

File No. 3/33/2021-SD/AM
Indira Gandhi National Centre for the Arts
Janpath Building, Janpath Road, New Delhi – 110001

Date: 21.09.2023

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. Cameraman (Video)

- **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 Cinematography from FTII or any recognised institute/ university with 10 years experience in the field, or
 - ✓ Certificate in Cinematography followed by 12 years experience in the field.

- **Desirable Qualifications**
 - ✓ Proficiency in using various models and types of Video Cameras.
 - ✓ Aesthetic sense to shoot videos and films.
 - ✓ Skills and acumen to Supervise Lighting on Set.

- **Work Profile**
 - ✓ The selected person should be able to operate the various makes and models of camera in Studio, outdoor and multi-camera operations.
 - ✓ She/he should be able to work in different lighting conditions and to design the lights as per the demand of the scene.
 - ✓ She/He should be able to adjust the camera settings as per the requirement.

- **Mode of Selection-** Walk in Interview
- **Place of Posting-** New Delhi
- **Date of Interview:** 4th October 2023
- **Time of Interview:** 10:30 AM
- **Reporting time:** 10:00 AM

2. Name of the Position- Sr. Programme Producer

- **Number of Posts- 1**
- **Duration:** For an initial period of one year
- **Monthly remuneration-** Rs. 70,000/- per month
(Other terms and conditions as per IGNC norms)
- **Age Limit-** 45 years

- **Essential Qualifications**
 - ✓ PG Diploma/Degree in Journalism/ Mass Communication/Film Direction/
Program Production with at least twelve years of experience in
Program production in Visual Media.

- **Desirable Qualifications**
 - ✓ Ability to write scripts for programs and documentary films in English and
Hindi.
 - ✓ Knowledge of Production styles for documentary films.
 - ✓ Experience of handling single camera and multi-camera productions.
 - ✓ The applicant should have a fair knowledge of history/ tradition/
heritage/ literature and culture topography of different regions of India.

- **Work Profile**
 - ✓ He/She will be expected to handle
single as well as multi-camera setup in and outside a TV studio.
 - ✓ He/She will be allocated duty to supervise live telecast situations.

- **Mode of Selection-** Walk in Interview
- **Place of Posting-** New Delhi
- **Date of Interview:** 5th October 2023
- **Time of Interview:** 10:30 AM
- **Reporting time:** 10:00 AM

3. Name of the Position- Asst. Producer

- **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 IGNC norms)
- **Age Limit-** 40 years

- **Essential Qualifications**
 - ✓ PG Diploma/Degree in Journalism/ Mass Communication/Film Direction/ Program Production with at least five years of experience in Program production in Visual Media.
- **Desirable Qualifications**
 - ✓ Fluency in writing in English and Hindi.
- **Work Profile**
 - ✓ He/she will have to assist Sr. Program Producer in the making of documentary films and TV software.
- **Mode of Selection-** Walk in Interview
- **Place of Posting-** New Delhi
- **Date of Interview:** 5th October 2023
- **Time of Interview:** 2:30 PM
- **Reporting time:** 2:00 PM

4. **Name of the Position- Asst. Content Executive (Hindi)**

- **Number of Posts-** 1
- **Duration:** For an initial period of one year
- **Monthly remuneration-** Rs. 30,000/- per month
(Other terms and conditions as per IGNC norms)
- **Age Limit-** 35 years
- **Essential Qualifications**
 - ✓ Post Graduate Degree in Journalism, Mass Communication or allied field.
- **Desirable Qualifications**
 - ✓ Fluency in writing in English and Hindi.
 - ✓ Editing skills to copy edit the write ups.
- **Work Profile**
 - ✓ The content Executive will be responsible to write Press Release, Press note and publicity material for media as and when required.
- **Mode of Selection-** Walk in Interview
- **Place of Posting-** New Delhi
- **Date of Interview:** 6th October 2023
- **Time of Interview:** 10:30 AM
- **Reporting time:** 10:00 AM

- **Place of Interview:** 4th Floor, C-Wing, IGCA.

Candidates are requested to bring updated resume supported by self attested copies of testimonials. 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 IGCA reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGCA regarding selection of applications for interview and/or engagement shall be final and binding.

Director (A)
IGCA

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)