

PART - II

Eligibility Conditions:-

Sl. No.	Name of the posts	Essential, Desirable Qualifications, Experiences etc.
1.	Supt. Engineer	<p>A. Essential: M. Tech. in Electronics and Communication/Information Technology or relevant area of Information & Communication Technology (ICT) with 10 years of experience in reputed media organisations / industry at the level of Grade Pay Rs. 6600/-or higher and active engagement with operations and maintenance of relevant hardware and software</p> <p style="text-align: center;">or</p> <p>B.Tech in Electronics and Communication/information Technology with 12 years of experience in reputed media organisations/industry at the level of GRADE PAY Rs. 6600/-or higher and active engagement with operations and maintenance of relevant hardware and software</p> <p style="text-align: center;">or</p> <p>Masters Degree in Electronics, Communication/Information Technology or relevant area of Information & Communication Technology (ICT), with 12 years of experience in reputed media organisations/industry and active engagement with operations and maintenance of relevant hardware and software</p> <p>B. Desirable: 1. Experience of leading teams in design, establishment, operations and maintenance of media / ICT hardware and software systems, TV & Radio production and broadcast equipment 2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting 3. Post graduate diploma in any area of media or ICT hardware/software</p>
	Mode of Selection	Interview
2.	Production Officer	<p>Essential: 1) Bachelors Degree in Printing Technology from a recognized University. OR Bachelors Degree in any subject with Diploma in Printing Technology. 2) At least 08 yrs experience in Print Production of textbooks, general publications, journals etc. in reputed publishing/Printing organization. 3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology 4) Familiarity in computer based printing processes.</p>
	Mode of Selection	Interview
3.	Editor	<p>A. Essential:- 1) A Bachelor degree from a recognized University. 2) Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject. 3) At least 8 years experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity. 4) Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu</p> <p>B. Desirable: Word processing and techniques of online editing.</p>
	Mode of Selection	Written Skill Test + Interview
4.	Business Manager	<p>A. Essential: 1. Master in Business Administration from a recognized university/Institute. OR A Bachelor Degree from a recognized University with two years Post Graduate Diploma in Sales/ Marketing/ Business Administration. 2. Having at least 08 years experience in Sales and Sales Promotion in a reputed publishing organization.</p> <p>B. Desirable: Working Knowledge of computer</p>
	Mode of Selection	Interview
5.	Film Director	<p>A. Essential: Post Graduate degree in any discipline and a Post Graduate Diploma or equivalent in any area of media /Direction/ visual or performing arts</p> <p style="text-align: center;">or</p> <p>Post Graduate degree in media production and management/Mass Communication</p> <p>B. Experience: 08 years of experience in reputed media organisations/ industry at the level of TV Producer or higher</p>

		<p>Active engagement with production of educational Television/Programme Production and dissemination of media</p> <p>C. Desirable:</p> <ol style="list-style-type: none"> 1. Experience of leading teams in design, planning, development and dissemination of media / ICT content 2. Experience of working with media / ICT for children and education 3. National / International recognition, awards or publications
	Mode of Selection	Interview
6.	Film Producer	<p>A. Essential: Post Graduate degree in any discipline and a Post Graduate Diploma or equivalent in any area of media /Direction/ visual or performing arts or Post Graduate degree in media production and management/Mass Communication</p> <p>B. Experience: 08 years of experience in reputed media organisations / industry at the level of a TV Producer higher. Active engagement with production of educational Television Programme Production and dissemination of media</p> <p>C. Desirable:</p> <ol style="list-style-type: none"> 1. Experience of leading teams in design, planning, development and dissemination of media / ICT content. 2. Experience of working with media / ICT for children and education. 3. National / International recognition, awards or publications
	Mode of Selection	Written Skill Test + Interview
7.	Senior Engineer	<p>A. Essential: M. Tech in Electronics and Communication/Information Technology or equivalent branch with 08 years of experience in reputed organisations / industry and active engagement with operations and maintenance of relevant hardware and software/Radio and TV Broadcast equipments or Bachelor Degree in Electronics and Communication/ Information Technology or equivalent branch with 10 years of experience in reputed organisations / industry and active engagement with operations and maintenance of relevant hardware and software/Radio and TV Broadcast equipments or Master Degree in Electronics and Communication/ Information Technology. with 10 years of experience in reputed organisations / industry and active engagement with operations and maintenance of relevant hardware and software/Radio and TV Broadcast equipments</p> <p>B. Desirable:</p> <ol style="list-style-type: none"> 1. Experience of leading teams in design, establishment, operations and maintenance of media /Multimedia/ Information & Communication Technology (ICT) hardware and software systems; 2. Experience of working with a wide range of Information & Communication Technology (ICT) based media equipment in production and broadcast environments; 3. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting 4. Post graduate diploma in any area of media or Information & Communication Technology (ICT) hardware/software
	Mode of Selection	Interview
8.	Assistant Public Relation Officer	<p>A. Essential: (a) Degree in Journalism/Mass Communication/Public Relations (b) At least 3 years experience of editing house Journals, Press liaison work including experience of preparing hand outs press release and other materials for the press.</p> <p>B. Desirable: Preference will also be given to those who have (a) flair for writing in Hindi and ability to translate the materials from English to Hindi (b) Experience of using both English and Hindi languages for communication.</p>
	Mode of Selection	Written Skill Test + Interview
9.	Assistant Production Officer	<p>Essential :</p> <ol style="list-style-type: none"> 1) A Bachelors Degree in Printing Technology from a recognized University. <p>OR</p> <p>A Bachelor Degree in any subject with Diploma in Printing Technology</p> <ol style="list-style-type: none"> 2) At least 05 years experience in Print Production of textbooks, general publications, journals etc., in a reputed publishing/ printing organization. 3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology. 4) Familiarity in computer based printing processes.

	Mode of Selection	Interview
10.	Assistant Editor	<p>A. Essential:</p> <ol style="list-style-type: none"> 1) A Bachelor degree from a recognized University. 2) Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject. 3) At least 5 years' experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity. 4) Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu <p>B. Desirable: Word processing and techniques of online editing.</p>
	Mode of Selection	Written Skill Test + Interview
11.	Assistant Business Manager	<p>A. Essential:</p> <ol style="list-style-type: none"> 1. Master in Business Administration from a recognized university/Institute. <p>OR</p> <p>Degree from a recognized University and Post Graduate Diploma in Sales/ Marketing/ Business Administration.</p> <ol style="list-style-type: none"> 2. Having at least 05 years experience in Sales and Sales Promotion in a reputed publishing organization. <p>B. Desirable: Working Knowledge of computer</p>
	Mode of Selection	Interview
12.	Artist Grade-I	<p>A. Essential :</p> <ol style="list-style-type: none"> 1. Degree in Fine Art / Applied Art / Commercial Art from a recognized Institution. 2. At least 05 years' experience in the preparation of black and white and colour illustrations, cover-designs, layout work etc. of books and periodicals in a publishing house of repute. <p>B. Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of printing techniques. 2. Knowledge of photography and its application to designing. 3. Working Knowledge of computer and its software for designing.
	Mode of Selection	Interview
13.	Technical Officer	<p>A. Essential:</p> <ol style="list-style-type: none"> 1. Degree in Mechanical/ Electrical/ Production Engineering 2. Five years experience for degree holders in Supervisory Capacity in Engineering Industry of repute in production & designing work or in a Govt./Autonomous Organisation having Grade Pay of Rs. 4600/- <p>OR</p> <ol style="list-style-type: none"> 1. Passed 12th standard with three (3) years Diploma in Mechanical/ Electrical/ Production Engineering with 8 years experience in the appropriate trade. <p>B. Desirable:</p> <ol style="list-style-type: none"> 1. Experience in a reputed organization involved in development/production of scientific equipment for schools or colleges. 2. Experience in use of softwares like CAD/CAM, Solid Works, CATIA, UGS, etc.
	Mode of Selection	Interview
14.	Assistant Engineer Grade-A	<p>A. Essential: Bachelor Degree in Electronics and Communication Engineering/Engineering with specialization in Information Technology or equivalent</p> <p>or</p> <p>Masters Degree in Electronics and Communication, or relevant area of Information & Communication Technology (ICT)</p> <p>B. Experience: 05 years of relevant experience in reputed organisations / industry and active engagement with operations and maintenance of relevant hardware and software/TV & Radio broadcast equipments</p> <p>C. Desirable:</p> <ol style="list-style-type: none"> 1. Experience of leading teams in design, establishment, operations and maintenance of media/Multimedia / Information & Communication Technology (ICT) hardware and software systems/TV & Radio broadcast equipments 2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting 3. Post graduate diploma in any area of media or ICT hardware/software
	Mode of Selection	Written Skill Test + Interview
15.	Audio Radio Producer Grade-I	<p>A. Essential: Post Graduate degree in any discipline and a Post Graduate Diploma in media (Audio-Radio Production)</p> <p>or</p>

		<p>Post Graduate degree in relevant area of media production and management specially in Audio Radio Production/Mass Communication</p> <p><u>B. Experience:</u> 05 years of relevant experience in reputed media organisations / industry at the level of a Audio Radio Producer Gradell. Active engagement with production and dissemination of media</p> <p><u>C. Desirable:</u> 1. Experience of Educational Audio Programme Production 2. Experience of development and dissemination of media / ICT content 3. Experience of working with media / ICT for children and education 4. National / International recognition, awards or publication</p>
	Mode of Selection	Interview
16.	Film Editor	<p><u>A. Essential:</u> Post Graduate degree in any discipline and a Post Graduate Diploma or equivalent in any area of media/Film editing/Video Editing / visual or performing arts or Post Graduate degree in relevant area of media production and management/Mass Communication.</p> <p><u>B. Experience:</u> 05 years of relevant experience in reputed media organisations / industry as an Editor; active engagement with production and dissemination of media</p> <p><u>C. Desirable:</u> 1. Experience of development and dissemination of media / Information & Communication Technology (ICT) content 2. Experience of working with media / ICT for children and education/Video editing of Educational Television Programmes 3. National / International recognition, awards or publications</p>
	Mode of Selection	Interview
17.	Production Manager	<p><u>A. Essential:</u> Post Graduate degree in any discipline and a Post Graduate Diploma or equivalent in any area of media / visual or performing arts Or Post Graduate degree in relevant area of media production and management/Mass Communication</p> <p><u>B. Experience:</u> 05 years of relevant experience in reputed media organisations / industry at the level of a producer; active engagement with production and dissemination of media</p> <p><u>C. Desirable:</u> 1. Experience of development and dissemination of media / ICT content 2. Experience of working with media / ICT for children and education 3. National / International recognition, awards or publications</p>
	Mode of Selection	Interview
18.	Sound Recordist Grade-I	<p><u>A. Essential:</u> Bachelor Degree in Engineering with Electronics and Communication / Information Technology or Masters Degree in Electronics and Communication, or relevant area of two years working experience in the field of Television Programme Production</p> <p><u>B. Experience:</u> 05 Years relevant experience in reputed organisations / industry at active engagement with operations and maintenance of relevant hardware and software/TV & Radio broadcast equipments</p> <p><u>C. Desirable:</u> 1. Experience of leading teams in design, establishment, operations and maintenance of media / TV & Radio broadcast equipments 2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting 3. Post graduate diploma in any area of media</p>
	Mode of Selection	Written Skill Test + Interview
19.	TV Producer Grade-I	<p><u>A. Essential:</u> Post Graduate degree in any discipline and a Post Graduate Diploma or equivalent in any area of media / visual or performing arts or Post Graduate degree in relevant area of media production and management</p> <p><u>B. Experience:</u> 05 years of relevant experience in reputed media organisations / industry at the level of a producer; active engagement with production and dissemination of media</p> <p><u>C. Desirable:</u> 1. Experience of development and dissemination of media / Information & Communication</p>

		Technology (ICT) content 2. Experience of working with media / ICT for children and education 3. National / International recognition, awards or publications
	Mode of Selection	Written Skill Test + Interview
20.	Store Officer	A. Essential: 1. A Bachelors Degree in Arts/Science/Commerce OR A Bachelors' Degree/Diploma in any stream of Engineering/material management from a recognized university. 2. Five (5) years experience of procurement/ Inspection /Maintenance /Custody /Accounting of Stores and verification of Stores out of which at least 3 years should be in supervisory capacity in a well established stores organization in Govt./Semi-Govt./ Industry/ Private Organization 3. Working Knowledge of computer B. Desirable: Certificate/Diploma in Purchasing, Store Keeping and Stock Control
	Mode of Selection	Written Test
21.	Assistant	Essential:- 1. Graduate from a recognized University. 2. Word processing/Typing Speed in English with a minimum speed of 35 w.p.m. OR in Hindi with a minimum speed of 30 w.p.m. on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word) 3. word processing/typing test to be qualified within two years of appointment, failing which no increment will be granted till qualifies the test
	Mode of Selection	Written Test
22.	Senior Accountant	Essential:- 1. Graduate in Commerce/Economics/other related subjects dealing with financial management from a recognized University. 2. Having 3 year regular service in Pay Band-I with GP 2400/-
	Mode of Selection	Written Test
23.	Junior Accountant	Essential:- Graduate in Commerce/Economics and other related subjects dealing with financial management from a recognized University.
	Mode of Selection	Written Test
24.	Manager NIE Guest House & PG Hostel	Essential:- 1. Degree in Hotel Management from any recognized University/Institute 2. Three years of working in Hotel industry/managing guest houses in a recognized institute.
	Mode of Selection	Written Test
25.	Production Assistant	A. Essential:- 1. A Bachelor Degree in Printing Technology from a recognized Institution OR Two years post-graduate Diploma in book publishing with specialization in book Production. 2. At least 3 years experience in printing /Production of textbooks, general publication, journals, etc. in a reputed publishing/printing organization dealing with printing and publishing for Diploma holders OR 01 year experience in printing /Production of textbooks, general publication, journals, etc. in a reputed publishing/printing organization dealing with printing and publishing in case of Degree holder. 3. Thorough knowledge of calculating and estimating cost of production of publications. B. Desirable: Familiarity in computer based printing processes.
	Mode of Selection	Written Test
26.	Editorial Assistant	A. Essential 1) A Bachelors degree from a recognized University. 2) At least 3 years experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity 3) Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu B. Desirable: Word processing and techniques of online editing.
	Mode of Selection	Written Test
27.	Marketing Executive	A. Essential: 1. Degree from a recognized University. 2. Having at least 03 years' experience in Sales and Sales Promotion in a reputed publishing organization.

		<u>B. Desirable:</u> 1. Diploma in Sales/ Marketing/ Business Administration. 2. Working Knowledge of computer
	Mode of Selection	Written Test
28.	Artist Gr-II	<u>A. Essential:</u> 1. Degree in Fine Art / Applied Art / Commercial Art from a recognized Institution. 2. At least 03 years experience in Commercial Art in the preparation of black and white and colour illustrations, cover Designs etc. of books and periodicals in a Publishing house of repute. <u>B. Desirable:</u> 1. Knowledge of printing techniques. 2. Knowledge of photography and its application to designing. 3. Working Knowledge of computer and its software for designing.
	Mode of Selection	Skill Test
29.	Assistant Store Officer	<u>A. Essential:</u> 1. A Degree in Arts/Science/Commerce/ OR Degree/Diploma in any stream of Engineering/material management from a recognized university. 2. Three (3) years experience of procurement/ Inspection /Maintenance /Custody /Accounting of Stores and verification of Stores in a well established stores organization in Govt./Semi-Govt./ Industry/ Private Organization 3. Working Knowledge of computer <u>B. Desirable:</u> Certificate/Diploma in Purchasing, Store Keeping and Stock Control
	Mode of Selection	Written Test
30.	Professional Assistant	<u>A. Essential:</u> M. Lib. Sc./MLISc or equivalent with atleast 50% marks, <u>B. Desirable:</u> 1. 3 years experience in the field of Library & information science.. 2. Knowledge of library software.
	Mode of Selection	Written Test
31.	Cameraman Grade-II	<u>A. Essential:</u> 1. Graduate degree in any discipline 2. Diploma from a recognized institute where the course of studies includes the critical aspect of still photography, videography, cinematography and film production or performing arts OR 3. Graduate degree in media production and management/Mass Communication 4. Diploma from a recognized Institute where the course of studies includes the critical aspect of still photography, videography, cinematography and film production or performing arts <u>B. Experience:</u> 03 years practical experience in different aspects of motion picture photography such as shooting, developing, printing editing, dubbing, sound recording including 3 years experience of handling still and movie cameras/Video cameras and film production/educational video programme production
	Mode of Selection	Written + Skill Test
32.	Engineering Assistant	<u>A. Essential:</u> Bachelor Degree in Engineering with specialization in Electronics, Communication and Information Technology <u>B. Experience:</u> 5 years of relevant experience in reputed organisations / industry; active engagement with operations and maintenance of relevant hardware and software /TV & Radio broadcast equipments <u>C. Desirable:</u> 1. Experience of working with a wide range of Information & Communication Technology (ICT) based media equipment in production and broadcast environments; 2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting
	Mode of Selection	Written Test
33.	Photographer-Grade-I	<u>A. Essential:</u> 1. Graduate degree in any discipline 2. Diploma in photography/videography/Cinematography from a recognized Institute with three years experience as photographer/videographer /movie/TV Cameraman <u>B. Experience:</u> 03 years experience as photographer/Cameraman in a Government or Semi Government or a reputed organization/ Studio
	Mode of Selection	Skill Test

34.	Script Writer	<p>A. Essential:</p> <ol style="list-style-type: none"> 1. Post Graduate Degree in any discipline from a recognized University. 2. 03 years experience of writing shooting scripts for film/ TV. 3. Research experience leading to scripts. 4. Proficiency in any one of the main languages mentioned in the 8th schedule of the constitution. <p>B. Desirable:</p> <p>Having experience of writing scripts for Educational Television Programme</p>
	Mode of Selection	Written Test
35.	Set Designer	<p>A. Essential:</p> <ol style="list-style-type: none"> 1. Degree from recognized institution in stage craft or Degree in any discipline with Diploma from recognised Institute in Mass Communication or equivalent 2. 03 years experience in stage craft (TV Production) <p>B. Essential:</p> <p>Experience of Set Designing in film, TV or Stage, specially for educational programme</p>
	Mode of Selection	Skill Test
36.	TV Producer Grade-II	<p>A. Essential:</p> <p>Degree in Mass Communication from a recognised University</p> <p>or</p> <p>Degree in any discipline with Diploma from recognised Institute in Mass Communication or equivalent</p> <p>B. Experience:</p> <p>3 years experience of Production film or TV Programme in direction/film or TV Production</p> <p>C. Desirable:</p> <ol style="list-style-type: none"> 1. Experience of development and dissemination of media / Information & Communication Technology (ICT) content 2. Experience of working with media / Information & Communication Technology (ICT) for children and education 3. National / International recognition, awards or publications
	Mode of Selection	Written Test
37.	Sr. Proof Reader	<p>A. Essential :</p> <ol style="list-style-type: none"> 1. A Bachelor's degree either in English/Hindi/Urdu. 2. At least 2 years experience of working in a Printing or Publishing organization as Copy Holder/Proof Reader. 3. Working Knowledge of Computer. <p>B. Desirable:</p> <p>Knowledge of Typography.</p>
	Mode of Selection	Written Skill Test
38.	Store Keeper Grade-I	<p>A. Essential:</p> <ol style="list-style-type: none"> 1. A Bachelors' Degree in Arts/Science/Commerce <p>OR</p> <p>A Bachelor's Degree/Diploma in any stream of Engineering/material management from a recognized university.</p> <ol style="list-style-type: none"> 2. Two (2) years experience of procurement/ Inspection /Maintenance /Custody /Accounting of Stores and verification of Stores in a well established stores organization in Govt./Semi-Govt./ Industry/ Private Organization 3. Working Knowledge of computer <p>B. Desirable:</p> <p>Certificate/Diploma in Purchasing, Store Keeping and Stock Control</p>
	Mode of Selection	Written Test
39.	Semi Professional Assistant	<p>A. Essential:</p> <ol style="list-style-type: none"> i) B. Lib. Sc. /B.L.I. Sc./ Graduation with Library Science /Information Science as one of the subject with 50% marks <p>B. Desirable :</p> <ol style="list-style-type: none"> 1) Two (2) years experience in the field of library & information science. 2) Knowledge of library software.
	Mode of Selection	Written Test
40.	Technician Grade-I	<p>A. Essential:</p> <ol style="list-style-type: none"> 1. 10th/12th passed 2. Three year Diploma with Electronics, Communication or relevant area of Information Technology/Information and communication Technology/Radio/Television Communication <p>B. Experience:</p> <p>3 years of relevant experience in reputed media organisations / industry Active engagement with operations and maintenance of relevant hardware and software</p> <p>C. Desirable:</p>

		Experience of handling and troubleshooting relevant hardware and software/TV & Radio equipments used for Audio/Video programme production
	Mode of Selection	Written Test
41.	Audio Radio Producer Grade-III	<p>A. Essential: Graduate degree in any discipline with Diploma in Media (Audio-Radio Production) or Graduate degree in media production and management and Mass Communication</p> <p>B. Experience: One year of relevant experience in reputed media organisations / industry at the level of production assistant or higher; active engagement with production and dissemination of media/Radio</p> <p>C. Desirable: 1. Experience of Educational Audio Programme Production 2. Experience of development and dissemination of media / ICT content 3. Experience of working with media / ICT for children and education 4. National / International recognition, awards or publication</p>
	Mode of Selection	Written Test
42.	Field Investigator	<p>A. Essential: 1. A Master Degree with high Second class in Education/Psychology/Sociology/Humanities/Child Development/Social work/Anthropology. 2. Good knowledge in language concerned (language to be specified) 3. One year experience in teaching/research/working with children</p> <p>B Desirable: 1. Degree or diploma in teaching/ research experience in area of Educational Technology/ICT 2. Experience of TV Script-writing/Story based development/Multi media Production/ Presentation 3. Experience of collection and analysis of qualitative and quantitative data</p>
	Mode of Selection	Written Test
43.	Graphic Assistant Grade-I	<p>A. Essential: Graduate degree in any discipline Diploma in Graphics/Animations/Video editing/Mass Communication. or Graduate degree in media production and management/Mass Communication</p> <p>B. Experience: 03 years of relevant experience in reputed media organisations / industry</p> <p>C. Desirable: 1. Experience of development and dissemination of media / IT content 2. Experience of working with media / ICT for children and education</p>
	Mode of Selection	Skill Test
44.	Photographer-Grade-II	<p>A. Essential: 1. 12th Pass 2. Diploma in photography/videography/Cinematography from a recognized Institute with 03 (three) years experience as photographer/videographer/movie/TV Cameraman</p> <p>B. Desirable: Experience of track photography with double exposure, super imposition/preparation of video clips</p>
	Mode of Selection	Skill Test
45.	Projectionist	<p>A. Essential: 1. 10th/12th passed 2. Three year Diploma with Electronics, Communication or relevant area of Information Technology/Information and communication Technology/Radio/Television Communication</p> <p>B. Experience: 3 years of relevant experience in reputed media organisations / industry Active engagement with operations and maintenance of relevant hardware and software /TV & Radio broadcast equipments used for Audio/Video programme</p> <p>C. Desirable: Experience of handling and troubleshooting relevant hardware and software</p>
	Mode of Selection	Skill Test
46.	TV Producer Grade-III	<p>A. Essential 1. Degree from a recognized University. 2. One year experience in research for writing TV scripts or collection of data and merit materials for writing books. OR Post Graduate Diploma in media or equivalent in relevant area of Media.</p> <p>B. Desirable: 1. Familiarity with TV equipment. 2. 2 years Experience of having worked as production asstt on TV or having worked as TV continuity in film/TV production/ICT</p>

	Mode of Selection	Written Test
47.	Graphic Assistant Grade-II	<p>A. Essential: 1. Graduate degree in any discipline 2. Diploma in Graphics/Animations/computer application or Graduate degree in media production and management/Mass Communication</p> <p>B. Experience: One year working experience in the field of Television Programme Production in the relevant area</p> <p>C. Desirable: 1. Experience of development and dissemination of media / IT content 2. Experience of working with media / ICT for children and education</p>
	Mode of Selection	Skill Test
48.	Receptionist	<p>Essential: 1. Degree in Hospitality/Front Desk Management 2. Qualifying the communication skills test.</p>
	Mode of Selection	Written Test
49.	Computer Operator Grade-III	<p>Essential:- a) 12th pass b) Certificate/Diploma in Computer Operations/Applications from any recognized Institution. c) Conversant with D. Base, LOTUS or Graphic Package. d) Efficient in Operating Word-star packages.</p>
	Mode of Selection	Written Test
50.	Proof Reader	<p>A. Essential : 1. A Bachelor's degree either in English/Hindi/Urdu. 2. At least 1 year experience of working in a Printing or Publishing organization as Copy Holder/Proof Reader. 3. Working Knowledge of Computer.</p> <p>B. Desirable: Knowledge of Typography.</p>
	Mode of Selection	Written Test
51.	Lab Assistant	<p>A. Essential: 1. A Bachelors Degree in the required field (Physics, Chemistry, Biology, Geography, Zoology, Psychology, Home Science, Language, Botany, Mathematics, Science and Computer Science). 2. Experience in the handling of instruments and appliances</p> <p>B. Desirable: Knowledge of working on computers.</p>
	Mode of Selection	Written Test
52.	Store Keeper Grade-II	<p>Essential: 1. Must have passed 12th Standard or equivalent examination from a recognized Board. 2. Certificate/Diploma in Store Keeping and Purchasing 3. 03 years experience of procurement/ Inspection Maintenance and verification of Stores in a Govt./ Semi-Govt. organization or a Private Organization of repute</p>
	Mode of Selection	Written Test
53.	Film Assistant	<p>A. Essential: 1. Graduation in any discipline from a recognized University. 2. Diploma/Certificate in a related media field from a recognised institute.</p> <p>B. Experience: At least one years experience of video editing/Computer Graphic/Computer animation</p>
	Mode of Selection	Skill Test
54.	Floor Assistant	<p>Essential 1. 10+2 or equivalent from a recognised Institute 2. One year experience in handling erection of sets in stage, Film or T.V. or Diploma from a recognised Institutions in stage Craft. 3. Good physique and capacity for undertaking strenuous physical work.</p>
	Mode of Selection	Skill Test
55.	Toucher Grade-I	<p>A. Essential: 1. Graduation from any recognised University 2. At least one year experience of video editing/computer graphic/computer animation and editing</p> <p>B. Desirable: At least 2 years working experience in the field of Television Programme Production.</p>
	Mode of Selection	Skill Test

56.	Lower Division Clerk	Essential:- 1. Intermediate, 10+2 or equivalent 2. Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)
	Mode of Selection	Written Test
57.	Senior Library Attendant	A. Essential: 1. 12th pass 2. Certificate/Diploma in Library Science /Library and Information Science from a recognised Institution. B. Desirable: i) Three year experience in the field of library and information science, knowledge of library software ii) Six month Computer course from a recognized institution.
	Mode of Selection	Written Test
58.	Driver Grade-III	A. Essential: 1. Passed 10th standard or equivalent 2. Possession of valid commercial driving license for motor cars. 3. Experience of driving motor car for at least three years. B. Desirable: Knowledge of motor mechanism
	Mode of Selection	Skill Test
59.	Carpenter	A. Essential: 1. 10th pass from any recognised board/Institution 2. ITI in relevant trade with 3 years experience B. Desirable: Experience of construction of sets for stage/film/TV Programme
	Mode of Selection	Skill Test
60.	Dark Room Assistant	A. Essential: 1. 10th/12th pass from any recognised board/Institution 2. ITI in relevant trade with one years experience of handling, audio equipments/Video equipments/Film Equipments and editing B. Desirable: Experience of working as an Assistant/helper in Media Institutions.
	Mode of Selection	Skill Test
61.	Electrician	Essential: 1. ITI Certificate or equivalent in the trade of Electrician or Wireman 2. At least two years experience in electrical installation and wiring.
	Mode of Selection	Skill Test
62.	Film Joiner	A. Essential: 1. 10th/12th pass from any recognised board/Institution 2. ITI in any trade with one years experience of handling, audio equipments/Video equipments and Editing/Film Equipments B. Desirable: Experience of working as an Assistant/helper in Media Institutions.
	Mode of Selection	Skill Test
63.	Lightman	A. Essential 1. 10th/12th pass from any recognised board/Institution 2. 3 years experience of lighting in stage, Film and Television. B. Desirable: Experience of handling studio lights/portable lights/lights on outdoor location while shooting.
	Mode of Selection	Skill Test
64.	Painter	A. Essential: 1. 10th pass from any recognised board/Institution 2. ITI in relevant trade with 3 years experience B. Desirable: Experience of painting of sets for stage/film/TV Programme
	Mode of Selection	Skill Test

65.	Toucher Grade-II	<p><u>A. Essential:</u> 1. 10th/12th pass from any recognised board/Institution 2. ITI in any trade with one years experience of handling, audio equipments/Video equipments/Film Equipments and editing</p> <p><u>B. Desirable:</u> Experience of working as an Assistant/helper in Media Institutions.</p>
	Mode of Selection	Skill Test

Sd/-
(Under Secretary, Non-Academic)