

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

Date: 09.09.2024

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.

The following post is being advertised for the engagement of one (01) Video Editor and one (01) Photographer purely on contractual basis in the Media Centre.

The job specifications, eligibility and other terms & conditions are given as under:-

1. Name of the Position- Video Editor

- **Number of Posts- One (01)**
- **Monthly remuneration-** Rs. 45,000/- per month
- **Duration-** For an initial period of one year
- **Age Limit-** Not more than 40 years as on date of walk-in-interview
- **Essential Qualifications -**
 - ✓ Degree/Diploma in Film Editing from FTII/any other recognized university

Or

 - ✓ Certificate in Film editing with five (05) years experience in the field
- **Desirable Qualifications-**
 - ✓ Knowledge of at least two video editing softwares like FCP, AVID, Premiere
 - ✓ Knowledge of Photo editing software like Photoshop, In Design, After-effects
 - ✓ Experience of Minimum of five (05) years in the related field
 - ✓ Competency to edit video packages with graphics and design photographic posters
- **Work Profile -**
 - ✓ Video Editor will be responsible for post-production and packaging of programs and events on various non-linear editing systems
 - ✓ She/he will be responsible to maintain the various projects in a way that make the related data and timeline easily accessible for future updating/modifications
- **Place of Posting-**New Delhi
- **Leave-** 13 days in a calendar year on pro-rata basis
- **Mode of Selection-** Walk-in-Interview
- **Date & Place:** 12.09.2024 at 4th Floor, C-Wing, Media Centre, IGNCA, Janpath, New Delhi-110001
- **Reporting time:** 10:00 AM
- **Time of Interview:** 11:00 AM

2. **Name of the Position- Photographer**

- **Number of Posts- One (01)**
- **Monthly remuneration-** Rs. 40,000/- per month
- **Age Limit-** Not more than 40 years as on date of walk-in-interview
- **Essential Qualifications -**
 - ✓ Degree/Diploma/Certificate in Photography
- Or
- ✓ Degree/Diploma in Mass Communication with Photography as a subject
- **Desirable Qualifications-**
 - ✓ Experience of Minimum of three (03) years in the related filed
 - ✓ Experience of handling photography for formal govt. events and programs
- **Essential Technical Skills Requirement-**
 - ✓ Hands -on experience with handling a DSLR camera.
 - ✓ Understanding of all the technical features of a camera, tripod, mic adjustments and lights.
 - ✓ Experience in photo editing software
- **Place of Posting-**New Delhi
- **Leave-** 13 days in a calendar year on pro-rata basis
- **Mode of Selection-** Walk-in-interview
- **Date & Place:** 12.09.2024 at 4th Floor, C-Wing, Media Centre, IGNC A, Janpath, New Delhi-110001
- **Reporting time:** 01:00 PM
- **Time of Interview:** 02:00 PM

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 should also bring their work portfolios in the interview. Candidates are requested to report on time for verification of original certificates and only eligible candidates will be allowed to appear for the interview.

A candidate, if selected, will have to submit, at the time of joining, two reference letters/ testimonials obtained from previous employer/organisation/institution where the candidate has either worked or studied and such reference letters should have been issued within a month.

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 applications for interview and/or engagement shall be final and binding.

Director (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, Near Western Court, New Delhi-110001

APPLICATION FORM

Application for the position:

Recent
Passport size
Photograph

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Permanent Address :
6. Telephone No. /Mobile No. :
7. E-mail ID :
8. Aadhaar No. :
9. PAN Card No. :
10. Educational Qualification (in ascending order) :

S.No.	Qualification	Year of passing	University/ Institution	% of marks	Class/Division

11. 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):

12. Please state clearly whether in the light of entries made by you above, you meet the

requirement of the post :

13. Details of Employment, in ascending order (**enclose a separate sheet duly authenticated by your signature, if the space below is insufficient**):

S. No.	Organisation/ Institution/ Office	Post held	From & To	Please indicate: i)Scale of pay ii)Basic Pay iii)Grade pay iv)Consolidated Pay v)Regular/ Contractual	Employer's full Name, Address and Contact No. of the Concerned Officer

14. 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)

15. 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)

I undertake to submit that I have gone through all details of the vacancy circular/advertisement and accordingly I have submitted by Curriculum Vitae for the selection to the said post. In case of any discrepancy, I will be held solely responsible.

(Signature of the Candidate)