

File No.3/33/2018-SD/AM (Adv. 36/2018)
Indira Gandhi National Centre for the Arts
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
Central Vista Mess, Janpath, New Delhi – 110 001

Indira Gandhi National Centre for the Arts, an autonomous Trust under the Ministry of Culture, Govt. of India intends to engage one position of Programme Producer on contract basis for Media Centre, for a period of one year.

Programme Producer (1 Position):

Job Requirement:

The selected person would be expected to produce a minimum of four half an hour or one hour quality and telecast worthy programme in a month. He/She should be able to devise/plan/compile programme from out of the raw footage available with Media Centre of IGNC. He/She would be responsible for creating software for different TV Channels as and when required. He/she would also be required to be the Producer incharge for field documentation within and outside IGNC.

Educational Qualification:

Essential Qualifications:

- (i) Master degree in any subject
- (ii) Ten years of experience in Programme production in Visual media of Govt./PSU/Autonomous Bodies, out of which Five Year should be in supervisory capacity.

Desirable:

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.

Age Limit:

Not more than 55 years

Time Period:

One Year.

Monthly emoluments: Rs.50,000/- per month.

Leave: He/she will be entitled for leave @ two and half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

Mode of Selection: Scrutiny of application of eligible candidates followed by interview.

Place of Posting: New Delhi

Apart from documentary proof of all educational and other qualification the candidate shall have to bring a 10-12 minutes showreel of his/her previous work which could be played at the time of interview.

Candidates are required to fill the prescribed form given below, supported by self attested copies of testimonials and submit to Under Secretary (Establishment), C.V. Mess, Janpath, New Delhi 110 001 latest by 22.10.2018. Only eligible candidates will be allowed to appear for interview. Candidates will not be eligible for any travel/conveyance expenditure.

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

Director (A)
IGNCA

7. Whether education qualification/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):

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	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

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) 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)

11. 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)

12. Service to which belong :

13. Nature of present employment, if any:

14. Additional details about present employment:

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)

Dated: