

F.No.3/9/2022-SD/AM

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

(An Autonomous Body under Ministry of Culture, Government of India)

Janpath Building, Janpath, New Delhi-110001

The Indira Gandhi National Centre for the Arts (IGNCA) an autonomous body under the Ministry of Culture intends to engage the following positions on contract basis through Walk-in-Interview. The responsibility and eligibility criteria are as under:

S.No	Name of the Position	No. of Positions	Unit	<u>Qualification, Age Limit & Remunerations</u>	Date of Interview and Time
1.	Content Executive	2 (one for Hindi and one for English)	Media Centre	<u>Essential Qualifications:</u> PG Degree in Journalism, Mass Communication or allied field <u>Desirable Qualification:</u> Experience of Minimum of 10 years in the related field; Fluency in writing in English and Hindi; Editing skills to copy edit the write ups; Writing skills to write scripts for AV projects <u>Age Limit:</u> 55 years <u>Remuneration:</u> Rs. 40,000 per month	19.05.2022 at 11:00 AM
2.	Content Supervisor	1	Media Centre	<u>Essential Qualifications:</u> PG Degree in Journalism, Mass Communication or allied field <u>Desirable Qualification:</u> Experience of Minimum of 20 years in the related field; Fluency in writing in English and Hindi; Editing skills to copy edit the write ups; Writing skills to write scripts for AV projects <u>Age Limit:</u> 65 years <u>Remuneration:</u> Rs. 55,000 per month	20.05.2022 at 11:00 AM
3.	Sr. Broadcast Engineer	1	Media Centre	<u>Essential Qualifications:</u> BE/BTech in Electronics and Communication or Electrical and Electronics or B. Tech (Computer Science) or MSc in Electronics from a recognised University/Institute; and At least 10 years experience in a	23.05.2022 at 11:00 AM

				<p>Television channel/Media House in operations and maintenance of broadcast equipment, such as CCU, Router, SPG, Tele System, ETC etc. or BSc in Electronics or Diploma in Electronics, Electronics Engineering / Electronics & Communication Engineering; and At least 6 years experience in a Television channel in operations and maintenance of broadcast equipment, such as CCU, Router, SPG Tele System, ETC etc.</p> <p><u>Desirable Qualifications:</u> PG in Associated discipline; Technical Experience of Minimum of 15 years in the related field; Competency to ensure installation/ set up of equipment and BNC cabling for Live streaming and recording of events; Technical competency to handle multiple events at a time; Editing skills to edit the basic video; Skills to perform Online Switching and Live streaming of events; Technical Troubleshooting skills</p> <p><u>Age Limit:</u> 50 years</p> <p><u>Remuneration:</u> Rs. 55,000 per month</p>	
4.	Broadcast Assistant	1	Media Centre	<p><u>Essential Qualifications:</u> BSc in Electronics or Diploma in Electronics/Electronics Engineering/Electronics & Communication Engineering /Computer Science and At least 5 years experience in operation of state-of the art broadcast equipment such as ingest controls, automation controls, Master Control Room equipment, operation of router controls and broadcast servers etc. in a TV channel or BE / B.Tech in Electronics and Communication or Electrical or Electronics and at least 2 years experience in a Television channel in operations and maintenance of broadcast equipment, such as CCU, Router, SPG, Tele System, ETC etc.</p> <p><u>Desirable Qualifications:</u> Experience of Minimum of 5 years in the related field</p> <p><u>Age Limit:</u> 40 years</p>	24.05.2022 at 11:00 AM

				Remuneration: Rs. 35,000 per month	
5.	Video Editor	2	Media Centre	<p>Essential Qualifications: Degree / Diploma in Film Editing from FTII or any other recognized university. Certificate in Film editing with 5 (five) years' experience in the field.</p> <p>Desirable Qualifications: Knowledge of at least two video editing software like FCP, AVID, Premiere etc; Knowledge of Photo editing software like Photoshop, In design, After effects etc; Experience of Minimum of 5 years in the related field; Competency to edit video packages with graphics and design photographic posters</p> <p>Age Limit: 35 years</p> <p>Remuneration: Rs. 40,000 per month</p>	25.05.2022 at 11:00 AM
6.	Senior Video Editor	1	Media Centre	<p>Essential Qualifications: Degree / Diploma in Film Editing from FTII or any other recognized university.; Certificate in Film editing with 7 (five) years' experience in the field.</p> <p>Desirable Qualifications: Experience of Minimum of 10 years in the related field; Knowledge of at least two video editing softwares like FCP, AVID, Premiere etc; Knowledge of Photo editing software like Photoshop; Competency to edit video packages with graphics and design photographic posters</p> <p>Age Limit: 50 years</p> <p>Remuneration: Rs. 55,000 per month</p>	26.05.2022 at 11:00 AM
7.	Program Producer	1	Media Centre	<p>Essential Qualifications: PG Diploma/Degree in Journalism/ Mass Communication/ Film Direction/ Program Production; At, least ten years of experience in Programme production in Visual media of Govt./PSU/Autonomous Bodies</p> <p>Desirable Qualifications: Experience of Minimum of 10 years in the related field; The applicant should be able to write scripts for programs and documentary films in English and Hindi; The</p>	27.05.2022 at 11:00 AM

				<p>applicant should have a fair knowledge of history/tradition/heritage/literature and culture topography of different regions of India.; Must have experience of working on single as well as multi-camera setup in and outside a TV studio and also a live telecast situation.</p> <p>Age Limit: 40 years</p> <p>Remuneration: Rs. 55,000 per month</p>	
8.	Associate Program Producer	1	Media Centre	<p>Essential Qualifications: PG Diploma/Degree in Journalism/ Mass Communication/ Film Direction/ Program Production; Atleast five years of experience in Programme production in Visual media of Govt./PSU/Autonomous Bodies</p> <p>Desirable Qualifications: Experience of Minimum of 5 years in the related field; The applicant should be able to write scripts for programs and documentary films in English and Hindi; The applicant should have a fair knowledge of history/tradition/heritage/literature and culture topography of different regions of India; Must have experience of working on single as well as multi-camera setup in and outside a TV studio and also a live telecast situation.</p> <p>Age Limit: 35 years</p> <p>Remuneration: Rs. 40,000 per month</p>	30.05.2022 at 11:00 AM
9.	Social Media Optimiser	1	Media Centre	<p>Essential Qualifications: Post Graduate in any discipline; Certificate in Computer related courses</p> <p>Desirable Qualifications: Experience of Minimum of 4 years in the related field; Experience of handling social media accounts of govt organisations and associated personnel</p> <p>Age Limit: 40 years</p> <p>Remuneration: Rs. 40,000 per month</p>	31.05.2022 at 11:00 AM

10.	Project Associate (Documentation)	4	Conservation	<p>Qualification: Masters in a discipline within the Humanities, preferably Museology, Art History, Archaeology, Anthropology, and Fabric and Apparel Science Keen interest in and awareness about Crafts, Textiles & Artistic Traditions of India Working knowledge of at least one regional language such as Bengali, Telugu, Assamese, Gujarati and Urdu, apart from proficiency in Hindi & English Computer skills, including working with Microsoft Excel and content Management Systems</p> <p>Age Limit: 40 years</p> <p>Remuneration: Rs. 40,000 per month</p>	18.05.2022 at 10:00 AM
11.	Project Assistant (Documentation)	4	Conservation	<p>Qualification: Masters in any discipline within the Humanities Awareness about Crafts, Textiles & Artistic Traditions of India Computer Skills, including working with Microsoft Excel and Content Management Systems</p> <p>Age Limit: 32 years</p> <p>Remuneration: Rs. 30,000 per month</p>	18.05.2022 at 10:00 AM
12.	Project Associate (Conservation)	2	Conservation	<p>Qualification: Masters in Art Conservation; Chemistry; Heritage Management & Conservation. Experience of more than 2 years of working in museums and on collection like Textile; Oil Painting and paper and or Knowledge of RTI and other imaging techniques Computer skills, including working with Microsoft Excel and Content Management Systems</p> <p>Age Limit: 35 years</p> <p>Remuneration: Rs. 40,000 per month.</p>	18.05.2022 at 10:00 AM
13.	Assistant (Conservation)	2	Conservation	<p>Qualification: Masters in any subject with experience of working in Museums & certificate in conservation will be added qualification Computer skills, including working with Microsoft Excel and</p>	18.05.2022 at 10:00 AM

				Content Management Systems Age Limit: 30 years Remuneration: Rs. 25,000 per month	
14.	Conservation Consultant	1	Conservation	Qualification: Doctorate in the field of Conservation More than 30 years experience Age Limit: not more than 60 years Remuneration: Rs. 70,000+10000(transport allowance) per month	23.05.2022 at 10:00 AM
15.	Project Assistant	1	Janapada Sampada Division	Essential Qualifications: Masters' Degree in Environment Science/ Social Science/ Cultural Anthropology/ Folklore/ Cultural Studies/ Human Ecology/ Cultural Geography from a recognized University; The candidate must have adequate knowledge and field-work experience in the field of Riverine Culture. Project Areas: The Riverine Culture Project aims to study the cultural and conservational practices thriving along the various rivers/water bodies of India. Age Limit: 30 years Remuneration: Rs. 30,000 per month	18.05.2022 at 10:00 AM

Candidates are requested to bring duly filled in prescribed application form supported by self-attested copies of testimonials along with original certificates for verifications at the time of walk-in-interview held at Janpath Building, Janpath, New Delhi-110001.

The IGNC A reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGNC A regarding selection of applicants for interview and or engagement shall be final binding.

Director (Admn.)



INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, Janpath Road New Delhi- 110001

APPLICATION FORM

Place for affixing
passport size
photo

Application for the post of: _____

1. Name :
2. Father's Name :
3. Date of Birth (in Christian Era) :
4. Correspondence Address :
5. Address (permanent) :
6. Telephone No./Mobile No./Email :
7. Educational Qualifications (beginning with Matriculation onwards)

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

9. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:

Office/ Institution	Post held/ Nature of Work	Experience		
		From Total	To	

10. Additional information, if any, which you would like to mention in support of your suitability for the post. This among other things may provide information with regard to

- (i) Candidates should enclose a detailed CV
- (ii) Additional academic qualification
- (iii) Professional training
- (iv) Work experience over and above prescribed in the vacancy circular/advertisement (Note: enclose a separate sheet, if space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Selection Committee will also assess the **Curriculum Vitae** duly supported by documents submitted by me at the time of selection for the post.

(Signature of the Applicant)

Date: _____

Place: _____