

F.N.20.14/2024-25/MPD/CIET
Media Production Division
Central Institute of Educational Technology
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016

Dated: 25.04.2024

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

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

S.No.	Position	Qualifications and Experience Required
1	Production Assistant (Video)	<p>Essential Qualifications</p> <ol style="list-style-type: none"> Bachelors degree in Mass Communication/Journalism from recognized University/Institute or Bachelor's degree in any subject with a Diploma in Mass Communication/Journalism from recognized University/ Institute. Two years work experience in TV Production. <p>Desirable</p> <ol style="list-style-type: none"> Experience in writing TV scripts and TV program production. Preference will be given to the candidates having good knowledge of Hindi and English (written and spoken). Knowledge of Adobe Photoshop & video editing software. Masters' degree in Mass communication and Journalism.
2	Production Assistant (Audio)	<p>Essential Qualifications</p> <ol style="list-style-type: none"> Graduate degree in any discipline with Diploma in Media (Audio-Radio Production). Two years of relevant experience in reputed media organizations / industry at the level of production assistant or higher; active engagement with production and dissemination of Audio/Radio. Knowledge of NUENDO or any other audio recording/editing software. <p>Desirable</p> <ol style="list-style-type: none"> Experience of Educational Audio Program production. Experience of development and dissemination of media/ICT content. Experience of working with media/ICT for children and education.
3	Anchor (Hindi and English)	<p>Essential Qualifications</p> <ol style="list-style-type: none"> Bachelors Degree in any subject from recognized University /Institute. Two years of work experience in Anchoring from reputed media organization/channels in government/private sector. Anchors must have good command of the language, interviewing skills and have mastery of multitasking. Preference will be given to bilingual candidates. <p>Desirable</p> <ol style="list-style-type: none"> Knowledge of MS word, Excel & Power Point Presentation etc.

4.	Graphic Assistant/Artist	<p>Essential Qualification</p> <ol style="list-style-type: none"> 1. Graduate in any subject 2. Diploma in Graphics & Animation from recognized University /Institution with 2 years Experience in related field. <p>Desirable</p> <ol style="list-style-type: none"> 1. Skills in the Computer Graphics in Adobe Photoshop, Adobe Illustrator, In Design, Adobe After Effects and Adobe Animate. 2. Skill in figurative illustrations, 2D/3D Animation, Motion Graphics, UI/UX and VFX. 3. Preference will be given to the candidate having good knowledge of Hindi and English (Written & Spoken).
5.	Video Editor	<p>Essential Qualification</p> <ol style="list-style-type: none"> 1. Graduate from Recognized University/Institute 2. Diploma in Video Editing from Recognized University/Institute 3. Having excellent 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: Final Cut Pro, Adobe Premiere Pro, Adobe Photoshop and Adobe After Effects
6.	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. Three years experience of handling movie/video/DSLR camera in a reputed media production house University/ Institute / Doordarshan/ EMPC/CEC/ EMMRCs/ RIEs. <p>Desirable</p> <ol style="list-style-type: none"> 1. Person having experience in production of educational TV programs/films will be given preference. 2. Good knowledge of Hindi and English (Written & Spoken)

All candidates who are interested to appear in the walk-in-interview may reach CIET, NCERT at 09:00 am on mentioned dates against their preferred position:

Position	Dates
Production Assistant (Video & Audio)	15 th May
Anchor	16 th May
Graphic Assistant/Artist	18 th May
Cameraman	21 st May
Video Editor	22 nd May

1. The minimum eligibility for each post has to be met. It is the responsibility of the candidate to ensure that he/she fulfills the eligibility conditions in terms of (i) essential educational qualifications (ii) required experience etc as mentioned.
2. Age limit is 21 to 45 years on last day of the application.
3. These positions/posts are purely temporary and are to be booked 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 interaction and skill test in face-to-face mode. Also bring photocopies of essential documents.
5. No TA/DA will be paid for attending the interaction /Skill test.
6. Candidates should produce their experience certificates, written and/or published work, if any, (including their artwork, Multimedia, Graphics, Animation, Editing, Audio/Videos/ Advertisements/Promos/Jingles, Digital Books, translation work, Journals, Thesis/Dissertation/ Magazines, portals links, mobile apps store links etc. developed by them) at the time of skill test/interaction.
7. Canvassing in any form will be able to reject the candidature.

Head
MPD, CIET- NCERT