

## **URDU ACADEMY : DELHI**

### **NOTICE**

Applications are invited for contractual engagement against the following vacant posts on temporarily basis as a purely stop gap arrangement for a initial period of six months which can be further extendable upto one year or till the filling up of the posts on regular basis:-

#### **Eligibility Criteria for the various posts is as under:-**

##### **1. Chief Accountant (1 No.)**

1.	<b>Educational Qualification</b>	<b><u>Essential :</u></b>  Graduate degree in Commerce from a recognized University  OR  CA/ICWA (Inter)  <b><u>Desirable:</u></b>  1. Certificate course in Tally & Micro-soft Office from recognized Institution. 2. Five years' experience in administration/ Income Tax, GST, Financial Power Rules, Receipt and Payment Rules, accounts/ finance in Govt./Autonomous Bodies.
2.	<b>Age Limit</b>	Not Exceeding 30 years
3.	<b>Consolidated Remuneration</b>	Rs.71,400/- per month
4.	<b>Nature of Duties</b>	To ensure proper maintenance of accounts, accounts books, records of accounts, Supervise subordinates e.g. Account Clerks engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. for proper entries in cash -book, journal, ledger and other records. Keep record of all taxes, licenses, fees etc., required to be paid by organization and ensure that they are paid in time and kept up-to-date. Prepare annual budget and place it before competent authority for consideration. Prepare final accounts such as trial balance, profit and loss statement or such balance sheet etc. and reconciliation statements, as per prescribed accounting procedures. Ensure that instructions given or objections/ audit paras raised are carried out or addressed/rectified. Make periodical and surprise checks of accounts. Prepare tenders, and advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of purchases and also disposal of assets, write of depreciation, award of contract etc
5.	<b>Preference</b>	Familiarity with Busy and other accounting softwares

## 2. Asstt. Editor (1 No.)

1.	<b>Educational Qualification</b>	<p><b><u>Essential :</u></b></p> <p>1. Bachelor Degree in Urdu (Hons) from a recognized University.</p> <p>2. Diploma in Urdu Journalism/ Mass Communication/ Public Relation from a recognized University.</p> <p style="text-align: center;">OR</p> <p>Graduate/ Post Graduate Diploma in Urdu Journalism/ Mass Communication/ Public Relation from a recognized University.</p> <p style="text-align: center;">OR</p> <p>Five Year Integrated Programme in Journalism/ Mass Communication/ Public Relation from a recognized University.</p> <p><b><u>Desirable:</u></b></p> <p>Certificate course in Micro Soft Office from a recognized Institution.</p> <p><b><u>Experience :</u></b></p> <p>2 years' experience in writing report/news/press release in print or electronic media. Experience in handling social media.</p>
2.	Age Limit	Not Exceeding 30 years
3.	Consolidated Remuneration	Rs. 67,350/-
4.	Nature of duties	Edit the magazine <i>Aiwan-e-Urdu</i> and the children's monthly <i>Umang</i> and other books and publications of the Academy. The duties include sorting and selection of articles/ poetry/creative writing etc and writing lead articles on important subjects or events for the magazines of two monthly magazines "Aiwan—e-Urdu" and "Bachchon Ka Mahanama Umang", examination and scrutiny of other written material and preparation and editing of reports of programmes/ events etc.
5.	Preference	Preference will be given to candidates holding PhD degrees and who have written and published books, possess editorial experience of literary magazines and creative writing, have in depth knowledge of Urdu literature and familiarity with Urdu prosody and children's literature.

**3. Sub-Editor (1 No.)**

1.	<b>Educational Qualification</b>	<p><b><u>Essential :</u></b></p> <p>1. Bachelor Degree in Urdu (Hons) from a recognized University.</p> <p>2. Diploma in Urdu Journalism/ Mass Communication/ Public Relation from a recognized University.</p> <p>OR</p> <p>Graduate/ Post Graduate Diploma in Urdu Journalism/ Mass Communication/ Public Relation from a recognized University.</p> <p>OR</p> <p>Five Year Integrated Programme in Journalism/ Mass Communication/ Public Relation from a recognized University.</p> <p><b><u>Desirable:</u></b></p> <p>Certificate course in Micro Soft Office from a recognized Institution.</p> <p><b><u>Experience :</u></b></p> <p>2 years' experience in writing report/news/press release in print or electronic media.</p> <p>Experience in handling social media.</p>
2.	Age Limit	Not Exceeding 30 years
3.	Consolidated Remuneration	Rs.53,100/-
4.	Nature of duties	<p>1. Assist the Editor/Assistant Editor in editing magazines and books.</p> <p>2. Proof Reading all publications and journals of the Academy.</p>
5.	Preference	Preference will be given to candidates who have creative writing skills, published prose or poetic works in journals and magazines and have awareness of contemporary Urdu literature and interest in children's literature.

**4. Head Librarian (1 No.)**

1.	<b>Educational Qualification</b>	Essential: 1. Bachelor in any discipline with Urdu as an Elective subject from recognized University.  2. Bachelor in Library Science from a recognized University.
2.	Age Limit	Not Exceeding 30 years
3.	Consolidated Remuneration	Rs.53,100/-
4.	Nature of duties	Head Librarian shall organize and maintain systematic collection of books, periodicals and other printed matter in library and issue them to readers, select publications to be purchased and receive priced or complementary copies of books periodicals and other publications from authors /publishers. Classify or supervise Classifications, indexing, cataloguing, shelving of books and other publications and maintain records of stocks and issue. Guide readers in selecting books or in finding information required by them and take steps to create and maintain online library facilities

**5. Katib(1 No.)**

1.	<b>Educational Qualification</b>	Essential: 1. Senior Secondary or equivalent pass with Urdu as an elective subject from a recognized Board. 2. Two Years Course in Khattati (Calligraphy) from any Recognized Institution.  <b><u>Desirable:</u></b> (i) Certificate in MS-Office with specialization in Photoshop. (ii) Hindi/English as one of the subject at Senior Secondary level.
2.	Age Limit	Between 18 - 27 years
3.	Consolidated Remuneration	Rs.32,550/-
4.	Nature of duties	To train the students of Calligraphy Course in the skill and art of Calligraphy along with graphic design and fine arts. To write the certificates in Urdu & English/Hindi To design creative titles of the Academy's publications in calligraphy
5.	Preference	Proficiency in Illustrator, CorelDRAW, InDesign and relevant fine arts like painting.

**6. Jr. Computer Operator (1 No.)**

1.	<b>Educational Qualification</b>	Essential: 1. Senior Secondary or equivalent with Urdu as an elective subject from a recognized board/university. 2. Certificate in MS-Office from a recognized institution. 3. Diploma in In-Page Urdu from any recognized institution.
2.	Age Limit	Not Exceeding 30 years
3.	Consolidated Remuneration	Rs.38,250/-
4.	Nature of duties	<p>Online Course Management: Assist in setting up and managing Learning Management Systems (LMS). upload, organize, and update course content in Urdu and English. Provide technical support to instructors and students during online classes. Video Conferencing Support: Operate major video conferencing platforms (e.g., Zoom, Microsoft Teams, Google Meet). Schedule and manage online meetings and webinars in Urdu and English. Troubleshoot audio, video, and connectivity issues during live sessions. Presentation &amp; Content Delivery: Assist in creating and managing multimedia presentations using tools like Microsoft PowerPoint, Google Slides, or Canva. Prepare and format documents and presentations in Urdu using InPage Urdu software. Support screen sharing and multimedia integration during online sessions. Urdu Typing &amp; Content Management: Perform accurate Urdu typing for course materials, handouts, and reports. Edit and format Urdu text in InPage Urdu for publishing or educational purposes. Maintain a database of Urdu resources and class schedules. Input and update data in databases and maintain logs of online activities. Operate and monitor computer systems and software relevant to online education.</p> <p>Maintain records of online sessions, attendance, and technical issues.</p> <p>Prepare reports summarizing operational activities in both Urdu and English.</p>
5.	Preference	

		<p>Proficiency in video conferencing platforms (Zoom, Microsoft Teams, Google Meet).</p> <p>Familiarity with Learning Management Systems (LMS) like Moodle, Canvas, or Google Classroom.</p> <p>Expertise in InPage Urdu software for typing and formatting.</p> <p>Proficiency in MS Office Suite (Word, Excel, PowerPoint) and Google Workspace tools.</p> <p>Basic multimedia editing skills (e.g., video trimming, audio adjustment) are a plus.</p> <p>Strong command of written and spoken Urdu and accurate Urdu typing skills</p>
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## **7. Stenographer (Urdu) (1 No.)**

1.	<b>Educational Qualification</b>	<p>Essential:</p> <p>i) Senior Secondary or equivalent pass with Urdu as an elective subject from a recognized Board/ University.</p> <p>(ii) Speed of 80 WPM in Stenography (Urdu)</p> <p>(iii) Transcription: 65 minutes (Urdu) on computer.</p> <p>(iv) Typing speed 30 W.P.M. in Urdu on computer.</p>
2.	<b>Age Limit</b>	<b>Not Exceeding 30 years</b>
3.	<b>Consolidated Remuneration</b>	<b>Rs.38,250/-</b>
4.	<b>Nature of duties</b>	<p>Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer</p> <p>(iii) managing of appointments/ engagements; (iii) attending to the telephone calls and receiving visitors</p> <p>(iv) (iv) maintaining the papers required to be retained by the officer;</p> <p>(v) destroying by shredding/burning the stenographic record of the confidential and secret letters; and</p> <p>(vi) Assisting the officer in such a manner as she/he may direct.</p>

## **8. Asstt. Librarian (1 No.)**

1.	<b>Educational Qualification</b>	Essential: 1. Senior Secondary or equivalent with Urdu as an elective subject from recognized board/university. 2. Diploma in Library Science from a recognized Institution/Board/University.
2.	Age Limit	Not Exceeding 30 years
3.	Consolidated Remuneration	Rs.Rs.38,250/-
4.	Nature of duties	Assistant Librarian by - Collection of books, making entries in registers including operation of online library software, handling approval memos, bills. Annual reports report maintenance. Inter library loans, referral service, list of addition CAS service etc. Manage thesis / Dissertation section and look after circulation.

### **Terms and Conditions for filling up the forms for the various posts**

1. The engagement can be terminated at any time without assigning any reasons.
2. The applicants may take a print out of the format and upload the duly filled up form.
3. Age relaxation for SC/ST/OBC etc., will be applicable as per Government of India instructions. The Certificates issued by the Government of India shall only be accepted for the purpose.
4. It is the responsibility of the candidates to ensure that they fulfil the all the eligibility conditions mentioned above.
5. The appointment is purely on contractual basis and does not bestow and right on him/her for regular appointment or extension of contract.

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