



Walk-in-Interview

क्षे.शि.सं., अजमेर निम्नलिखित पदों हेतु संविदा आधार पर आवेदन पत्र आमंत्रित करता है। इच्छुक अभ्यर्थी निम्नलिखित दिनांक को साक्षात्कार हेतु निर्धारित समय से 01 घंटे पूर्व संलग्न आवेदन पत्र को भरकर, अपने बायो-डेटा, फोटो, स्व-सत्यापित अंकतालिकाओं, शैक्षणिक प्रमाण-पत्रों की छायाप्रतियों के एक सेट एवं समस्त मूल दस्तावेजों के साथ उपस्थित हो सकते हैं:-

S. No.	Name of Post	No. of Post	Qualification	Job Description	Date & time of Interview and Consolidated Pay (in Rs.) per month
1.	Technical Coordinator (equivalent to Assistant Engineer Gr. A)	01	Essential: Master Degree in Computer Science/Computer Application/Information Technology/Computer Engineering along with Bachelor's degree in Computer Science/Computer Application/Information Technology/Computer Engineering from recognized university/institute with minimum 55% marks or equivalent grade in master degree. Desirable: 3 years experience in operation and maintenance of TV / Broadcasting studios in a responsible capacity.	Overall coordination, liaison with faculty to draw up academic programme and outside agencies for technical support, upkeep of facility, storage & processing of media produced etc.	10-07-2024 10:00 a.m. Rs. 2500/- per day subject to maximum of 15 days p.m.
2.	Producer Grade-II (equivalent to TVP Grade-II)	01	Essential: Degree in Mass Communication from a recognized university OR Degree in any discipline with diploma from recognized Institute in Mass Communication or equivalent. Experience: Three years experience of production film or TV programme in direction/film or TV Production. Desirable: <ul style="list-style-type: none">• Experience of development and dissemination of media/Information & Communication Technology (ICT) content.• Experience of working with media/Information & Communication Technology (ICT) for children and education.• National/International recognition, awards or publications.	Assist the producer/engineer in all production and technical activities of the facility, including operations and maintenance of all the equipment, editing, graphics, and conferencing i.e. one from engineering background & one from media production background	10-07-2024 10:00 a.m. Rs. 35,000/- per month
3.	Engineer Grade-II (equivalent to Engineering Assistant)	01	Essential: Bachelor Degree in Engineering with specialization in electronics, communication or Information Technology. Experience: Three years of relevant experience in reputed organization/industry; active engagement with operation and maintenance of relevant hardware and software/TV & Radio broadcast equipments. Desirable: <ul style="list-style-type: none">• Experience of working with a wide range of information & Communication Technology (ICT) based media equipment in production and broadcast environments.• Experience of working with wide range of operating system, networking, storage, relevant software application and troubleshooting.	Manage all technical activities of the facility including operations and maintenance of all the equipment including editing, graphics and conferencing, undertake training/orientation of all users of the system, ensure safe & effective use of the facility, liaison with agencies for technical support, store, package & manage the content resource procured/produced.	10-07-2024 10:00 a.m. Rs. 35,000/- per month
4.	Production Assistant/ Technician (equivalent to Technician/ Cameraman Grade II)	01	Essential: Graduate Degree in media production and management/Mass Communication/or in any discipline and Diploma from a recognized institute where the course of studies includes the critical aspect of still photography, videography, cinematography and film production or performing arts. Experience: Three years practical experience in different aspects of motion picture photography such as shooting, developing, printing, editing, dubbing, sound recording including 03 years experience of handling still and movie cameras/video cameras and film production/educational video programme production. Desirable: <ul style="list-style-type: none">• As per the needs of the project programme.	Assist the producer/engineer in all production and technical activities of the facility, including operations and maintenance of all the equipment, editing, graphics, and conferencing i.e. one from engineering background and one from media production background	10-07-2024 10:00 a.m. Rs. 35,000/- per month

Important Instructions:

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. These positions/posts are purely temporary and are to be booked on daily wage basis.
3. 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.
4. No TA/DA will be paid for attending the interview. 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, Books, Audio/Videos/Advertisements/Promos/Jingles, Translation work, Journals, Thesis/Dissertation/Magazines, portals links, mobile apps store links etc. developed by them) at the time of interview.
5. Application form only in the prescribed format will be considered.
6. The number of posts mentioned above is tentative. However, number of posts may be increased or decreased at any stage.
7. The age relaxation in respect of candidates belonging to SC/ST/OBC/PWD/WOMEN categories is provided in accordance with the GOI/UGC rules.
8. Merely fulfilling the minimum eligibility conditions does not constitute a claim for selection.
9. Institute reserves the right to cancel/postpone the recruitment process at its discretion.
10. In case of selection, offer of appointment will be sent through e-mail only.
11. Separate application is required for different post.
12. The contractual engagement will confer no right to claim the post on regular basis or contract basis or extension of the contract.
13. The engagement will be made as per the need of the Institute.
14. The Institute reserves the right to terminate the contractual engagement at any time without assigning any reason thereof.
15. Reservation would be applicable as per GOI rules.
16. Incomplete application will not be entertained.
17. APPLICATION WITHOUT E-MAIL ID, PHOTO, SIGNATURES, WILL BE SUMMARILY REJECTED.
18. It is the responsibility of the candidates to ensure that they fulfill the eligibility condition/criteria in terms of Educational qualifications etc.
19. Candidates already in jobs should get their applications forwarded through their employers and send with "No Objection Certificate".
20. Cover nose and mouth properly by wearing a mask and strictly follow the guidelines issued by the Central and State Government regarding Covid-19 from time to time.
21. **Application forms not presented one hour before the commencement of interview will not be entertained.**

ADMINISTRATIVE OFFICER

APPLICATION FORMAT

Post Applied	:		RECENT PASSPORT SIZE PHOTOGRAPH
Full Name (IN CAPITAL LETTERS)	:		
Father's name	:		
Date of Birth (DD/MM/YY)	:		
Mailing Address	:		
Mobile Number	:		
E-mail I.D.	:		
Whether belongs to SC/ST/PH/ (copy of certificate to be produced for interview)	:		

EDUCATION QUALIFICATION

S.No.	Examinations	Name of the Boards/Univ.	% of Marks	Subjects	Year of Passing/Award

PROFESSIONAL QUALIFICATION

S.No.	Certificate/Diploma, etc.	Name of Institutions	% of Marks /Grade	Specialization	Year of Passing/Award

JOB / WORK EXPERIENCE

S.No.	Post held	Period/Duration	Key Responsibilities

UNDERTAKING

I do hereby undertake that I have worked in the NCERT as per the details given below.

S.No.	Name of the Department	Designation	Period	
			From	To

My total period of engagement in the NCERT is.....years.....months.....days.

I declare that the particulars furnished above are true and correct to the best of my knowledge. In case of information given above is found incorrect then I am liable for action as per rule.

Signature

Name

Address.....

.....

Present Designation.....

Mobile Number