No. F. 3-9/2017-18/Estd/CIET/ 8450  
CENTRAL INSTITUTE OF EDUCATIONAL TECHNOLOGY  
National Council for Educational Research and Training  
Sri Aurobindo Marg, New Delhi – 110016  

(Establishment Section: CIET)  

Dated: 27.1.2020  

Reference advertisement No. F. 3-9/2019/CIET in Employment News dated 2-8 November, 2019, the detail scheme of examination/syllabus of following posts is hereby enclosed.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of Post</th>
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<tbody>
<tr>
<td>1</td>
<td>Film Producer</td>
</tr>
<tr>
<td>2</td>
<td>Sound Recordist Grade-I</td>
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<tr>
<td>3</td>
<td>T.V. Producer Grade-I</td>
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<tr>
<td>4</td>
<td>Assistant Engineer Gr. ‘A”</td>
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<td>5</td>
<td>TV Producer Grade-II</td>
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<td>6</td>
<td>Script Writer</td>
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<td>7</td>
<td>Cameraman Grade II</td>
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<td>8</td>
<td>Engineering Assistant</td>
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<td>Audio Radio Producer Grade III</td>
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<td>10</td>
<td>TV Producer Grade-III</td>
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<td>11</td>
<td>Field Investigator</td>
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<td>12</td>
<td>Technician Grade-I</td>
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<td>13</td>
<td>Floor Assistant</td>
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<td>14</td>
<td>Film Assistant</td>
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<td>15</td>
<td>Photographer Grade-II</td>
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<td>16</td>
<td>Electrician</td>
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<td>17</td>
<td>Lightman</td>
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<td>18</td>
<td>Dark Room Assistant</td>
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<tr>
<td>19</td>
<td>Carpenter</td>
</tr>
<tr>
<td>20</td>
<td>Film Joiner</td>
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Copy to:
1. Head, DICT&TD, for uploading the same upon website of NCERT  
2. Head, MPD, CIET  
3. DS, E-III Section, NCERT for information and completion of other formalities  
4. Guard file  

Please upload.  

Lab 201
Film Producer

Syllabus covers the following:

1. Introduction and history of Film and Television
2. Presentation formats used for film and television production
   - Story/Dialogue/Drama, documentary, features, interviews, panel discussion, docu-drama etc.
3. Writing of scripts/story boards for film/video programme production
4. Planning film or Television programme/Production
5. Knowledge of steps followed for Film /Video Production
6. Shooting/Recording (indoor & outdoor)
7. Post Production
8. Innovative/recent Techniques followed for indoor film and video Programme production
9. Direction of film /video production: Basic shots, composition of shots etc.

- Film making
- Screen writing
- Documentary film making
- Editing

The Scheme of Examination

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<tr>
<th></th>
<th>Max. Marks</th>
<th>Max. Time</th>
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</thead>
<tbody>
<tr>
<td>1. Theory</td>
<td>100</td>
<td>60 Minutes</td>
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<tr>
<td>2. Interview</td>
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</tbody>
</table>

Note:
1. The Test paper shall be objective and short answer type in nature (Pen and Paper based) and the medium of the test will be both Hindi and English.
2. Qualifying marks for theory (written) test is 35% marks (minimum). It is mandatory to qualify each test.
3. Overall merit shall be prepared on the basis of marks obtained in theory and interaction/interview
4. Candidate who qualifies in theory/written test shall be called for interaction/interview
5. Shortlisted Candidates would be asked to submit the documents in support of their claim for the posts. Their documents will be scrutinized and those Candidates who fulfill all the eligibility conditions of the posts shall be called for interaction/interview.
Sound Recordist Grade-I

Syllabus covers the following:

1. Basics of audio/Radio production:
2. Good sense of acoustics sound for recording, for digital recording for spoken words and music. (vocal and instrumental both).
3. Knowledge of sound mixer of at least 32 channels and knowledge of different kinds of microphone, 10 used for either of drama or music. (Audio & Video both)
4. Acquaintance with the different software applied/used in audio/ radio and video recording.
5. Performance and measurements of audio/radio and video equipment’s used for production and post-production of programme.
6. Must have knowledge of appropriate used of different sound patterns by using available facilities of digital and analogue mixers/ equipment’s.
7. Must have acquaintance with acoustic treatments in sound/TV studios.

The Scheme of Examination

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<tbody>
<tr>
<td>1.</td>
<td>Theory</td>
<td>50</td>
</tr>
<tr>
<td>2.</td>
<td>Skill Test</td>
<td>50</td>
</tr>
<tr>
<td>3.</td>
<td>Interview</td>
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3. Overall merit shall be prepared on the basis of marks obtained in theory, skill test and interaction/interview.
4. Candidate who qualifies in theory/written test and skill test shall be called for interaction/interview.
5. Shortlisted Candidates would be asked to submit the documents in support of their claim for the posts. Their documents will be scrutinized and those Candidates who fulfil all the eligibility conditions of the posts shall be called for interaction/interview.
TV Producer Grade- I

Syllabus covers the following:

- History of Television Production Media message combination
- Media selection and Formats of presentation for TV medium
- Preparation of Audience profile
- Program production structure
- Cognizing/conceptualizing the video scripts
- Process of TV programme Production
- Total Quality Management, Camera composition, Panel discussion, development of story board, editing, sensitivity and spontaneity of the producer for every systemic element
- Information and communication technology (ICT) in education
- Use of graphics and animation and illustrations in TV programming
- Use of Montage
- Research and selection of resources- material, copyrighted material
- Use of Chroma key techniques and Virtual sets
- Knowledge of virtual studio in creating virtual set
- Ethical, gender, environmental constitutional, cultural issues related production, specifically in educational video production.
- Knowledge of Right to Education Act
- Linear and nonlinear editing and special effects
- High Definition and Standard Definition formats
- Set designing concepts and relevance
- IPR and copyright issues
- Effective use of Music and sound effects

The Scheme of Examination

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Assistant Engineer Group- 'A'

Syllabus covers the following:

Paper – I

- Telecast/Broadcast/Webcast/Transmission technology and processes used for mass communication
- Electronic Components and Materials
- Computer Programming and Applications
- Electronic Devices and Circuits
- Digital Electronics
- Principles of Communication Engineering
- AM/FM Transmitters and AM/FM Radio Receivers
- Wave Propagation
- Fiber optic communications
- Satellite Communication
- Introduction to digital and data communication systems
- Digital Modulation Techniques
- UART (Universal Asynchronous Receiver/Transmitter) USART (Universal Synchronous/Asynchronous Receiver/Transmitter)
- Modems
- Electronic Exchange
- Operation of Cellular Mobile Telephone System
- Cyber Safety and Security systems
- Electronic Instruments and Measurements
- Power Electronic
- Consumer Electronic
- Trouble Shooting of Electronic equipment's
- Wireless and Mobile Communication
- Computer Networks
Paper - II

1. Nature of sound
2. Types and principles of Microphones and loud speakers
3. Magnetic tape recording and reproduction
4. Sound studio installation Layout with equipment chain
5. Technical requirement for Outdoor recordings
6. Performance and measurement of audio and video equipment’s
7. Store and purchase procedures followed for technical equipment’s
8. Safety precautions (electric and non-electric fire hazards)
9. Basics of Optics, Types of lenses used in still and video cameras
10. Basics of video cameras. Layout arrangement with equipment chain in television studios
12. Television Receivers and monitors
14. Video Server based networking systems for Storage, retrieval, archiving, editing, transmission and distribution.

The Scheme of Examination

<table>
<thead>
<tr>
<th>Theory</th>
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3. Overall merit shall be prepared on the basis of marks obtained in theory and interaction/interview
4. Candidate who qualifies in theory/written test shall be called for interaction/interview
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TV Producer Grade - II

Syllabus includes the following:

- Media message combination
- Media selection
- Audience profile
- Formats of presentation for TV production
- Program production structure
- Cognizing/conceptualizing the video scripts
- Pre-testing the presenter through screen test (ensuring view composition)
- Total Quality Management, Camera composition, Panel discussion, story board, editing, sensitivity and spontaneity of the producer for every systemic element
- Information and Communication Technology (ICT) in Education
- Use of graphics and animation and illustration for video programme
- Use of Montage
- Research and selection of resources- material, copyrighted Free material
- Use of Chroma key techniques and Virtual sets
- Knowledge of virtual studio in creating virtual set
- Ethical, gender, environment constitutional, cultural children with special needs issues related production, specifically in education
- Knowledge of Right to Education Act
- Linear and nonlinear editing and special effects
- High Definition and Standard Definition formats
- Set designing concepts
- IPR and copyright issues
- Effective use of Music and sound effects

The Scheme of Examination

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Note:
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2. Qualifying marks for theory and skill test is 35% marks (minimum). It is mandatory to qualify each test.
3. Overall merit shall be prepared on the basis of marks obtained in theory and skill test
Script Writer

The Syllabus includes:

- The process of script writing for educational audio-video, multimedia programme
- Knowledge of Instructional Design steps and process
- Knowledge of Target audience and preparation of their profile
- Elements of a good script writing
- Various presentation formats of writing scripts/story boards - power to distinguish among various formats according to medium and utility
- Television documentary, talk, Feature, drama
- Radio documentary, Feature, Magazine, VoxPopuli, Radio Talk, Story telling
- Language proficiency in Hindi and English: Principles of language learning
- Efficiency in Writing Poem, Drama Scripts.
- Basic knowledge of mediaselection and media research
- Knowledge of medium and delivery of appropriate contents.
- Use of appropriate language pertaining to the nature of the medium.
- Building creativity and interactivity in script writing
- Efficiency in writing for promoting values: Ethical, social, moral, gender, environmental constitutional, cultural, children with special needs issues related production, specifically in education
- Knowledge and efficiency of Story boarding
- Writing for New Media/Social Media

The Scheme of Examination

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<tr>
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Note:

1. The Test paper shall be objective and short answer type in pen and paper based and the medium of the test will be both Hindi and English
2. Qualifying marks is 35% marks (minimum).
Cameraman Grade - II

Syllabus covers the following:
- History of camera
- Distinction between indoor and outdoor shooting
- Techniques of lighting: Indoor and outdoor on different time and location
- Compositions of shots various shots
- Different types of Camera set up: Multi camera and single camera
- Types of Lenses
- Photography- still and video photography
- Distinction between still photography and videography
- Aesthetic use of camera, various camera movements
- Shooting, 3 point lighting, Zoom and track. Difference between zoom and track, Depth of field, white balance, shutter speed, Color temperature
- Lighting
- Wide angle lens us in camera
- Role of Optical filter
- Use of Chroma in camera and video production
- Precautions for planning shooting of performing arts, demonstrations, experiments, drama etc.
- Masking
- Motion picture, printing, editing, file formats, storage, export etc.
- Handling camera in virtual sets/conditions

The Scheme of Examination

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3. Overall merit shall be prepared on the basis of marks obtained in theory and skill test
Engineering Assistant

Syllabus includes the following:

PART - I

- Telecast/Broadcast/Webcast/Transmission technology and processes used for mass communication
- Electronic components and Materials
- Computer Programming and applications
- Electronic Devices and Circuits
- Digital Electronics
- Principles of Communication Engineering

1. AM/FM Transmitters and AM/FM Radio Receivers
2. Wave Propagation
3. Fiber optic communications
4. Satellite Communications
5. Introduction to digital and data communication systems
6. Digital Modulation Techniques
7. UART (Universal Asynchronous Receiver/Transmitter) USART (Universal Synchronous/Asynchronous Receiver/Transmitter)
8. Modems
9. Electronic Exchange
10. Operation of Cellular Mobile Telephone System
11. Cyber security systems

- Electronic Instruments and Measurements
- Power Electronics
- Consumer Electronic
- Trouble Shooting of Electronic Equipment
- Wireless and Mobile Communication
- Computer Networks
PART – II

1. Nature of sound  
2. Types and principles of Microphones and loudspeakers  
3. Magnetic tape recording and reproduction  
4. Sound studio installation Layout with equipment chain  
5. Technical requirement for Outdoor recordings  
6. Performance and measurement of audio and video equipment’s  
7. Store and purchase procedures  
8. Safety precaution (electric and non-electric fire hazards)  
9. Basics of Optics, Types of lenses used in still and video cameras  
10. Basics of video cameras. Layout arrangement with equipment chain in television studios  
11. Principles of video recording on magnetic tapes, optics discs and memory cards  
12. Television Receivers and monitors  
13. Satellite broadcasting principles for TV transmission and tele-conferencing  
14. Video Server based networking systems for archiving, editing, transmission and distribution

The Scheme of Examination

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3. Overall merit shall be prepared on the basis of marks obtained in theory and skill test
Audio Radio Producer- Grade-III

Syllabus includes the following:

- History of Audio – Radio programme production
- Media message combination
- Media selection
- Audience profile
- Formats of presentation
- Program structure
- Cognizing/conceptualizing the audio scripts
- Pre-testing the presenter through audition test
- Total Quality Management, Sound composition, Editing, Mixing, Mastering, Panel discussion, story board, editing, sensitivity and spontaneity of the producer for every systemic element.
- Information and Communication Technology (ICT) in education
- Knowledge of various forms of music and sound effects
- Reflection of program through Montage
- Effective use of fade in and fade outs during the program
- Research and selection of resources- material, copyrighted material,
- Social Ethical, gender, constitutional, cultural, environmental, children with special needs issues in production specifically in education.
- Editing – Multi track, Sound mixing, Right to education
- IPR and copyright issues
- Importance of Music and sound effects in Radio production

The Scheme of Examination

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3. Overall merit shall be prepared on the basis of marks obtained in theory and skill test
TV Producer Grade- III

Syllabus covers the following:

- History of TV/Media Production
- Media message combination, media selection,
- Preparation of Audience profile and formats of presentation
- Program production structure
- Cognizing/conceptualizing the video scripts
- Pre-testing the presenter through screen test (ensuring view composition)
- Total Quality Management, Camera composition, Panel discussion, story board, editing, sensitivity and spontaneity of the producer for every systemic element
- Information and Communication Technology (ICT) in education
- Use of graphics
- Animation and illustration in TV production.
- Use of Montage
- Media Research and selection of resources- material, copyrighted free material
- Use of Chroma key techniques and Virtual sets
- Knowledge of virtual studio in creating virtual set
- Social Ethical, gender, constitutional, cultural, environmental, children with special needs issues related production, specifically in educational programme
- Knowledge of Right to Education Act
- Linear and non linear editing and special effects
- High Definition and Standard Definition formats
- Set designing concepts
- IPR and copyright issues and licensing for OER
- Effective use of Music and sound effects

The Scheme of Examination

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3. Overall merit shall be prepared on the basis of marks obtained in theory and skill test
Field Investigator

Syllabus covers the following
- Knowledge of classroom processes
- General language proficiency in Hindi and English + vernacular language
- Knowledge of hard skills and soft skills
- Adaptation of technology in the processes of teaching
- Processes of communication through multimedia
- Educational Research Methodology and Media Research
- Techno Pedagogy, Audience research, Classroom teaching pedagogy, Broadcasting, evaluation, knowledge of basic model of communication
- Web based online and offline research/feedback
- Knowledge of research trends in technology
- Competency of research data analysis and synthesis
- Competency on formative research and summative research
- Quantitative and qualitative research
- Preparation of research report
- Knowledge of instructional design and Story boarding.

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<td>Theory</td>
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2. Qualifying marks is 35% marks (minimum).
Technician Grade - I

Syllabus includes the following:

PART - I

- Telecast/Broadcast/Webcast/Transmission technology and processes used for mass communication
- Electronic components and Materials
- Computer Programming and applications
- Electronic Devices and Circuits.
- Digital Electronics
- Principles of Communication Engineering

1. AM/FM Transmitters and AM/FM Radio Receivers
2. Wave Propagation
3. Fiber optic communications
4. Satellite Communications
5. Introduction to digital and data communication systems
6. Digital Modulation Techniques
7. UART (Universal Asynchronous Receiver/Transmitter) UART
   (Universal Synchronous/Asynchronous Receiver/Transmitter)
8. Modems
9. Electronic Exchange
10. Operation of Cellular Mobile Telephone System
11. Cyber security systems

- Electronic Instruments and Measurements
- Power Electronics
- Consumer Electronic
- Trouble Shooting of Electronic Equipment
- Wireless and Mobile Communication
- Computer Networks
PART - II

1. Nature of sound
2. Types and principles of Microphones and loud speakers
3. Magnetic tape recording and reproduction
4. Sound studio installation Layout with equipment chain
5. Technical requirement for Outdoor recordings
6. Performance and measurement of audio and video equipment's
7. Store and purchase procedures
8. Safety precaution (electric and non-electric fire hazards)
9. Basics of Optics, Types of lenses used in still and video cameras
10. Basics of video cameras. Layout arrangement with equipment chain in television studios
11. Principles of video recording on magnetic tapes, optics discs and memory cards
12. Television Receivers and monitors
13. Satellite broadcasting principles for TV transmission and teleconferencing
14. Video Server based networking systems for archiving, editing, transmission and distribution

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3. Overall merit shall be prepared on the basis of marks obtained in theory and skill test
Floor Assistant

Syllabus covers the following

- Conceptual understanding of TV/Radio Studio floor and tasks performed before/during/after recording
- Coordination between producer, cameraman and floor manager
- Erection of sets for different Media programme production
- Knowledge of various sign languages followed during live/normal recording.

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<tr>
<td>1. Skill Test</td>
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Film Assistant

Syllabus covers the following:

- Process of Video Editing, Video capturing- Digitizing/Photo/Animation
- Computer graphics/Animation- Free hand illustrations through various software’s
- Animating live 2D/3D for educational film/video/multimedia production
- Knowledge of Adobe after effects, Photoshop, Illustrator and Flash
- Knowledge of file formats Importing data in appropriate post production format- Extension
- Use of Special effects in Editing.
- Application of transition and filters
- Audio leveling and balancing
- Color correction/Video enhancement
- Exporting data in the appropriate format
- Animation design
- Computer graphics design
- Promo / Montage making
- Experience in Non Linear Editing

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<tbody>
<tr>
<td>1. Skill Test</td>
<td>100</td>
<td>35%</td>
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Photographer Grade-II

Syllabus covers the following:

- Evolution of Camera
- Distinction between indoor and outdoor shooting Lighting
- Techniques of lighting on different time and location
- Various compositions of shots
- Types of Lenses
- Distinction between still photography and videography
- Aesthetic use of camera, Various Camera movements
- Concept of frame
- Types of shots
- Resolution
- Photo feature
- Extension of still photography to video
- Photo printing technology for proper output
- Improving photography using digital software
- Image editing using software
- RGB to CMYK conversion
- Developing photographs from video clips.
- ICT / Internet tools in view of social media

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<tbody>
<tr>
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<td>100</td>
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</table>
Electrician

Syllabus covers the following:

- Basic knowledge of electronics/electrical devices and circuits
- Concept of Negative, positive, neutral, earthing
- Maintenance, problem shooting related to electrical supply and distribution.
- Repairing of electronics/electrical equipment's / gazettes.

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<table>
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<tr>
<th>Max. Marks</th>
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<td>1. Skill Test 100</td>
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Light Man

Syllabus covers the following:

- Selection, identification and display lighting in stage craft, film and television
- Handling of studio and portable lights and their maintenance and trouble shooting
- Knowledge of different types of Lights for indoor and outdoor shooting/videography

The Scheme of Examination

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Dark Room Assistant

Syllabus covers the following:
- Handling equipment's and materials related to photography, videography.
- Handling photographic instruments in indoor and outdoor recording conditions
- Knowledge of lighting and basic shots
- Knowledge of types of camera and lenses
- Knowledge of digital photo printing technology and shot composition
- Knowledge photo/video editing/cropping.
- Knowledge of Problem shooting and maintenance of camera, related equipment's used for indoor and outdoor shooting

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Carpenter

Syllabus covers the following:

- Knowledge of type and quality of wood used for different purposes
- Use of wood for craft related carpentry and erection of sets for indoor and outdoor shooting.
- Knowledge of handling of carpentry tools and crafts related to carpentry materials
- Knowledge of painting and creation of sets for drama, video, film production

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Film Joiner

Syllabus includes the following

- Handling of equipment's and materials related to film, video, multimedia development, post-production
- Knowledge of software's for editing/joining of films/videos/multimedia production and post-production
- Equipment and software's related to display, projection in meeting conference/workshops.
- Cable connection, assimilation and maintenance related to film/video/multimedia production
- Experience of working for selection of music and sound effects for post-production.

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