

F.N.20.14/2023-24/MPD/CIET
Media Production Division
Central Institute of Educational Technology
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016

Dated: 01.05.2023

Subject: Empanelment of Video Editors, Graphic Assistant/Artist, Production Assistant (Video & Audio), Anchor and Camera person on daily wage basis - reg.

MPD, CIET, NCERT invites applications from eligible candidates to prepare the panel of the following positions in Media Production Division on daily wage basis @ Rs.2500/- per day:

S. No.	Position	Qualifications and Experience Required
1.	Video Editors	<p>Essential Qualifications</p> <ol style="list-style-type: none"> 1. Graduate from Recognized University. 2. Diploma in Video Editing from Recognized Institute. 3. Skills of non- linear Video Editing. 4. Two years of work experience in the related field. <p>Desirable</p> <ol style="list-style-type: none"> 1. Software Knowledge: Adobe Premier Pro & Adobe Photoshop & Adobe after effects. 2. Skills in Computer Graphic work with typing in Hindi & English. 3. Knowledge of TV/Radio program Production.
2.	Graphic Assistant/Artist	<p>Essential Qualifications</p> <ol style="list-style-type: none"> 1. BFA with 2 years experience in Applied Art/Painting/ Animation/Design OR 3 years Diploma in Graphics & Animation from recognized institution with 2 years Experience in the related field. <p>Desirable</p> <ol style="list-style-type: none"> 1. Skills in Computer Graphics in Adobe Photoshop, Adobe Illustrator, In Design and Adobe after Effects and Flash. 2. Skills in figurative illustrations, 2D/ 3D animation and VFX. 3. Preference will be given to the candidates having good knowledge of Hindi and English (Written, Spoken & Typing).
3.	Production Assistant (Video & Audio)	<p>Essential Qualifications</p> <ol style="list-style-type: none"> 1. Degree /Diploma in Mass Communication/Journalism from Recognized Institute Or Bachelors degree in any subject with Diploma in Mass Communication/Journalism from recognized institute. 2. Two years work experience in TV /Audio Program Production. 3. Candidates who are willing to apply for audio production are expected to have knowledge of Nuendo software, adobe audition, audacity, etc <p>Desirable</p> <ol style="list-style-type: none"> 1. Experience in writing TV/Audio scripts. 2. Preference will be given to the candidates having good knowledge of Hindi and English (Written and spoken). 3. Computer skills: MS word, Excel & Power Point Presentation etc. 4. Translation of Hindi – English and vis-vis.

4.	Anchor (Hindi and English)	<p>Essential Qualifications</p> <ol style="list-style-type: none"> 1. Bachelors Degree in Mass Communication/ Journalism from a recognized University OR Bachelor degree in any subject with Diploma in Mass Communication/Journalism. 2. Two years of work experience in Anchoring. <p>Desirable</p> <ol style="list-style-type: none"> 1. Preference will be given to the candidates having good knowledge of Hindi and English (Written & Spoken). 2. Computer skills: MS word, Excel & Power Point Presentation etc. 3. Translation of Hindi – English vis-vis. 4. One-year experience of writing TV/Audio scripts.
5.	Cameraperson	<p>Essential Qualifications</p> <ol style="list-style-type: none"> 1. Intermediate/Senior Secondary school certificate from Govt. recognized Board or equivalent. 2. Diploma/Certificate from a recognized Institute in Cinematography. 3. Two years experience of handling movie/video/DSLR camera in media production house/Institute. <p>Desirable</p> <ol style="list-style-type: none"> 1. Person having experience in production of TV/films will be given preference. 2. Good knowledge of Hindi and English (Written & Spoken)

Those candidates who fulfill the above conditions may send their **applications only in the given link** (<https://forms.gle/VYDjUHpzVP9zyQJeA>) **should be submitted online**, on or before 18 May, 2023 till 4:00 pm.

Please note that only short listed / selected candidates will be intimated for interview and skill test in face-to-face mode.

1. The minimum eligibility for each post has to be met. It is the responsibility of the candidates to ensure that they fulfill the eligibility conditions in terms of (i) educational qualifications (ii) experience etc. as mentioned.
2. Age limit is 21 to 50 years on last day of the application.
3. These positions/posts are purely temporary on daily wage basis.
4. Candidates should bring and produce their original certificates along with bio-data in support of their educational qualification and experiences at the time of interview and skill test in face-to-face mode.
5. No TA/DA will be paid for attending the interview/skill test.
6. Those who applied earlier in response to the advertisement dated 10 November 2022 need not to apply again, if fulfill the requirements.
7. Candidates should produce their experience, written and/or published work, if any, (including their artwork, Multimedia, Graphics, Animation, Editing, Audio/Videos/ Advertisements/Promos/Jingles, Books, translation work, Journals, Thesis/Dissertation/ Magazines, portals links, mobile apps store links etc. developed by them) at the time of interview.

Head
Media Production Division
CIET- NCERT