

F.N.20.04/202425/MPD/CIET
Media Production Division
Central Institute of Educational Technology
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016

Dated:21.02.2025

Subject: Empanelment of Production Assistant (Video & Audio), Anchor, Graphic Assistant/Artist, Video Editor, Cameraperson and Sound Recordist 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. The limit of maximum days in a month is 24 days.

| S.No. | Position | Qualifications and Experience Required |
|-------|---|---|
| 1. | Anchor (Hindi and English) | <p style="text-align: center;">Essential Qualifications</p> <ol style="list-style-type: none"> 1. Bachelor Degree in any subject from recognized University /Institute. 2. Anchors must have good command of the language, interviewing skills and have mastery of multitasking. 3. Preference will be given to bilingual candidates. <p style="text-align: center;">Desirable</p> <ol style="list-style-type: none"> 4. Two years of work experience in Anchoring from reputed media organization/channels in government/private sector. 5. Knowledge of MS word, Excel & Power Point Presentation etc. 6. Knowledge of AI Tools. |
| 2. | Production Assistant (Video) | <p style="text-align: center;">Essential Qualifications</p> <ol style="list-style-type: none"> 1. Bachelor 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. 2. Two years experience in TV Production. <p style="text-align: center;">Desirable</p> <ol style="list-style-type: none"> 1. Experience in writing TV scripts and TV program production. 2. Preference will be given to the candidates having good knowledge of Hindi and English (written and spoken). 3. Knowledge of video editing software. 4. Masters' degree in Mass communication and Journalism. 5. Knowledge of AR/VR and AI Tools. |
| 3. | Production Assistant (Audio) | <p style="text-align: center;">Essential Qualifications</p> <ol style="list-style-type: none"> 1. Bachelor degree in any discipline with Diploma in Media (Audio-Radio Production). 2. 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. 3. Knowledge of NUENDO or any other audio recording/editing software <p style="text-align: center;">Desirable</p> <ol style="list-style-type: none"> 4. Experience of Educational Audio Program production. 5. Experience of development and dissemination of media/ICT content. 6. Experience of working with media/ICT for children and education. 7. Knowledge of AR/VR and AI Tools. |

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|----|---------------------------------|---|
| 4. | Graphic Assistant/Artist | <p>Essential Qualification</p> <ol style="list-style-type: none"> 1. Bachelor degree in Fine Arts from Recognized University/Institute Or Bachelor in any subject with diploma in Graphics & Animation from recognized University /Institution with 2 years Experience in related field. <p>Desirable</p> <ol style="list-style-type: none"> 2. Skill in animation, 2D/3D Animation, Motion Graphics and VFX. 3. Software knowledge: Adobe Photoshop, Adobe Illustrator, In Design, Adobe After Effects and Adobe Animate. 4. Knowledge of AR/VR and AI Tools. 5. Preference will be given to the candidate having good knowledge of Hindi English and other Indian languages. (Written & Spoken). |
| 5. | Video Editor | <p>Essential Qualification</p> <ol style="list-style-type: none"> 1. Bachelor degree in Mass Communications from Recognized University/Institute/ Bachelor in any subject with diploma in Video Editing from Recognized University/Institute. 2. Having excellent skills of non-linear Video Editing and Storytelling. 3. Minimum Two years of work experience in the related field. <p>Desirable</p> <ol style="list-style-type: none"> 1. Software Knowledge: Adobe Premiere Pro, Adobe Photoshop and Adobe After Effects. 2. Knowledge of AR/VR and AI Tools. |
| 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) 3. Knowledge of AI Tools. |
| 7. | Sound Recordist | <p>Essential Qualifications</p> <ol style="list-style-type: none"> 1. 3 years Diploma in Electronics/ Electronics & communications from a recognized Institute Or Degree/Diploma in Sound engineering/ Sound recording Or B.Tech in Electronics & communications Or M.Sc. IT 2. Two years' experience as a technician or sound recordist in media industry. <p>Desirable</p> <ol style="list-style-type: none"> 3. Working knowledge of software like NUENDO, Logic Pro and Pro tools. 4. Good knowledge of Hindi and English (Written & Spoken) 5. Knowledge of AI Tools. |

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 |
|---|------------|
| Anchor | 17-03-2025 |
| Production Assistant (Video & Audio) | 18-03-2025 |
| Video editor | 19-03-2025 |
| Sound Recordist | 20-03-2025 |
| Camera person | 21-03-2025 |
| Graphic Assistant/Artist | 22-03-2025 |

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 the selected candidate will 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 experience 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 result in cancellation of candidature.

Head
MPD, CIET- NCERT