

File No. 12/240/2023-SD/AM
Indira Gandhi National Centre for the Arts
Janpath Building, Janpath Road, New Delhi – 110001

Date: 16.02.2024

The Indira Gandhi National Centre for the Arts (IGNCA), is an autonomous institution under the Ministry of Culture, Govt. of India is visualised as a centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. The IGNCA seeks to place the arts within the context of the natural and human environment. The fundamental approach of the centre in all its work is multi-disciplinary and holistic.

Media Centre proposes to engage the services of following personnel on contract basis and conduct walk-in-interviews for the following positions on the dates mentioned.

1. Name of the Position- Sr. Video Editor

- **Number of Posts- 1**
- **Duration:** For an initial period of one year
- **Monthly remuneration-** Rs. 55,000/- per month
(Other terms and conditions as per IGNCA norms)
- **Age Limit-** 50 years
- **Essential Qualifications**
 - ✓ Degree/ Diploma in Film/Video Editing from FTII or any other recognised university with 10 years experience in the field, or
 - ✓ Certificate in Film Editing with 12 years experience in the field.
- **Desirable Qualifications**
 - ✓ Proficiency in using various Video Editing Software.
 - ✓ Aesthetic sense to edit videos and films.
 - ✓ Supervise Post Production of Video and films.
- **Work Profile**
 - ✓ The selected person should be able to perform editing on various no-linear editing systems including FCP and Adobe.
 - ✓ She/he should be able to maintain the various projects in a way that make the related data and timeline easily accessible for future updating/modifications.
 - ✓ She/He should be able to supervise edits of Assistant Producer and Video Editor.
- **Mode of Selection-** Walk in Interview
- **Place of Posting-** New Delhi
- **Date of Interview:** 27.02.2024
- **Time of Interview:** 11:00 AM
- **Reporting time:** 10:30 AM

2. Name of the Position- Assistant Sound Recordist

- **Number of Posts- 02**
- **Duration:** For an initial period of one year
- **Monthly remuneration-** Rs. 40,000/- per month
(Other terms and conditions as per IGNC norms)
- **Age Limit-** 45 years

- **Essential Qualifications**
 - ✓ Bachelor's degree from any recognized University with basic knowledge of computer operations with 5 (five) years experience in the field, or
 - ✓ 10+2 from any board with 10 years experience of managing sound related work in the field

- **Desirable Qualifications**
 - ✓ Knowledge and experience of handling PA system
 - ✓ Experience of assisting Broadcasting related work

- **Work Profile**
 - ✓ The selected person should be able to operate the Digital A/V Archiving System
 - ✓ She/he should be able to install and operate the Sound System public address system and conference systems
 - ✓ She/he should be able to install and operate the equipment for power point presentation.

- **Mode of Selection-** Walk in Interview
- **Place of Posting-** New Delhi
- **Date of Interview:** 28.02.2024
- **Time of Interview:** 11:00 AM
- **Reporting time:** 10:30 AM

3. Name of the Position- Light & Set Assistant

- **Number of Posts- 1**
- **Duration:** For an initial period of one year
- **Monthly remuneration-** Rs. 40,000/- per month
(Other terms and conditions as per IGNCA norms)
- **Age Limit-** 45 years

- **Essential Qualifications**
 - ✓ ITI or Certificate in Electronics, or
 - ✓ Matriculation with 10 years' of experience in the field.

- **Desirable Qualifications**
 - ✓ Knowledge of different types of studio lights
 - ✓ Experience of assisting cameraman in live events

- **Work Profile**
 - ✓ The selected person should have considerable experience in handling, erection of sets in stage, television or film
 - ✓ She/he should be able to undertake strenuous physical work and be familiar with Handling & loading of technical equipment etc

- **Mode of Selection-** Walk in Interview
- **Place of Posting-** New Delhi
- **Date of Interview:** 28.02.2024
- **Time of Interview:** 02:30 PM
- **Reporting time:** 02:00 PM

- **Place of Interview:** 4th Floor, C-Wing, IGNCA, Janpath, New Delhi-110001.

Candidates are requested to bring the filled application form given below along with updated resume and self attested copies of all testimonials (Academic Marksheet/Experience Certificates). Original and Copy of Identity Proof (Aadhar Card/ PAN Card/ Voter-ID/ Driving Licence) is mandatory to bring. Candidates are requested to report on time for verification of original certificates and only eligible candidates will be allowed to appear for the interview.

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

Director (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the position of

Recent Passport
size Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile
e-mail ID.
5. Address (Permanent) :
6. Aadhar No. :
7. PAN Card No. :
8. Educational Qualifications (beginning with Matriculation, onwards) :

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

9. Whether educational qualifications/professional qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):
10. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

11. 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	From & To	i)Scale of pay ii)Basic Pay iii)Grade pay iv)Present/past pay scale in the Grade pay	Nature of duties In detail (attach Separate sheets, If required)

12. 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) Additional academic qualification
 - (ii) Profession training
 - (iii) Work experience over and above prescribed in the vacancy circular/advertisement
- (Note: enclose a separate sheet, if space is insufficient)

13. Remarks: The candidates may indicate information with regard to

- (i) Reports and special projects
 - (ii) Awards/scholarships/official appreciation
 - (iii) Affiliation with the professional bodies/institutions/societies and
 - (iv) Any other information
- (Note: enclose a separate sheet, if space is insufficient)

14. Service to which belongs :

15. Nature of present employment if any. :

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 Candidate)

