

F.No. 3/33/2020-SD/AM (Adv. No.37/2020)
Indira Gandhi National Centre for the Arts
Sutradhara Division
Establishment Section

Dated: 17.12.2020

Indira Gandhi National Centre for the Arts, an autonomous Trust under the Ministry of Culture, Govt. of India intends to engage following positions on contract basis in the Media Centre of IGNSA, for a period of one year:-

(1) Broadcast Engineer/Vision Mixer Engineer (One Position):

Work Profile:

- (i) The selected person should be able to install and operate the on-line editing system.
- (ii) She/he should be able to take care of the maintenance of Audio Visual equipment, on location and in PCR.
- (iii) She/he should be able to manage the recorded data, and ensure the preservation of the same by e-cataloguing and tabulating.

Essential Qualification:

- (i) B.Tech. Degree / Diploma in Editing from FTII or any other recognized university with 2 (two) years' experience in the field.
- (ii) Graduate in any discipline from a recognized university with certificate in Video editing followed by 5 (five) years' experience in the field.
- (iii) 10+2 from any board with 10 years' experience in the field.

Age Limit: Not more than 40 years (as on last date of receipt of application)

Monthly emoluments: Rs.40,000/- per month.

(2) Cameraperson (One Position):

Work Profile:

- (i) The selected person should be able to operate the various makes and models of camera in Studio, outdoor and multi-camera operations.
- (ii) She/he should be able to work in different lighting conditions and to design the lights as per the demand of the scene.

(iii) She/He should be able to adjust the camera settings as per the requirement.

Essential Qualification:

- (i) Degree / Diploma in Cinematography from FTII or any other recognized university with 2 (two) years' experience in the field.
- (ii) Certificate in Cinematography followed by 5 (five) years' experience in the field.
- (iii) 10+2 from any board with 10 years' experience in the field.

Age Limit: Not more than 45 years (as on last date of receipt of application)

Monthly emoluments: Rs.40,000/- per month.

(3) Sound Recordist (One Position):

Work Profile:

- (i). The selected person should be able to install and operate Sound systems of various configurations during indoor/outdoor musical concerts by musicians of repute.
- (ii). She/he should be able to install and operate the public address systems and conference systems.
- (iii). She/he should be able to provide/ record good quality audio during video recordings.

Essential Qualification:

- (i) Degree / Diploma in Sound Engineering from FTII or any other recognized university with 2 (two) years' experience in the field.
- (ii) Certificate in Sound Engineering followed by 5 (five) years' experience in the field.
- (iii) +2 from any board with 10 (ten) years' experience in the field.

Age Limit: Not more than 40 years (as on last date of receipt of application)

Monthly emoluments: Rs.40,000/- per month.

(4). Video Editor (One Position):

Work Profile:

- (i). The selected person should be able to perform editing on various non-linear editing systems.
- (ii). 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.

Essential Qualification:

- (i) Degree / Diploma in Film Editing from FTII or any other recognized university.
- (ii) Certificate in Film editing with 2 (two) years' experience in the field.
- (iii) 10+2 from any board with 5 (five) years' experience in the field.

Age Limit: Not more than 45 years (as on last date of receipt of application)

Monthly emoluments: Rs.30,000/- per month.

(5) Technical Assistant (One position):**Work Profile:**

- (i). The selected person should be able to operate the Digital A/V Archiving System.
- (ii). She/he should be able to install and operate the Sound System public address system and conference systems.
- (iii). She/he should be able to install and operate the equipment for power point presentation.

Essential Qualifications:

- (i) Bachelor's degree from any recognized University with basic knowledge of computers with 1(one) year experience in the field.
- (ii) 10+2 with Certificate in Computer operations (basic) and 2(two) years' experience in the field.

Age Limit: Not more than 35 years (as on last date of receipt of application)

Monthly emoluments: Rs.30,000/- per month.

(6) Technical Operator (One position)**Work Profile:**

- (i). The selected person should be able to install and operate Sound systems of various configurations during indoor/outdoor events.
- (ii). She/he should be able to install and operate the public address systems and conference systems.

Essential Qualifications:

- (i) B.Tech/Diploma in Electronics from recognized University.

- (ii) ITI or certificate in Electronics with 2(two) years' of experience in the field.
- (iii) 10+2 with 5(five) years of experience in the field.

Age Limit: Not more than 40 years (as on last date of receipt of application)

Monthly emoluments: Rs.30,000/- per month.

(7). Junior Library Assistant (One position)

Work Profile:

- (i). The selected person should be able to operate and maintain a full-fledged Media Library.
- (ii). She/he should be able to prepare Meta data for A/V holdings, for easy access of the same.

Essential Qualifications:

- (i) Bachelor's degree, preferably in Media Communication from a recognized University, with 2(two) years of work experience in the field.

Age Limit: Not more than 35 years (as on last date of receipt of application)

Monthly emoluments: Rs.30,000/- per month.

(8). Technical Assistant (Set) (One position):

Work Profile:

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

Essential Qualifications:

- (i) ITI or Certificate in Electronics
- (ii) Matriculation with 5(five) years' of experience in the field.

Age Limit: Not more than 45 years (as on last date of receipt of application)

Monthly emoluments: Rs.30,000/- 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: Screening of eligibility followed by Interview.

Place of Posting: New Delhi, transferable to other Regional Centers of IGNC A.

Note: If any candidate apply for more than one position, separate application form may be submitted.

Apart from documentary proof of all educational and other qualification, the candidate shall have to bring a 10-12 minutes show reel 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 28.12.2020. Only eligible candidates will be allowed to appear for interview. Candidates will not be eligible for any travel/conveyance expenditure.

The IGNC A reserves the right to 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 and binding.

Director (Admn)
IGNC A

Passport
size photo



INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

APPLICATION FOR THE POSITION OF _____

1.	Name (in Capital letters as it appears in the Matriculation Certificate)	
2.	Present Address with Pin Code	
3.	Permanent Address	
4.	Telephone no./Mobile no./Email/Fax no., (if any)	
5.	Nationality	
6.	Date of Birth	
7.	Age as on 28.12.2020	
8.	Sex(Male/Female)	
9.	Marital Status	
10.	Category (SC/ST/PH/General)	

11.	Educational Qualification: Educational Qualification starting with highest qualification to Matriculation detailing the name of the Institution, Division/Class, Rank , Year, Degree/Diploma. (attach an extra sheet if required)	
12.	a)Languages Known 1. Read 2. Write 3. Both	1. 2. 3.
13.	Technical training attended, if any, along with the subject matter and duration	
14.	Previous experience including the name of the institutions, duration and nature of work. (attach an extra sheet, if required).	

(Signature of the Applicant)

Dated: -----