



Advertisement no: CDACD/HR/2018-19/e-Lib/Bhutan/2

November 14, 2018

## **Recruitment Notice**

### **Requirement of Technicians at e-Library, Studio, Ministry of Education, Royal Government of Bhutan**

Centre for Development of Advanced Computing (C-DAC), a Scientific Society of the Ministry of Electronics and Information Technology (MeitY), Government of India, has implemented e-Library project across Bhutan at 49 Schools and 12 Colleges. The e-Libraries provide access to e-contents such as e-books, audios, videos at e-Library setups in various schools/ colleges across Bhutan.

C-DAC now seeks application for the positions of Technician at e-Library, Studio established at Ministry of Education, Royal Government of Bhutan for e-content creation, management and operations of e-Library, Studio as per following details:

| <b>Vacancy 1:</b>                        |  |
|--|--|
| <b>Post</b>                              | Technician (e-Library, Studio)   |
| <b>No. of Posts</b>                      | 02 (Two)   |
| <b>Job Category</b>                      | Contractual for a fixed duration under e-Library project.  |
| <b>Duration of the position</b>          | Initially 1 Year and extendable to another term of two years, one year at a time based on the performance of the candidate and requirements of the project.  |
| <b>Place of Posting</b>                  | Thimphu, Bhutan  |
| <b>Minimum Educational Qualification</b> | Graduation with basic IT skills or related media domain.   |
| <b>Skill Set</b>                         | <ul style="list-style-type: none"><li>• Studio equipment operation. Mixing and recording techniques</li><li>• Operating photo imaging and graphics software, video editing software, audio mixing consoles, video consoles, recording equipment, cameras and video cameras. Good communication skills</li></ul>  |
| <b>Job Description</b>                   | <ul style="list-style-type: none"><li>• Management and operations of studio equipment such as Video Camera, Presenter Desktop, Hardware Annotation Processor, Recording, Switching, Mixing and Streaming Encoder Machine, AV Server, AV Control System, etc.</li><li>• Management of digitization</li><li>• Managing rosters for Studio schedules (recording sessions)</li><li>• Editing and fine tuning recorded lectures/ sessions</li></ul> |
| <b>Monthly Consolidated Salary</b>       | Rs 35,000/- (all inclusive). 10% annual increment.   |
| <b>Maximum Age</b>                       | 30 years as on May 31, 2018  |



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**How to Apply:**

Before filling the application form, Candidates should read this advertisement carefully. Interested candidates should download the application form (appended to this notice), fill all the fields carefully in English Language only and send the scanned copy of duly signed form at [indobhutanelibrary@cdac.in](mailto:indobhutanelibrary@cdac.in) before closing date:

The Subject of the email should be “Application for the post of Technician at e-Library, Studio”.

**Mode of Selection:**

If applications are received in large number there may be a written test prior to interview. Management reserves the right to change/modify the selection process at any time, during the process, at its discretion. The decision of the management will be final and binding over and above the following terms:

- a. The qualification and experience prescribed are the minimum requirements and possession of the same does not automatically make the candidates entitled to be called for written test and / or selection processes.
- b. There will be an initial screening based on the academic records and other parameters given in the application form and only those screened-in candidates will be considered for further selection process.
- c. The management reserves the right to change number of posts, eligibility criteria, cut off limits, critical dates, etc. at its discretion.



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- d. Candidates will be selected on the basis of their academic credentials, experience profile, written test marks (if any), performance in the interview and such other selection processes/ parameters, as adopted and deemed fit by management.
- e. Mere fulfillment of the above-mentioned qualifications etc., does not entitle a candidate to be called for written test/ interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Organization to call all the candidates to participate in selection process. The Organization may restrict the number of candidates to be called to participate in interview/selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed.

**Closing date:** The last date for submission of application is December 15, 2018.



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**Application Form**

Application No: ..... (Leave Blank. To be filled by CDAC)

**Post applied for: Technician (e-Library Studio)**

|                           |
|---------------------------|
| Photo of the<br>Candidate |
|---------------------------|

|    |   |           |
|----|---|-----------|
| 1. | <b>Name in full in BLOCK LETTERS</b>          |           |
| 2. | <b>Name of Father/ Husband</b>                |           |
| 3. | <b>Date of Birth (in figures), (in words)</b> |           |
| 4. | <b>Age as on May 31, 2018</b>                 |           |
| 5. | <b>Nationality</b>                            | Bhutanese |
| 6. | <b>Sex (Male /Female)</b>                     |           |
| 7. | <b>Address</b>                                |           |
| 8. | <b>e-Mail</b>                                 |           |
| 9. | <b>Phone</b>                                  |           |



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10. Essential Educational and Professional Qualification:

| Qualification | Year of Passing | Institute/ Board/ University/ College | Subject, if applicable | Percentage | Division/ Class/ Grade |
|---------------|-----------------|---------------------------------------|------------------------|------------|------------------------|
|               |                 |                                       |                        |            |                        |
|               |                 |                                       |                        |            |                        |
|               |                 |                                       |                        |            |                        |

11. Experience in chronological order (attach experience certificates copy in support):

| Name of the Employer | Designation | Period |    | Package/ Annual Salary | Nature of Duties |
|----------------------|-------------|--------|----|------------------------|------------------|
|                      |             | From   | To |                        |                  |
|                      |             |        |    |                        |                  |
|                      |             |        |    |                        |                  |
|                      |             |        |    |                        |                  |

I, solemnly declare that the statement made by me in this form is correct to the best of my knowledge and belief.

Date:

Place:

(Signature of the candidate)