monthly Remuneration</b>
Academic Consultant	Rs.75,000/-

- ii. No Dearness Allowances or any other allowances are admissible.
- iii. Consultants will be entitled for one day leave for each completed month of consultancy. However, the un-availed leave will not be carried forward beyond the period of engagement.

5. **Termination Notice:**

- i. Any breach of Contract executed by the Consultant with the National Council for Teacher Education shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such Consultant from future engagement in National Council for Teacher Education.
- ii. Notwithstanding anything contained hereinabove, National Council for Teacher Education and/or Consultant may terminate the contract by giving one-month notice.
- iii. The National Council for Teacher Education can cancel the appointment of Consultant at any time without providing any reason for it. However, in the normal course it will provide 15 days' notice to the consultant.

6. **Relaxation:**

Under exceptional circumstances and in case of meritorious candidates the above guidelines may be relaxed with the approval of Competent Authority.

7. **Verification:**

The police verification of the Consultants shall be done as per the latest instructions issued by Government of India.

**Annexure – 2**

**APPLICATION PROFORMA FOR ENGAGEMENT OF ACADEMIC CONSULTANT  
FOR NATIONAL COUNCIL FOR TEACHER EDUCATION, NEW DELHI ON  
CONTRACT BASIS**

Paste your passport size phot here
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**Name of the post applied for** : \_\_\_\_\_

1. Name of candidate :
2. Date of Birth :  
**(Kindly attach self-attested copy of matriculation certificate)**
3. Age as on the date of application :
4. Gender :
5. Address :
6. Category :
7. Phone No. :
8. E-mail ID :
9. Educational Qualifications (Please enclose a separate sheet if space below is insufficient)

Sl.No.	Degree / Diploma / Certificate	University Board	Year of passing	% Marks Division / Grade

Note : Kindly fill the details of qualification from Senior Secondary onwards

10. Details of Employment in chronological order (Please enclose a separate sheet if space below is insufficient)

Sl.No.	Office / Institution	Post held	From	To	Nature of Duties performed

11. Total emoluments per month now drawn/last drawn:

Basic Pay in the pay level (Regular Govt. Employees)	Total Emoluments (Non-Government Employees)

12. Additional information, if any:

a. Additional academic qualifications

*(other than normal degrees and those above Ph.D)*

- (i)*
- (ii)*
- (iii)*
- (iv)*
- (v)*

b. Professional trainings undertaken:

- (i)*
- (ii)*
- (iii)*
- (iv)*
- (v)*

13. Achievements:

a. Research publications and report and special projects

- (i)*
- (ii)*
- (iii)*
- (iv)*
- (v)*

b. Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/institutions/societies

- (i)
- (ii)
- (iii)
- (iv)
- (v)

(c) Patents registered in own name or achieved for the organization

- (i)
- (ii)
- (iii)
- (iv)
- (v)

Date:

Place

(Signature of Candidate)

**Declaration**

I \_\_\_\_\_ hereby declare that all the information submitted in this application form is correct and complete. I, \_\_\_\_\_ also declare that I have read the Modalities and Terms of Reference (ToR) for Engagement of Consultants for National Council for Teacher Education, New Delhi attached with the advertisement, as Annexure – 1.

(Signature of Candidate)

Date :

Place :

**Modalities & Terms of Reference (ToR) for engagement of Consultants  
(Social Media):**

**1. General conditions for engaging of Consultants (Social Media):**

- i. Consultant will be engaged for a fixed period for providing high quality services within given timelines.
- ii. Applicants with requisite qualification and experience as prescribed would be hired as Consultant.
- iii. The initial tenure of engagement for a person as Consultant would be 6 months from the date of joining. Extension after 6 months will be considered on need basis and performance based with the approval of Competent Authority.
- iv. Consultant will be appointed on full time basis. Consultant appointed on full time basis would not be permitted to take up any other assignments other than NCTE during the period of engagement with the organization.

**2. Procedure for a Selection:**

The Selection of candidate will be made as per order/guidelines on the subject. The duly filled application received from eligible candidates shall be place before a Screening Committee and short-listed applicants shall be called for interview before an Evaluation Committee constituted by NCTE. *NCTE reserves the right to increase/decrease the number of posts as per requirement.*

**3. Conflict of Interest:**

The Consultant shall be expected to follow all the rule and regulations of the NCTE and Govt. of India as applicable to its officers and any situation of conflict of interest shall be discussed. He / She will be expected to display utmost integrity, confidentiality of office matters and sincerity while discharging his/her duties. In case the service of the Consultant is not found to be satisfactory or found in conflict with the interests of the NCTE or Government, his/her services will be liable for discontinuation without assigning any reason.

**4. Entitlement of Consultants:**

- i. Consultant will be paid monthly a consolidated remuneration of Rs. 75,000 per month depending on experience, educational background and calibre. No Dearness Allowances or any other allowances are admissible.
- ii. The consultants shall be entitled to leave of 1 day per month on pro-rata basis.

## **5. Termination Notice:**

- i. Any breach of Contract executed by the Consultant with the National Council for Teacher Education shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such Consultants (Social Media) from future engagement in National Council for Teacher Education.
- ii. Notwithstanding anything contained hereinabove, National Council for Teacher Education and/or Consultant may terminate the contract by giving one month notice.
- iii. The National Council for Teacher Education can cancel the appointment of Consultant at any time without providing any reason for it. However, in the normal course it will provide 15-day notice to the consultant.

## **6. Relaxation:**

Under exceptional circumstances and in case of meritorious candidates the above guidelines may be relaxed with the approval of Competent Authority.

## **7. Verification:**

Police verification of the Consultants shall be done as per the latest instructions issued by Government of India.

**Annexure 04**

**APPLICATION PROFORMA FOR ENGAGEMENT OF CONSULTANTS (SOCIAL MEDIA) FOR NATIONAL COUNCIL FOR TEACHER EDUCATION, NEW DELHI ON CONTRACT BASIS**



1. Name :
2. Date of Birth :

(Kindly attach self-attested copy of matriculation certificate

3. Age as on the date of application :
4. Gender :
5. Address :
6. Category :
7. Phone No. :
8. E-mail ID :
9. Educational Qualifications (Please enclose a separate sheet if space below is insufficient):

Sr. No.	Degree/Diploma/Certificate	University/ Board	Year of Passing	% Marks Division /Grade

10. Details of Employment in chronological order (please enclose a separate sheet if space below is insufficient):

Sr. No.	Office / Institution	Post held	From	To	Nature of Duties performed

11. Total emoluments per month now drawn/last drawn:

Basic Pay in the pay level (Regular Govt. Employees)	Total Emoluments (Non-Government Employees)

12. Additional information, if any:

a. Additional academic qualifications:

(Other than normal degrees and those above Ph.D.)

- (i)
- (ii)
- (iii)
- (iv)
- (v)

b. Professional trainings undertaken:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

13. Achievements:

a. Research publications and report and special projects:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

b. Awards/Scholarships/Official Appreciation/Affiliation with the professional bodies/institutions/societies:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

c. Patents registered in own name or achieved for the organization:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

Date:

Place:

(Signature of Candidate)

**Declaration**

I \_\_\_\_\_ hereby declare that all the information submitted in this application form is correct and complete. I, \_\_\_\_\_ also declare that I have read the Modalities and Terms of Reference (ToR) for Engagement of Consultants (Social Media) for National Council for Teacher Education, New Delhi attached with the advertisement, as Annexure – 3.

(Signature of  
Candidate)

Date:

Place:

**Modalities & Terms of Reference (ToR) for engagement of Data Analysts & Interpreter:**

**1. General conditions for engaging of Data Analysts:**

- i. Consultant will be engaged for a fixed period for providing high quality services within given timelines.
- ii. Applicants with requisite qualification and experience as prescribed would be hired as consultant.
- iii. The initial tenure of engagement for a person as consultant would be 6 months from the date of joining. Extension after 6 months will be considered on need basis and performance based with the approval of Competent Authority.
- iv. Consultant will be appointed on full time basis. Consultant appointed on full time basis would not be permitted to take up any other assignments other than NCTE during the period of engagement with the organization.

**2. Procedure for a Selection:**

The Selection of candidate will be made as per order/guidelines on the subject. The duly filled application received from eligible candidates shall be place before a Screening Committee and short-listed applicants shall be called for interview before an Evaluation Committee constituted by NCTE. *NCTE reserves the right to increase/decrease the number of posts as per requirement.*

**3. Conflict of Interest:**

The Consultant shall be expected to follow all the rule and regulations of the NCTE and Govt. of India as applicable to its officers and any situation of conflict of interest shall be discussed. He / She will be expected to display utmost integrity, confidentiality of office matters and sincerity while discharging his/her duties. In case the service of the Consultant is not found to be satisfactory or found in conflict with the interests of the NCTE or Government, his/her services will be liable for discontinuation without assigning any reason.

**4. Entitlement of Consultants:**

- i. Consultant will be paid monthly a consolidated remuneration of Rs 1 lacs per month depending on experience, educational background, and calibre. No Dearness Allowances or any other allowances are admissible.
- ii. The consultants shall be entitled to leave of 1 day per month on pro-rata basis.

**5. Termination Notice:**

- i. Any breach of Contract executed by the Consultant with the National Council for Teacher Education shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such Data Analysts from future engagement in National Council for Teacher Education.
- ii. Notwithstanding anything contained herein above, National Council for Teacher Education and/or Data Analyst may terminate the contract by giving one month notice.
- iii. The National Council for Teacher Education can cancel the appointment of consultant at any time without providing any reason for it. However, in the normal course it will provide 15-day notice to the consultant.

**6. Relaxation:**

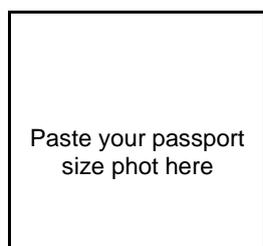
Under exceptional circumstances and in case of meritorious candidates the above guidelines may be relaxed with the approval of Competent Authority.

**7. Verification:**

Police verification of the Consultants shall be done as per the latest instructions issued by Government of India.

**Annexure-6**

**APPLICATION PROFORMA FOR ENGAGEMENT OF DATA ANALYSTS AND INTERPRETERS FOR NATIONAL COUNCIL FOR TEACHER EDUCATION, NEW DELHI ON CONTRACT BASIS**



1. Name :
2. Date of Birth :

(Kindly attach self-attested copy of matriculation certificate

3. Age as on the date of application :
4. Gender :
5. Address :
6. Category :
7. Phone No. :
8. E-mail ID :
9. Educational Qualifications (Please enclose a separate sheet if space below is insufficient):

Sr. No.	Degree/Diploma/Certificate	University/ Board	Year of Passing	% Marks Division /Grade

10. Details of Employment in chronological order (please enclose a separate sheet if space below is insufficient):

Sr. No.	Office / Institution	Post held	From	To	Nature of Duties performed

11. Total emoluments per month now drawn/last drawn:

Basic Pay in the pay level (Regular Govt. Employees)	Total Emoluments (Non-Government Employees)

12. Additional information, if any:

a. Additional academic qualifications

(Other than normal degrees and those above Ph.D.)

- (i)
- (ii)
- (iii)
- (iv)
- (v)

b. Professional trainings undertaken:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

13. Achievements:

a. Research publications and report and special projects

- (i)
- (ii)
- (iii)
- (iv)
- (v)

b. Awards/Scholarships/Official Appreciation/Affiliation with the professional bodies/institutions/societies:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

c. Patents registered in own name or achieved for the organization:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

Date:

Place

(Signature of Candidate)

### **Declaration**

I \_\_\_\_\_ hereby declare that all the information submitted in this application form is correct and complete. I, \_\_\_\_\_ also declare that I have read the Modalities and Terms of Reference (ToR) for Engagement of Data Analysts and Interpreters for National Council for Teacher Education, New Delhi attached with the advertisement, as Annexure – 5.

(Signature of Candidate)

Date:

Place:

**Note:**

Interested candidates fulfilling the eligibility criteria may attend **Walk-in-Interview** and report at National Council for Teacher Education, G-7, Sector-10, Dwarka, New Delhi – 110 075 on 09.05.2023 at 11.00 AM (candidates reporting after 11:30 a.m. will not be allowed for interview) alongwith the application in the enclosed format as per Annexure-2, 4 and 6 respectively along with self-attested photocopies of all the educational and experience certificates.

**Deputy Secretary  
Administration, NCTE**