

ENGAGEMENT OF PERSONNEL ON MONTHLY CONSOLIDATED PAY: E & D QS

(CIIL AND RLCS)

Sl. No.	Name of the category and place of requirement	No. of personnel required	Monthly consolidated pay per head Rs.	Essential and Desirable Qualifications
01	Guest Lecturer	41	30,000	i) Master Degree in Linguistics/Applied Linguistics/ Indian Language (Assamese, Bengali, Bodo, Dogri, Gujarati, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Odia, Punjabi, Santali, Sindhi, Tamil, Telugu and Urdu) from a recognized University or equivalent with minimum 55% marks and having passed NET (SLET/SET). However, candidates having Ph.D. degree may be given exemption from NET (SLET/SET). NET (SLET/SET) shall not be required for such Master's Degree programmes in disciplines for which NET (SLET/SET) accredited test is not conducted. ii) Proficiency in the Indian Language specified above as a subject up to degree level in case of Master of Arts in Linguistics/ Applied Linguistics. Or proficiency in Linguistics/degree or diploma in Linguistics in case of Master of Arts in Indian Language. iii) Proficiency in Hindi/English. iv) Minimum 2 years' experience of second language teaching. v) Age: 25-55 years.
	SRLC, Mysore Kannada – 2 Malayalam – 2 Tamil – 2 Telugu – 1	7		
	ERLC, Bhubaneswar Bengali-1 Maithili – 2 Odia – 2 Santali – 2	7		
	WRLC, Pune Gujarati – 2 Konkani – 2 Marathi – 2 Sindhi – 2	8		
	NRLC, Patiala Dogri – 2 Kashmiri – 2 Punjabi – 2 Urdu-2	8		
	NERLC, Guwahati Assamese-2 Bodo – 2 Manipuri – 2 Nepali – 2	8		
	UTRC, Lucknow Urdu – 2	2		
	UTRC, Solan Urdu – 1	1		
02	Technical Assistant I	8		i) Degree or Diploma in computer programming course from any recognized University/Institute or other Government recognized Technical Educational Institution (AICTE/DOEACC). ii) Coding/programming skill in HTML, CSS, JAVASCRIPT, MYSQL, ASP & PHP, and MACROMEDIA DEVELOPMENT PACKAGES. iii) Software skill in PHOTOSHOP, ILLUSTRATOR & FLASH iv) Experience of working in a reputed professional software company/
	Programmer	2		

			24,000	organization/institute; good knowledge of scripting of computer languages and related software. v) Age: 21-40 years.
	Web-designer	2		i) Degree or Diploma in Graphic and Web-designing course from any recognized University/Institute or other Government recognized Technical Educational Institution (AICTE/DOEACC). ii) Coding skill in HTML, CSS, JAVASCRIPT, MYSQL, ASP & PHP, and MACROMEDIA DEVELOPMENT PACKAGES. iii) Software skill in PHOTOSHOP, ILLUSTRATOR & FLASH iv) Experience of working in a reputed professional web designing company/organization/institute; good knowledge of graphic designing, web-designing tools, scripting of computer languages, MAYA. v) Age: 21-40 years.
	Video Editor	2	24,000	i) Degree or Diploma in Video Editing course from any recognized University/Institute or other Government recognized Technical Educational Institution (AICTE/DOEACC). ii) Good knowledge of AVID PRO, Mac FCP (FINAL CUT PRO), ADOBE PREMIER PRO, PREMIER 6.5 & EDIUS for off line editing. iii) Competence to work with multi-channel video console in broadcast studio & PCR during a live programme. iv) Experience of working in a reputed company/organization/institute. v) Age: 21-40 years. Desirable: Good communication skills, knowledge of studio equipments and lighting system.
	Audio Editor	2		i) Degree or Diploma in Sound Engineering course from any recognized University/Institute or other Government recognized Technical Educational Institution (AICTE/DOEACC). ii) Basic computer knowledge, skilled in indoor and outdoor recording, sound dubbing, editing, mixing, music recording, music scoring, re-mastering, television production and sound transmission. iii) Competence to work with multi-channel audio console in broadcast studio & PCR during a live programme. iv) Age: 21-40 years. Desirable: Experience of working in a reputed company/organization/institute.
03	Technical Assistant II		14	
	Editorial Assistant	1		i) Master's Degree in Mass Communication and Journalism/ English/ Linguistics from a recognized University/ Institute. ii) Knowledge of pre-production and post-production activities of a printing material, various types of paper, sizes, format, inks and printing machinery. iii) Good knowledge of copy-editing, proof reading techniques and methods. iv) Further knowledge of the structure and content of the English language including the

			<p>meaning and spelling of words, rules of composition, and grammar.</p> <p>iv) Age: 21-40 years.</p> <p>v) Experience of working in a reputed company/organization/institute.</p> <p>Desirable: Candidate must have studied English as a subject at the degree level in case of a master degree holder in a language other than English.</p>
	Sales Assistant	1	<p>20,000</p> <p>i) Degree/ Diploma in Business Management/ Public Relations from a recognized University/ Institute.</p> <p>ii) Good communication skills and good knowledge of sales promotion.</p> <p>iii) Knowledge of principles and methods of exhibition, promotion and selling of products or services; product demonstration, sales techniques, and sales control systems.</p> <p>iv) Age: 21-40 years.</p> <p>v) Experience of working in a reputed publishing house/ institution/ organization/ firm.</p>
	Recording Assistant	2	<p>i) Degree or Diploma in Sound Engineering course from any recognized University/Institute or other Government recognized Technical Educational Institution (AICTE/DOEACC).</p> <p>ii) Basic computer knowledge, skilled in indoor and outdoor recording, sound dubbing, editing, mixing, music recording, music scoring, re-mastering, television production and sound transmission.</p> <p>iii) Competence to work with multi-channel audio console in broadcast studio & PCR during a live programme.</p> <p>iv) Age: 21-40 years.</p> <p>v) Experience of working in a reputed company/organization/institute.</p>
	Camera Assistant	2	<p>i) Degree/ Diploma in cinematography from a recognized University / Institute.</p> <p>ii) Knowledge of operating different types of cameras, use of lenses and lighting system of a film &TV studio.</p> <p>iii) Age: 21-40 years.</p> <p>iv) Experience of working in a reputed company/organization/institute.</p>
	Library Assistant	8	<p>i) Master's Degree in Library Science / any Bachelor's Degree with Post-Graduate Diploma in Library Science from a recognized University/institution.</p> <p>ii) Good knowledge of book cataloguing, indexing, automation, etc., works related to multilingual library.</p> <p>iii) Age: 21-40 years.</p> <p>iv) Experience of working in a reputed institution/organizational library.</p>

04	Technical Assistant III	4	18,000	<p>i) Degree or Diploma in Video Editing course from a recognized University/Institute or other Government recognized Technical Educational Institution (AICTE/DOEACC).</p> <p>ii) Good knowledge of AVID PRO, Mac FCP (FINAL CUT PRO), ADOBE PREMIER PRO, PREMIER 6.5 & EDIUS for off line editing.</p> <p>iii) Competence to work with multi-channel video console in broadcast studio & PCR during a live programme. Familiarity with database management skills that involve keeping track of all shots and coding them with numbers and time-code; knowledge of works related to movies and television.</p> <p>iv) Age: 21-40 years.</p> <p>Desirable: Good communication skills, knowledge of studio equipment and lighting system.</p>
	Video Editing Assistant	1		
	Audio Editing Assistant	1		
	Equipment Maintenance Assistant	2		
05	Skilled Assistant- I	24	16,000	<p>i) Any Bachelor Degree from a recognized University / Institute. Or PUC with a Certificate Course in Office Management from a recognized University / Institute.</p> <p>ii) Knowledge of administrative and official clerical procedures including word processing.</p> <p>iii) Proficiency in Hindi or English and a local language.</p> <p>iv) Age: 21-40 years.</p> <p>Desirable: Good communication and writing skills; experience of working in a reputed</p>
	Clerical Assistant	22		
	Regional Language Centres – 8 SRLC -1, ERLC-1, WRLC-2, NRLC-1, NERLC-1 and UTRC(L)-2			

				company/organization/institute.
	DTP Operator	2		<p>i) Any Bachelor's degree from a recognized University and a certificate course in computer (PageMaker/Corel Draw etc.) recognized by AICTE/DOEACC or other Government recognized Technical Education Institution.</p> <p>ii) Age: 21-40 years</p> <p>iii) Experience of DTP work in a reputed publishing house/ organization/firm/institute.</p> <p>Desirable: Knowledge of graphic designing and page-making tools.</p>
06	Skilled Assistant - II	7	12,000	<p>i) PUC or equivalent with Diploma in Printing Technology recognized by AICTE/DOEACC or other Government recognized Technical Education Institution.</p> <p>ii) Knowledge of handling/ maintaining, operating the offset printing machines.</p> <p>iii) Age: 21-40 years.</p> <p>iv) Experience of working in a reputed publishing house/ printing organization/firm.</p>
	Machine Assistant	2		<p>i) PUC or equivalent with Diploma in Printing Technology recognized by AICTE/DOEACC or other Government recognized Technical Education Institution.</p> <p>ii) Very good knowledge of quarter, half or full (calico) book binding, stationery binding, library binding, gold block binding etc. Operating of folding, stitching and laminating machines.</p> <p>iii) Age: 21-40 years.</p> <p>iv) Experience of book binding in a reputed publishing house/ printing organization/firm.</p>
	Binding Assistant	2		<p>i) PUC from a recognized board/institute.</p> <p>ii) Knowledge of computer use and tally programme, maintenance of book, press and stationery stores, materials, records and stock ledgers and office files.</p> <p>iii) Age: 21-40 years.</p> <p>iv) Experience of store keeping in a reputed organization/firm.</p>
	Store keeper	2		<p>i) PUC from a recognized board/institute.</p> <p>ii) Knowledge of reprographic work related to manuscripts, documents, etc.</p> <p>iii) Age: 21-40 years.</p> <p>iv) Experience of working in a reputed organization/firm.</p>
	Reprographic Assistant	1		<p>i) SSC/Matriculation from a recognized Board/ Institute.</p> <p>ii) Knowledge of packing, especially books.</p> <p>iii) Experience of packing in a reputed publishing house/firm.</p> <p>iv) Age: 18-35 years.</p>
07	Multi-tasking staff -I	11	10,000	<p>i) SSC/Matriculation or equivalent with science subjects from a recognized Board/ Institute.</p> <p>ii) Knowledge of handling TV studio lighting system involving video production.</p> <p>iii) Experience in Audio Visual Media company/ organization/institute.</p> <p>iv) Age: 18-30 years.</p>
	Packer	1		<p>i) SSC/ Matriculation from a recognized Board/ Institute.</p> <p>ii) Knowledge of language lab works.</p> <p>iii) Experience of working in the relevant field.</p> <p>iv) Age: 18-30 years.</p>
	Light boy/Lighting Assistant	2		<p>i) SSC/ Matriculation from a recognized Board/ Institute.</p> <p>ii) Knowledge of language lab works.</p> <p>iii) Experience of working in the relevant field.</p> <p>iv) Age: 18-30 years.</p>
	Language Lab Attendant 1 each in SRLC and UTRC (S)	2		<p>i) SSC/ Matriculation from a recognized Board/ Institute.</p> <p>ii) Knowledge of language lab works.</p> <p>iii) Experience of working in the relevant field.</p> <p>iv) Age: 18-30 years.</p>
	Library Attendant 1 each in SRLC, NERLC, UTRC	4		<p>i) SSC/ Matriculation from a recognized Board/ Institute.</p>

	(L), UTRC (S)			<ul style="list-style-type: none"> ii) Knowledge of library services. iii) Experience of working in a library of an educational institution. iv) Age: 18-30 years.
	Head Cook IGH – 1 SRLC Hostel – 1	2		<ul style="list-style-type: none"> i) SSC/ Matriculation from a recognized Board/ Institute. ii) Knowledge of various ingredients of food preparation and proportion of using them, variety food items and ability to cook for 30 or more persons maintaining a good taste. iii) Experience of cooking in a reputed restaurant/hotel/guest house/hostel etc. iv) Age: 25-55 years..
08	Multi-tasking staff-II	24	9,000	<ul style="list-style-type: none"> i) SSC/Matriculation from a recognized Board/ Institute. ii) Knowledge of Hindi/English and another Indian language. iii) Age: 18-30 years.
	Attender 1 each for UTRC(L) and NERLC	8		
	Room boy IGH – 8 SRLC Hostel – 2 1 each for ERLC, WRLC, NRLC,NERLC, UTRC(L) and UTRC(S) Hostel	16		<ul style="list-style-type: none"> i) SSC/ Matriculation from a recognized Board/ Institute. ii) Experience of working in a guest house/hostel. iii) Age: 18-30 years.
09	Multi-tasking staff-III	8	8,000	<ul style="list-style-type: none"> i) SSC/ Matriculation from a recognized Board/ Institute. ii) Knowledge of various ingredients of food preparation and proportion of using them. iii) Experience of cooking in a restaurant/hotel or guest house/hostel. iv) Age: 18-35 years.
	Assistant Cook 1 each for IGH, SRLC, ERLC, WRLC, NRLC, NERLC, UTRC(L) and UTRC(S) Hostel	8		
	Total	141		

CENTRAL INSTITUTE OF INDIAN LANGUAGES
Ministry of Human Resource Development, Govt. of India
Dept. of Higher Education, Manasagangotri, Mysore – 6


No.F.1/11-282/2013/Estt.

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CORRIGENDUM

In partial modification of this Institute's Announcement dated 4th June 2013 regarding the contractual appointment, the age relaxation for Multi Tasking Staff I-III except for the post of Head Cook may be read as 18-40 years instead of 18-30/35 years.

All other contents in the Essential and Desirable qualifications will remain unchanged.


(M.BALAKUMAR)
Asst. Director (Admn.) i/c