

TERM OF REFERENCE

For temporary engagements for PM eVidya DTH TV Channels in SCERT, Assam

Eligibility Criteria:

Sl. No.	Name	Qualifications	Job Description
1	Programme Manager -01 no	Essential Qualification- Post-Graduate in Management • Total 7 years experience. • Preference will be given to the candidates having minimum 5 years experience in handling projects in the educational field. • Experience in Data Handling/ analysis, Report writing etc. Desirable- • Working Knowledge of Ms Word, Power Point, Excel and other software used in data Analysis/or relevant to subject/project.	• Plan, coordinate, and monitor the development of curriculum-based educational content for PM eVidya DTH TV Channels. • Coordinate with PM eVidya Team of CIET, NCERT, BISAG-N, State Nodal Officer, Channel Coordinators, Subject Coordinators and entire Project Management Unit (PMU) for PM eVidya DTH TV Channel. • Prepare periodic progress reports, and presentations for project monitoring and review. • Maintain digital repositories and records of educational content, telecast schedules, and related documentation. • Coordinate orientation programmes, monitoring project outcomes by facilitating feedback collection from students, teachers, schools, and other stakeholders to improve content quality and delivery. Further recommending measures for continuous improvement of educational broadcasting services. • Planning and Monitoring the production work, broadcasting of educational programmes and ensure timely delivery of content as per schedules. • Ensure compliance with project guidelines, quality standards, timelines, and reporting requirements.
2	Academic Consultant -04 nos total Science or Mathematics -1 Language(English or Assamese)	Essential Qualification- Post-Graduation in- • Physics/ Chemistry/ Mathematics/ Zoology/ Botany (For the post of Academic Consultant in Science or Mathematics) • English or Assamese (For the post of	• Coordinate with subject experts, content developers, and production teams for creation, review, and finalization of contents based on learning outcomes, competencies and gap areas. • Ensure alignment of all educational content with the State Curriculum, and textbooks.

	-1 Social Science-1 Bodo-1	Academic Consultant in Language) - History/ Geography/ Political Science/ Economics (For the post of Academic Consultant in Social Science) - Bodo (For the post of Academic Consultant in Bodo) - Minimum of 2 years experience in teaching. Desirable - - Experience of educational e-content creation. - Experience of creation of minimum 5 educational e-contents in the last 1 year. - Working Knowledge of Ms Word, Power Point, Excel and other software used in data Analysis/ or relevant to subject/ project - Experience in Data Handling/ analysis, Report writing etc.	- Review scripts, lesson plans, presentations, and video content to ensure academic quality, accuracy, and pedagogical effectiveness. - Develop and maintain channel-wise and grade-wise daily and monthly telecast schedules in accordance with academic requirements. - Assist programme manager in planning, coordinating, and monitoring the development of curriculum-based educational content for PM eVidya DTH TV Channels. - Monitor the broadcasting of educational programmes and ensure timely delivery of content as per schedules. - Maintain digital repositories and records of educational content, telecast schedules, and related documentation. - Coordinate orientation programmes, workshops, and capacity-building activities for teachers, content creators, and resource persons. - Ensure compliance with project guidelines, quality standards, timelines, and reporting requirements. - Support research, documentation, and evaluation studies related to digital and television-based learning initiatives. - Perform any other academic, technical, or project-related responsibilities assigned by the competent authority from time to time.
3	Video Editor -03 nos	Essential Qualification- - Graduate in Graphics/ Animations/ video editing/ Media production and management/ from any recognized institution. OR - Graduates in any discipline with minimum one year diploma in Graphics/ Animations/ video editing/ Media production and management/ from any	- Manage post-production workflows, including video editing, graphics, animation, subtitling, dubbing, quality control, content formatting, encoding, and preparation of broadcast-ready content. - Lead end-to-end production and broadcasting operations for PM eVidya DTH channels, covering pre-production, studio recording, post-production, content management and submission. - Supervise studio and field production activities, technical coordination with production teams, resource persons,

		recognized institution. Experience- • 2 years experience in video editing/ animation/ video production.	subject experts, academic consultants, and Channel coordinators. • Coordinate with State Nodal Officer, Channel Coordinators, subject coordinator, programme manager, academic consultant and cameraman. • Provide technical support for procurement, installation, testing, commissioning, and maintenance of studio, production, post-production, and transmission equipment, including preparation of technical specifications and evaluations. • Provide support in documentation, reporting, and technology upgradation initiatives. • Perform any other technical, or project-related responsibilities assigned by the competent authority from time to time.
4	Cameraman - 02 nos	Essential Qualification- • Graduates in any discipline. • Diploma/Certificate from a recognized institute where the course of study includes videography/ cinematography/ film production. Experience- • 2 years practical experience in video shooting/ developing/ handling movie cameras/ video cameras and film production/ educational video programme production. • Knowledge of studio equipment such as light, camera, sound and related operations.	• Perform studio and field production activities, including camera operations, lighting, audio recording, teleprompter usage, multi-camera setups, and technical coordination with production teams. • Lead end-to-end production and broadcasting operations for PM eVidya DTH channels, covering pre-production, studio recording, post-production, content management and submission. • Coordinate with State Nodal Officer, Channel Coordinators, subject coordinator, programme manager, academic consultant and video editor. • Provide technical support for procurement, installation, testing, commissioning, and maintenance of studio, production, and transmission equipment, including preparation of technical specifications and evaluations. • Provide support in documentation, reporting, and technology upgradation initiatives. • Perform any other technical, or project-related responsibilities assigned by the competent authority from time to time.

5	Data Analyst cum Account Assistant	Essential Qualification- Graduate in Commerce or other related subjects dealing with financial management from a recognized University Experience- • Minimum of 2 years experience of handling accounts. • Working Knowledge of Ms Word, Excel, PowerPoint and other software used in data Analysis/or relevant to subject/project. Desirable- • Good Knowledge of Govt. rules and norms. • Good Knowledge of dealing with financial management softwares.	• Maintain books of accounts, financial records, registers, and supporting documentation in accordance with GFR-2017, Government Procurement Guidelines, PFMS procedures, and other applicable financial regulations. • Verify and process financial transactions, ensuring that all expenditures, receipts, and payments are supported by valid approvals, vouchers, invoices, and requisite documentation. • Prepare periodic financial statements, utilization certificates, expenditure reports, budget monitoring reports, and other financial disclosures as and when required. • Maintain accurate records of assets, advances, liabilities, procurements, and other financial transactions, ensuring transparency and accountability. • Facilitate internal audits, external audits, financial inspections, and asset verification exercises. • Coordinate with State Nodal Officer, Programme Manager, procurement and finance teams to ensure timely reporting, data accuracy, regulatory compliance, and smooth financial operations. • Generate data-driven reports, analytical summaries. • Perform any other project-related responsibilities assigned by the competent authority from time to time.
---	------------------------------------	--	---

Important Instructions:

1. The candidates has to submit the duly filled up Form in prescribed format alongwith the supporting documents in the office email director@scertassam.in
2. Following documents are to be submitted alongwith the filled up application form
 - Self-attested copies of educational qualification certificates and mark sheets.
 - Proof of age (HSLC Admit Card/Certificate).
 - Experience certificates.
 - Copy of Aadhaar Card or other valid photo identity proof.
 - Any other supporting documents relevant to the post applied for.

Terms and condition:

- The engagement is completely on a temporary basis and will not constitute a regular job or appointment of any nature in future.
- Concealing of facts and canvassing in any form shall lead to disqualification or termination of candidature.
- The working hours will be the same as regular office hours.
- The candidate will have to maintain all confidentiality during and post engagement.
- No TA/DA shall be admissible for interview/ Skill Test.
- The authority reserves the right to modify or cancel the advertisement without assigning any reason.