

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: 14.08.2023

**Subject: Invitation for walk in interview for empanelment of Production Assistant (Video), Anchor, Graphic Assistant/Artist and Cameraperson on daily wage basis for - reg.**

CIET, NCERT invites applications from eligible candidates for walk in interview to select and 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.	<b>Production Assistant ( Video/Audio)</b>	<p><b>Essential Qualifications and experience</b></p> <ol style="list-style-type: none"> <li>Bachelors degree in Mass Communication/Journalism from recognized University/Institute Or Bachelors degree in any subject with a Diploma in MassCommunication/Journalism from recognized University/institute.</li> <li>Two years of work experience in TV/Radio Production for degree holders/ three year experience for diploma holders.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>Experience in writing TV/Radio scripts and TV/Radio programme production.</li> <li>Preference will be given to the candidates having good knowledge of Hindi and English (Written and spoken).</li> <li>Computer skills: MS word, Excel, Adobe Photoshop &amp; Power Point Presentation etc.</li> <li>Masters degree in Mass communication and Journalism.</li> </ol>
2.	<b>Anchor (Hindi and English)</b>	<p><b>Essential Qualifications and experience</b></p> <ol style="list-style-type: none"> <li>Bachelors Degree in any subject from recognized University /Institute.</li> <li>Two years of work experience in Anchoring from reputed media organization/channels in government/private sector.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>Preference will be given to bilingual candidates and having PG Degree/Diploma in Mass Communication/Journalism.</li> <li>Computer skills: MS word, Excel &amp; Power PointPresentation etc.</li> </ol>
3.	<b>Graphic Assistant/Artist</b>	<p><b>Essential Qualifications and experience</b></p> <ol style="list-style-type: none"> <li>MFA with 1 year experience or BFA with 3 years experience in Applied Art/Painting/ Animation/Design/Fine Arts.</li> <li>3 years Diploma in Graphics &amp; Animation from recognized University /institution with 4 years' experience in related field.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>Skills in the Computer Graphics in Adobe Photoshop, Adobe Illustrator, In Design and Adobe after Effects and Flash.</li> <li>Skill in figurative illustrations,2D/3D animation and VFX.</li> <li>Preference will be given to the candidate having good knowledge of Hindi and English (Written &amp; Spoken).</li> </ol>
4.	<b>Cameraperson</b>	<p><b>Essential Qualifications and experience</b></p> <ol style="list-style-type: none"> <li>Intermediate/Senior Secondary school certificate from Govt. recognized Board or equivalent.</li> <li>Diploma/Certificate from a recognized Institute in Cinematography.</li> <li>Two years of experience of handling movie/video/DSLR camera in a reputed media production house University /Institute.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>Person having experience in production of educational TV programs/films will be given preference.</li> <li>Good knowledge of Hindi and English (Written &amp; Spoken)</li> </ol>

All candidates who are eligible and interested to appear in the walk-in-interview may reach room no 229 (second floor) CIET, NCERT at 9:00 am on mentioned dates positively as per the term & condition given below:

Position	Dates
Anchor	26 <sup>th</sup> August
Production Assistant	28 <sup>st</sup> August
Graphic Assistant/Artists	29 <sup>th</sup> September
Cameraperson	6 <sup>th</sup> September

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 40 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 interview and skill test in face-to-face mode.
5. No TA/DA will be paid for attending the interview/skill test.
6. Candidates should produce their original certificate of educational qualifications and 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.
7. Canvassing in any form will be liable to reject the candidature.

Joint Director  
CIET- NCERT

To

All concerned/potential candidates.

CC:

To Director, NID

Director, CEC-UGC

Director, EMPC-IGNOU

Directors of EMMRC in Indian Universities

Registrars of the Universities running UG/PG /Diploma course in the concerned subject areas.

Director, NIFT

Principals of Colleges of Arts in Indian Universities.

Head of departments in The Indian Universities. running UG/PG /Diploma course in the concerned subject areas