

Vacancy Circular for the post of Content Creator

National Gender & Child Centre (NG&CC), Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, wishes to engage the services of a bright young professional as Content Creator to develop and design curated course content for online and offline modules related to Children's Rights with a special focus on Juvenile Justice Act.

The objectives and deliverables of the project, qualification, experience, remuneration and roles and responsibilities are enumerated below:

1. **Position:** Content Creator
2. **No. of Vacancies:** 01
3. **Remuneration:** Rs. 40,000 per month and Subject to availability of accommodation, nominal license fee will be charged.
4. **Essential Qualifications:**
 - Graduate Degree in Law relevant to the subject with at least 55% marks and having an aptitude for academics and research (preference in the field of Juvenile Justice, Children in need of care and protection, Children in conflict with law)
5. **Additional Qualification:**
 - Experience of designing course content/ digital content in the relevant field will be preferred
 - Two references with the email identity of the referee should be submitted with the application.
6. **Work Experience:** A minimum of two years' research/ academic experience is preferred. Applicants who have worked in think tanks/ reputed academic institutions will be given preference.
7. **Period of Employment:** The position is contractual with a contract period of three months which may be extended on monthly basis maximum for 3 more months subject to requirements of the Centre and work completion satisfaction.
8. **Key Objectives and Deliverables of the Project as per timelines:**
 - Design and development of research content for online and offline courses on aspects related to Juvenile Justice and Children's Rights for duty holders.
 - Content and design review with subject matter experts to be incorporated in the course content.
 - Effective rollout of the online courses on desired platforms through integration with Learning Management System.
 - Feedback and impact evaluation of the course after the roll out to enhance its effectiveness for future utilization.

Eligibility and Terms of Appointment for the post of Content Creator:

- a. Candidates should be below 40 years of age.
- b. Candidates should be proficient in use of computers and graphics to enable to create impressive Online Course Content.
- c. In case work of the Content Creator is not satisfactory, the contract can be terminated any time after giving a notice of 1 month or, at the discretion of the Academy, by giving one month remuneration in lieu of the notice. The Content Creator may also terminate the contract after giving one month notice or payment of one month remuneration in lieu thereof.

Key Roles & Responsibilities:

- Responsible for producing well-researched content for development of online and offline courses with subject matter expertise
- Design learning strategies and developing an inter-disciplinary Instructional Design approach with a focus on the roles of duty holders like CWCs, JJBs, Probation Officers, Shelter homes, Judiciary, etc.
- Establish the learning objectives, module design and structure, course content, learning materials for multiple platforms including videos, modules and related assessments
- Development of training materials and course content for the target audience in a timely manner as per the agreed project timelines
- Maintain a comprehensive library of technical terminology and documentation
- Carry out design and development reviews of the learning content with subject matter experts and work closely with them to incorporate and update the course content, basis the feedback and inputs
- Review the storyboards and courses for instructional accuracy before rolling out of online modules to the target audience and duty holders
- Carry out research and development of evaluations/tests/ quizzes for learners and conducting of the same
- Develop learner verification mechanism, certification mechanism and criteria
- Coordinate and work closely with the platform owner to integrate and update contents in Learning Management System and on the desired online platforms
- Conduct feedback and impact evaluation of the course after the roll out to enhance its effectiveness for future utilization
- Support in the overall planning, organization and coordination of the content in line with the online and offline courses on the required subject

Interested candidates are required to submit their application in the prescribed proforma to the **Executive Director, National Gender & Child Centre (NG&CC), Lal Bahadur Shastri National Academy of Administration, Mussoorie** – 248179 or mail the same to ngc.lbsnaa@nic.in along with relevant documents (i.e. 10th pass certificate, essential qualifications certificate and experience certificate, if any) within 21 days of the publication of advertisement. Applications found incomplete will not be considered.

Selection Procedure:

Selection will be based on either or both Written Exam and Interview.

Last date for application:

Interested candidates should submit their applications latest by 7th June, 2021 on the above-mentioned address.

APPLICATION PROFORMA

FOR THE POSITION OF CONTENT CREATOR

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here

1. Name in Block letters:
2. Father's/Mother's name in Block letters:
3. Sex: Male ☐ / Female ☐ / Transgender ☐
4. Address in Block letters:
5. Phone no. & e-mail address:
6. Date of Birth (in Christian era):
7. Aadhar number:
8. PAN number:
9. Educational Qualifications (12th Class and above):

Sl. No.	Name of Board/University	Year of Passing	Degree & Subjects	Overall % marks	Distinction if any

10. Are you currently registered as a student? If yes, give details. If no, please specify your current occupation.

11. In case you have qualified UGC NET, give details of subjects and marks obtained?

12. Professional experience if any:

13. Why do you wish to join the National Gender & Child Centre as a Content Creator? (Please attach a separate sheet, not exceeding 250 words).

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

15. Please give details of (i) Research Publication and Report and Special Projects, (ii) Awards /Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/ societies and (iv) any other information that you think will strengthen your application.

16. Name and contact details of two References (Ex/current teachers)

(i)

(ii)

Signature of the candidate with date

Address_____

Mobile/Telephone No. _____

E-mail address:_____