

F.N.30-22/2021-22/MPD/CIET  
Media Production Division  
Central Institute of Educational Technology  
National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi-110016

Dated: 19.08.2021

**Subject: - Engagement of Video-Editor, Graphic Assistant and Production Assistant only on daily wages basis-reg.**

MPD, CIET, NCERT invites applications from eligible candidates to prepare the panel of the following positions in Media Production Division.

S. No.	Position & Remuneration	Qualifications and Experience required
1.	<b>Video Editors</b>  <b>Remuneration @ Rs.2500/- per day</b>	<p><b>Essential Qualification</b></p> <ol style="list-style-type: none"> <li>1. Graduate</li> <li>2. Diploma in Video Editing from recognized institute</li> <li>3. Skills of non- linear Video Editing</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Two years of works experience</li> <li>2. Skills in the Computer Graphic work with typing in Hindi &amp; English.</li> <li>3. Knowledge of TV/Redio programme Production</li> <li>4. Software Knowledge: Abode Premier Pro &amp; Abode Photoshop.</li> <li>5. Preference will be given to Good knowledge of Hindi and English (Written &amp; Spoken).</li> </ol>
2.	<b>Graphic Artist</b>  <b>Remuneration @ Rs.2500/- per day</b>	<p><b>Essential Qualification</b></p> <ol style="list-style-type: none"> <li>1. MFA in Applied Art/Painting/Design.</li> <li>2. Diploma (2 or 3 years) in Graphics related work from recognized institution</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Two years of works experience</li> <li>2. Skills in the Computer Graphics in Adobe Photoshop, Adobe Illustrator, InDesign and Adobe after Effects.</li> <li>3. Skill in figurative illustrations</li> <li>4. Preference will be given to the candidate having Good knowledge of Hindi and English (Written &amp; Spoken).</li> </ol>
3.	<b>Production Assistant</b>  <b>Remuneration @ Rs.2500/- per day</b>	<p><b>Essential Qualification</b></p> <ol style="list-style-type: none"> <li>1. Master Degree in Mass Communication from a recognized University or Master degree in any subject with PG diploma in Mass Communication/Journalism.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Two years of works experience (research for writing TV scripts/ Production)</li> <li>2. Preference will be given to the candidate having Good knowledge of Hindi and English (Written and Spoken).</li> <li>3. Computer skills: MS word, Excel &amp; Power Point Presentation etc.</li> <li>4. Translation of Hindi – English vis-vis.</li> <li>5. One year experience in research for writing TV scripts.</li> </ol>

4.	<b>Anchor Remuneration @ Rs.2500/- per day</b>	<b>Essential Qualification</b> <ol style="list-style-type: none"> <li>1. Master Degree in Mass Communication/ Journalism from a recognized University. or Master /Bachelor degree in any subject with PG diploma in Mass Communication/Journalism.</li> <li>2. Two years of works experience in Anchoring.</li> </ol> <b>Desirable</b> <ol style="list-style-type: none"> <li>1. Preference will be given to the candidates having good knowledge of Hindi and English (Written &amp; Spoken).</li> <li>2. Computer skills: MS word, Excel &amp; Power Point Presentation etc.</li> <li>3. Translation of Hindi – English vis-vis.</li> <li>4. One year experience in research for writing TV scripts.</li> </ol>
5.	<b>Carpenter Remuneration @ Rs.2500/- per day</b>	<b>Essential Qualification</b> <ol style="list-style-type: none"> <li>1. Senior Secondary school certificate from Govt. recognised Board.</li> <li>2. One year ITI diploma/ Course in carpentry from Govt. recognised Board.</li> </ol> <b>Desirable</b> <ol style="list-style-type: none"> <li>1. Work experience in floor/ set designing.</li> </ol>

**Tenure:** As per requirements on daily wages basis only.

Those candidates who fulfill the above conditions may send their **applications only in attached prescribed format along with soft copy of certificates (PDF format) on both the e-mail [head.mpd@ciet.nic.in](mailto:head.mpd@ciet.nic.in) and [rajesh.nimesh@ciet.nic.in](mailto:rajesh.nimesh@ciet.nic.in) till 05<sup>th</sup> September, 2021.** Only shortlisted candidates will be called for an interview and/or skill test in online/face-to-face mode, to be decided later. In case of online interview, the candidate must appear as per the assigned slot only.

**Please note that only selected candidates will be intimated. No other query will be entertained.**

1. The minimum eligibility for each post has to be met. It is the responsibility of the candidates to ensure that they fulfil the eligibility conditions in terms of (i) educational qualifications (ii) experience etc.
2. These posts are purely temporary and posts may increase/decrease as per need.
3. Candidates should bring and produce their original certificates along with bio-data in support of their degree and experiences at the time of interview and /or skill test if done through face-to-face mode.
4. No TA/DA will be paid for attending the interview.
5. If selected, candidates may be required to join immediately.
6. Candidates should produce their written and/or published work, if any, (including their artwork, Multimedia, Graphics, Animation, 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.
7. The Council reserves the right to relaxation in the requirements i.e., experience in exceptional cases.
8. Canvassing through any means shall be taken seriously and the candidature is liable to be rejected.
9. Relaxation in age and percentage of marks shall be given as per the Govt. of India norms.

(Rajesh K. Nimesh)  
Head , Media Production Division  
CIET- NCERT

**Copy to:**

1. Joint Director CIET

### Application Form, MPD, CIET

Post Applied for \_\_\_\_\_

Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: (DD/MM/YYYY) \_\_\_\_\_

Father Name: \_\_\_\_\_ Mother Name: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email \_\_\_\_\_

Address for Communication: \_\_\_\_\_

Category (Gen/OBC/SC/ST/other) \_\_\_\_\_

Paste here  
recentpassport  
size Photograph  
with signature.

#### Educational Qualification

Qualification	Board/University/Institute	Subject	Year of Passing	Aggregate %
X <sup>th</sup>				
XII <sup>th</sup>				
Graduation				
Master Degree				
M.Phil				
PhD				
UGC NET				

#### Professional Qualification

Qualification	Board/University/Institute	Subject	Year of Passing	Aggregate %
Graduation/ Diploma				
Master Degree/PG Diploma				

#### Working Experience

Organization/Department	Designation	Duration	
		From	To

Total Year(s)/Month(s)/Day(s): \_\_\_\_\_

**Declaration:** I hereby declare that all mentioned information is correct up to my Knowledge and I bear the responsibility for the correctness of the Particular.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_