

No. F. 3-9/2019/CIET

National Council of Educational Research & Training

Sri Aurobindo Marg, New Delhi-110016

Sub. : Vacancy Notice.

Applications are invited from candidates who fulfil the following qualifications and other eligibility conditions as on 1.10.2019 for selection of suitable candidates for filling up the following posts by direct recruitment through open competition.

The selected candidate shall be posted in CIET, NCERT Chacha Nehru Bhavan, Sri Aurobindo Marg, New Delhi-110016 and liable to transfer anywhere in India.

| S. No. | Name of Post | Pay Level | Number of Post |
|--------|--------------------------------|-------------------------------------|-----------------------------------|
| 1. | Film Producer | Level-11 (Rs. 67,700 to 2,08,700/-) | 1 (UR) |
| 2. | Sound Recordist Grade-I | Level-10 (Rs. 56,100 to 1,77,500/-) | 1 (UR) |
| 3. | T.V. Producer Grade-I | Level-10 (Rs. 56,100 to 1,77,500/-) | 1 (UR) |
| 4. | Assistant Engineer Gr. 'A' | Level-10 (Rs. 56,100 to 1,77,500/-) | 5 (01 UR, 03 OBC & 01 EWS) |
| 5. | T. V. Producer Grade-II | Level-6 (Rs. 35,400 to 1,12,400/-) | 2 (01 UR & 01 OBC) |
| 6. | Script Writer | Level-6 (Rs. 35,400 to 1,12,400/-) | 1 (UR) |
| 7. | Cameraman Grade-II | Level-6 (Rs. 35,400 to 1,12,400/-) | 2 (01 UR & 02 OBC) |
| 8. | Engineering Assistant | Level-6 (Rs. 35,400 to 1,12,400/-) | 1 (OBC) |
| 9. | Audio Radio Producer Grade III | Level-5 (Rs. 29,200 to 92,300/-) | 1 (UR) |
| 10. | T. V. Producer Grade-III | Level-5 (Rs. 29,200 to 92,300/-) | 3 (01 SC & 02 OBC) |
| 11. | Field Investigator | Level-5 (Rs. 29,200 to 92,300/-) | 1 (UR) |
| 12. | Technician Grade-I | Level-5 (Rs. 29,200 to 92,300/-) | 7 (02 UR, 03 OBC, 01 ST & 01 EWS) |
| 13. | Floor Assistant | Level-4 (Rs. 25,500 to 81,100/-) | 2 (OBC) |
| 14. | Film Assistant | Level-4 (Rs. 25,500 to 81,100/-) | 02 (01 UR & 01 OBC) |
| 15. | Photographer Grade-II | Level-5 (Rs. 29,200 to 92,300/-) | 1 (UR) |
| 16. | Electrician | Level-2 (Rs. 19,900 to 63,200/-) | 1 (UR) |
| 17. | Lightman | Level-2 (Rs. 19,900 to 63,200/-) | 1 (OBC) |
| 18. | Dark Room Assistant | Level-2 (Rs. 19,900 to 63,200/-) | 1 (UR) |
| 19. | Carpenter | Level-2 (Rs. 19,900 to 63,200/-) | 1 (UR) |
| 20. | Film Joiner | Level-2 (Rs. 19,900 to 63,200/-) | 1 (UR) |

Eligibility Criteria :

1. Film Producer

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| Educational and other qualifications | Qualification: A. Essential : Degree from a recognized University/Diploma in film production from a recognized Instt. such as National School of Drama/ FTII/Madras Film School etc. with 3 years experience as Producer or 7 years experience of having worked as Producer for short films. B. Desirable : Experience of Scriptwriting and also some teaching experience. |
| Age Limit | Below 40 years provided that there will be no age limit for the employees of the Council. |

2. Sound Recordist Grade-I

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| Educational and other qualifications | Qualification: A. Essential : 1. Degree in Physics (with wireless) from recognized university/ Institute 2. 8 years experience of sound recording in a film studio of repute. OR Degree/Diploma in sound recording and sound engineering or in Telecommunication Engineering from a recognized University/ Institute. 3. 5 years experience of sound recording in motion picture Organization or in a studio. |
| Age Limit | Below 35 years provided that there will be no age limit for the employees of the Council. |

3. T.V. Producer Grade-I

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| Educational and other qualifications | Qualification: A. Essential : 1. Degree from a recognized University 2. Degree/Diploma in direction/film or T.V production from recognized institute with experience of Film/T.V. production for 3 years. OR 8 years experience of making film/TV programmes. B. Desirable : 1. Experience of production of TV programmes. 2. Experience of teaching in educational Institution. |
| Age Limit | Below 35 years provided that there will be no age limit for the employees of the Council. |

4. Assistant Engineer Gr. - 'A'

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| Educational and other qualifications | Qualification: A. Essential : 1. Degree in Electrical Engineering/Electronics/Electrical Communication Engineering or M.Sc. Degree in Physics with wireless communication or electronics as a special subject from a recognized University or equivalent. |
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2. 3 years experience in operation and maintenance of TV/Broad-casting studios in a responsible capacity.

Age Limit Below 35 years provided that there will be no age limit for the employees of the Council.

5. T. V. Producer Grade-II :

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| Educational and other qualifications | A. Essential : 1. Degree from a recognized University. 2. Diploma from the recognized institute OR 3 years experience of production film or TV, programme in direction/film or TV Production. |
| Age Limit | Below 35 years provided that there will be no age limit for the employees of the Council. |

6. Script Writer

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| Educational and other qualifications | A. Essential : 1. Degree from a recognized University. 2. 3 years experience of writing shooting scripts for film/TV. 3. Proficiency in any one of the main languages mentioned in the 8th schedule of the constitution. B. Desirable : 1. Research experience leading to scripts. |
| Age Limit | Below 35 years provided that there will be no age limit for the employees of the Council. |

7. Cameraman Grade-II :

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| Educational and other qualifications | A. Essential : 1. Matric or equivalent. 2. Diploma or certificate from a recognized Institute where the course of studies includes the critical aspect of still photography, cinematography and film production. OR 7 years practical experience in different aspects of still photography and motion picture photography such as shooting, developing, printing editing, dubbing, sound recording etc. 3. Two years experience of handling still and movie cameras and film production. 4. Experience in supervision of photographic laboratory. B. Desirable : At least three years experience in shooting films and Art work required in films production. |
| Age Limit | Below 35 years provided that there will be no age limit for the employees of the Council. |

8. Engineering Assistant :

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| Educational and other qualifications | A. Essential : Diploma in Radio/Tele-communication/Electrical/Electronics/Communication Engineering recognized by the Govt of India or Degree with Physics as one of the subject from a recognized University or degree in Electrical Engineering from a recognized University or equivalent Degree, or Diploma in Sound Recording and Sound Engineering awarded by the Film and Television Institute of Poona. B. Desirable : 1. Knowledge of wireless or Radio Engineering. 2. At least 3 years of working experience in TV Radio Studio, OR Similar recording set up in any organization. |
| Age Limit | Below 35 years provided that there will be no age limit for the employees of the Council. |

9. Audio Radio Producer Grade-III :

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| Educational and other qualifications | A. Essential : 1. Degree from a recognized University. 2. 3 years experience in research for writing radio scripts or collection of data and materials for writing books. B. Desirable : 1. Familiarity with operation of audio equipment. |
| Age Limit | 30 years provided that there will be no age limit for the employees of the Council. |

10. T. V. Producer Grade-III :

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| Educational and other qualifications | Qualification: A. Essential : 1. Degree from a recognized University. 2. 3 years experience in research for writing TV scripts or collection of data and merit materials for writing books. B. Desirable : 1. Familiarity with TV equipment. 2. Experience of having worked as production Asstt on TV or having worked as TV continuity in film production. |
| Age Limit | Below 30 years provided that there will be no age limit for the employees of the Council. |

11. Field Investigator :

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| Educational and other qualifications | Qualification: B. Essential : 1. A Master Degree with high Second class in Education/Psychology/ Sociology/Humanities/Child Development/Social Work/Anthropology. 2. Good knowledge in Hindi & English language C. Desirable : 1. Degree or diploma in teaching research experience in area of Educational Technology 2. Experience of Teaching /Research/Working with young children 3. Experience of TV Script-writing/Production/Presentation |
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| | 4. Experience of collection and analysis of qualitative and quantitative data. |
| Age Limit | Below 30 years provided that there will be no age limit for the employees of the Council. |

12. Technician Grade-I :

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| Educational and other qualifications | Qualification: A. Essential : 1. A National Trade Certificate in "Electrician/Radio and TV" issued by the National Council for Training in Vocational Trades after a two year study in an Industrial Training Institute or similar institution of the Central and/ or State Government. 2. Minimum one year's working experience, after obtaining the National Trade Certificate in operation and maintenance in a reputable organization engagement in the production and/or recording of video and sound programmes |
| Age Limit | Below 30 years provided that there will be no age limit for the employees of the Council. |

13. Floor Assistant :

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| Educational and other qualifications | Qualification : Essential : 1. Matriculation or equivalent. 2. Three years experience in handling erection of sets in stage, Film or T.V. 3. Good physique and capacity for undertaking strenuous physical work. |
| Age Limit | Below 30 years provided that there will be no age limit for the employees of the Council. |

14. Film Assistant :

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| Educational and other qualifications | Qualification : Essential : 1. Matric or equivalent. 2. Holding competency in checking and joining films. 3. Experience in handling 16mm and 35mm films projection equipment and its repairs. OR Experience of packing, sale and supply of films. Desirable : 1. Understanding of sound equipment for projection and recording. 2. Experience of working as a lightman in T. V. Film Studio. |
| Age Limit | Below 30 years provided that there will be no age limit for the employees of the Council. |

15. Photographer Grade-II :

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| Educational and other qualifications | Qualification : A. Essential : 1. Matric or equivalent. 2. Diploma or certificate in photography from a recognized institution with 3 years experience as still photographer. OR 5 years experience in developing enlarging, colour photography and printing work. B. Desirable : Experience of track photography with double exposure, super imposition etc. |
| Age Limit | Below 30 years provided that there will be no age limit for the employees of the Council. |

16. Electrician :

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| Educational and other qualifications | Qualification : 1. ITI Certificate or equivalent in the trade of Electrician or Wireman and Wireman's Licence from a recognized Institute. 2. At least two years experience in electrical installation and wiring. |
| Age Limit | Below 25 years provided that there will be no age limit for the employees of the Council. |

17. Lightman :

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| Educational and other qualifications | Qualification : 1. Matriculation or its equivalent. 2. Two years experience of lighting in stage, Film and Television. |
| Age Limit | Below 30 years provided that there will be no age limit for the employees of the Council. |

18. Dark Room Assistant :

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| Educational and other qualifications | Qualification : A. Essential : 1. Matriculation or its equivalent. 2. 3 years experience of working in photographic library in developing and printing. B. Desirable :- 1. Experience in preparing of colour photography, Filmstrip etc. 2. Working knowledge of English. |
| Age Limit | Below 30 years provided that there will be no age limit for the employees of the Council. |

19. Carpenter :

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| Educational and other qualifications | Qualification : A. Essential : 8th Standard Certificate in Carpentry or not less than 3 years experience in Wood Craft. B. Desirable :- Experience of construction sets for stage film & TV. |
| Age Limit | Below 25 years provided that there will be no age limit for the employees of the Council. |

20. Film Joiner :

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| Educational and other qualifications | Qualification : A. Essential : 1. Matriculation or equivalent examination. |
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| | 2. 2 years experience of having worked as Joiner with a film editor/projectionist. 3. Cinema operator's license or one year of having worked with film editor. OR 5 years experience of having worked as a Joiner with a film editor preferably in 16mm. B. Desirable : 1. Experience of handling editing tables, projections equipment. Maintenance of editing table and other editing equipment. 2. Working knowledge of English. |
| Age Limit | Below 30 years provided that there will be no age limit for the employees of the Council. |

- GENERAL INFORMATION :**
- Candidates who fulfill the prescribed qualifications, experience and other eligibility conditions as on **1.10.2019** should apply giving full particulars (Bio-data) as per proforma given supported by self attested copies of all the relevant certificates and documents and a passport size photograph to be affixed on the application.
 - Candidates who are already working in Government service should send their application through proper channel. Applications not found as per prescribed proforma and not supported by duly attested documents or attested photograph will not be entertained.
 - Candidates who do not fulfill the prescribed qualifications and other eligibility conditions need not apply.
 - Fee of Rs. 200/- (Rupees Two hundred only) has to be paid in form of DD/IPO payable in favour of "Secretary, NCERT at New Delhi".
 - The fee once paid will not be refunded or re-adjusted under any circumstances.
 - No fee is required for SC/ST, PwD category and Women candidates.
 - The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST candidates upto 5 years and upto 3 years for OBC candidates in respect of vacancies reserved for them. SC/ST/OBC Candidates have to produce a caste certificate in prescribed proforma.
 - A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/EWS/General category but subsequently writes to the Council to change his/her category, such request shall not be entertained by the Council.
 - MINIMUM ESSENTIAL QUALIFICATIONS :** All applicants must fulfil the essential requirements for the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
 - The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Written Examination/Skill Test/Interview.
 - After scrutiny of the applications, the candidates who are found eligible for consideration will be called for Written Test/Technical Aptitude Test/Practical Aptitude Test as the case may be.
 - The candidates who qualify in the prescribed tests will be empanelled in the order of merit for appointment.
 - No TA/DA will be payable to the candidates for appearing in the Examination/Skill Test/Interview.
 - The Director, NCERT reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if needed, without issuing any notice. In case of any disputes, Legal jurisdiction will be Delhi.
 - The applications in a sealed cover indicating Application for the post of " _____ " thereon should reach **within 21 days** from the date of advertisement to **Under Secretary, CIET NCERT, Sri Aurobindo Marg, New Delhi-110016.**
 - Applications received after due date will not be entertained.
 - The detailed Scheme of examination/syllabus, as the case may be, shall be placed on website of NCERT <http://ncert.nic.in> before issuing the call letter.

Under Secretary

Proforma for Application :

APPLICATION FOR THE POST OF

- Name :
- Father's Name :
- Date of Birth.....
- Age as on 1.10.2019 :Years Months Days.
- Correspondence Address :-
.....
Contact No. : E-mail :.....
- Whether belongs to GEN/SC/ST/OBC/PH/Ex-Serviceman
(Proof shall be enclosed in case of SC/ST/OBC/PH/Ex-Serviceman)
- Educational/Technical Qualification from 10th class onwards and experience in relevant field (for technical qualifications) (Attach copies of educational qualification and certificate in support of experience as shown below from the respective organizations)

Affix latest self attested passport size photo

| S. No. | Examination Passed | Name of Univ./ Institution | Grade/percentage of marks | Duration of Course | Other information if any |
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8. Details of experience in the relevant field :

| S. No. | Name & Address of Employer | Post held | Areas of work (Detailed description to be provided) | Period of Service | | Reasons for leaving, if any |
|--------|----------------------------|-----------|---|-------------------|----|-----------------------------|
| | | | | From | To | |
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9. Whether working in Government/Semi-Government/Public Sector Undertaking/ Autonomous Orgn. etc. : (If Yes, fill in the following)
- (i) Post held (ii) Department
- (iii) DurationYears months (iv) Period : From to
- (v) Level in Pay Matrix and Basic Pay :

Certified that all the information furnished above by me is correct to the best of my knowledge.

Place : **Signature of the Candidate**

Date : **Name of the Candidate**

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