

**PART - II**

**Eligibility Conditions :-**

<b>Post Code</b>	<b>Name of the posts</b>	<b>Essential, Desirable Qualifications, Experiences etc.</b>
1.	<b>Superintending Engineer</b>	<p><b>A. Essential:</b> M. Tech. in Electronics and Communication/Information Technology or relevant area of Information &amp; Communication Technology (ICT) with 10 years of experience in reputed media organizations / industry at the level of Grade Pay ₹ 6600/-or higher and active engagement with operations and maintenance of relevant hardware and software</p> <p align="center">or</p> <p>B.Tech in Electronics and Communication/information Technology with 12 years of experience in reputed media organizations/industry at the level of GRADE PAY ₹ 6600/-or higher and active engagement with operations and maintenance of relevant hardware and software</p> <p align="center">or</p> <p>Masters' Degree in Electronics, Communication/Information Technology or relevant area of Information &amp; Communication Technology (ICT), with 12 years of experience in reputed media organizations/industry and active engagement with operations and maintenance of relevant hardware and software</p> <p><b>B. Desirable:</b> 1. Experience of leading teams in design, establishment, operations and maintenance of media / ICT hardware and software systems, TV &amp; 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.	<b>Production Officer</b>	<p><b>Essential:</b> 1) Bachelors Degree in Printing Technology from a recognized University. <b>OR</b> Bachelors Degree in any subject with Diploma in Printing Technology. 2) At least 08 years' 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.	<b>Business Manager</b>	<p><b>A. Essential:</b> 1. Master in Business Administration from a recognized university/Institute. <b>OR</b> 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>B. Desirable:</b> Working Knowledge of computer</p>
	Mode of Selection	Interview

4.	<b>Assistant Production Officer</b>	<p><b>Essential :</b></p> <p>1) A Bachelors Degree in Printing Technology from a recognized University.</p> <p><b>OR</b></p> <p>A Bachelor Degree in any subject with Diploma in Printing Technology</p> <p>2) At least 05 years' experience in Print Production of textbooks, general publications, journals etc., in a reputed publishing/ printing organization.</p> <p>3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology.</p> <p>4) Familiarity in computer-based printing processes.</p>
	Mode of Selection	Interview
5.	<b>Assistant Engineer Grade-A</b>	<p><b>A. Essential:</b></p> <p>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 &amp; Communication Technology (ICT)</p> <p><b>B. Experience:</b></p> <p>05 years of relevant experience in reputed organizations / industry and active engagement with operations and maintenance of relevant hardware and software/TV &amp; Radio broadcast equipment</p> <p><b>C. Desirable:</b></p> <p>1. Experience of leading teams in design, establishment, operations and maintenance of media/Multimedia / Information &amp; Communication Technology (ICT) hardware and software systems/TV &amp; Radio broadcast equipment</p> <p>2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting</p> <p>3. Post graduate diploma in any area of media or ICT hardware/software</p>
	Mode of Selection	Written + Interview (Skill Test)
6.	<b>Assistant Public Relation Officer</b>	<p><b>A. Essential:</b></p> <p>(a) Degree in Journalism/Mass Communication/Public Relations</p> <p>(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>B. Desirable:</b></p> <p>Preference will also be given to those who have</p> <p>(a) flair for writing in Hindi and ability to translate the materials from English to Hindi</p> <p>(b) Experience of using both English and Hindi languages for communication.</p>
	Mode of Selection	Written + Interview (Skill Test)
7.	<b>Senior Accountant</b>	<p><b>Essential:-</b></p> <p>1. Graduate in Commerce/Economics/other related subjects dealing with financial management from a recognized University.</p> <p>2. Having 3 years regular service in Pay Band-I with GP 2400/-.</p>
	Mode of Selection	Written Test

8.	<b>Junior Hindi Translator</b>	<p><b>Essential:</b> Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level <b>AND</b> Recognized diploma or certificate course in translation from Hindi to English and vice-versa or two years' experience of work from Hindi to English and vice-versa in central and state government office including Government of India undertaking.</p>
	Mode of Selection	Written + Skill Test
9.	<b>Junior Accountant</b>	<p><b>Essential:-</b> Graduate in Commerce/Economics and other related subjects dealing with financial management from a recognized University.</p>
	Mode of Selection	Written Test
10.	<b>Store Officer</b>	<p><b>A. Essential:</b> 1. A Bachelors Degree in Arts/Science/Commerce <b>OR</b> A Bachelors' Degree/Diploma in any stream of Engineering/material management from a recognized university. 2. Five (5) years' experiences 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>B. Desirable:</b> Certificate/Diploma in Purchasing, Store Keeping and Stock Control</p>
	Mode of Selection	Written Test
11	<b>Production Assistant</b>	<p><b>A. Essential:-</b> 1. A Bachelor Degree in Printing Technology from a recognized Institution <b>OR</b> 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 one 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>B. Desirable:</b> Familiarity in computer-based printing processes.</p>
	Mode of Selection	Written Test
12.	<b>Professional Assistant</b>	<p><b>A. Essential:</b> M. Lib. Sc./ M.LiSc or equivalent with atleast 50% marks. <b>B. Desirable:</b> 1. 3 years' experience in the field of Library &amp; information science. 2. Knowledge of library software.</p>
	Mode of Selection	Written Test

13.	<b>Cameraman Grade-II</b>	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. Graduate degree in any discipline</li> <li>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.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>3. Graduate degree in media production and management/Mass Communication.</li> <li>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.</li> </ol> <p><b>B. Experience:</b></p> <p>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.</p>
	Mode of Selection	Written Test + Skill Test.
14.	<b>Engineering Assistant</b>	<p><b>A. Essential:</b></p> <p>Bachelor Degree in Engineering with specialization in Electronics, Communication and Information Technology.</p> <p><b>B. Experience:</b></p> <p>Five years of relevant experience in reputed organizations / industry; active engagement with operations and maintenance of relevant hardware and software /TV &amp; Radio broadcast equipment.</p> <p><b>C. Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Experience of working with a wide range of Information &amp; Communication Technology (ICT) based media equipment in production and broadcast environments.</li> <li>2. Experience of working with a wide range of operating systems, relevant software applications and troubleshooting.</li> </ol>
	Mode of Selection	Written Test
15.	<b>Script Writer</b>	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. Post Graduate Degree in any discipline from a recognized University.</li> <li>2. Three years' experience of writing shooting scripts for film/ TV.</li> <li>3. Research experience leading to scripts.</li> <li>4. Proficiency in any one of the main languages mentioned in the 8th schedule of the constitution.</li> </ol> <p><b>B. Desirable:</b></p> <p>Having experience of writing scripts for Educational Television Programme.</p>
	Mode of Selection	Written Test
16.	<b>Set Designer</b>	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. Degree from recognized institution in stage craft or Degree in any discipline with Diploma from recognized Institute in Mass Communication or equivalent.</li> <li>2. Three years' experience in stage craft (TV Production).</li> </ol> <p><b>B. Essential:</b></p> <p>Experience of Set Designing in film, TV or Stage, especially for educational programme.</p>
	Mode of Selection	Skill Test
17	<b>Technician Grade-I</b>	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. 10th/12th passed</li> <li>2. Three years Diploma with Electronics, Communication or relevant area of Information Technology/Information and communication</li> </ol>

		<p>Technology/Radio/Television Communication.</p> <p><b>B. Experience:</b> Three years of relevant experience in reputed media organizations / industry Active engagement with operations and maintenance of relevant hardware and software.</p> <p><b>Desirable:</b> Experience of handling and troubleshooting relevant hardware and software/TV &amp; Radio equipment used for Audio/Video Programme production.</p>
	Mode of Selection	Written Test
18	<b>Audio Radio Producer Grade-III</b>	<p><b>A. Essential:</b> Graduate degree in any discipline with Diploma in Media (Audio-Radio Production) <b>OR</b> Graduate degree in media production and management and Mass Communication</p> <p><b>B. Experience:</b> One year of relevant experience in reputed media organizations/industry at the level of production assistant or higher; active engagement with production and dissemination of media/radio.</p> <p><b>C. Desirable:</b> 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
19	<b>Graphic Assistant Grade-I</b>	<p><b>A. Essential:</b> Graduate degree in any discipline. Diploma in Graphics/Animations/Video editing/Mass Communication. <b>OR</b> Graduate degree in media production and management/Mass Communication.</p> <p><b>B. Experience:</b> 03 years of relevant experience in reputed media organizations / industry.</p> <p><b>C. Desirable:</b> 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
20	<b>TV Producer Grade-III</b>	<p><b>A. Essential</b> 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. <b>OR</b> Post Graduate Diploma in media or equivalent in relevant area of Media.</p> <p><b>B. Desirable:</b> 1. Familiarity with TV equipment. 2. Two years' Experience of having worked as Production Assistant on TV or having worked as TV continuity in film/TV production/ICT.</p>
	Mode of Selection	Written Test
21	<b>Semi Professional Assistant</b>	<p><b>A. Essential:</b> i) B. Lib. Sc. /B.L.I. Sc./ Graduation with Library Science /Information Science as one of the subject with 50% marks</p> <p><b>B. Desirable :</b> 1. Two (2) years' experience in the field of library &amp; information science. 2. Knowledge of library software.</p>
	Mode of Selection	Written Test

22	<b>Sr. Proof Reader (English)</b>	<p><b>A. Essential :</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's degree in English.</li> <li>2. At least 2 years' experience of working in a Printing or Publishing organization as Copy Holder/Proof Reader.</li> <li>3. Working Knowledge of Computer.</li> </ol> <p><b>B. Desirable:</b> Knowledge of Typography.</p>
	Mode of Selection	Written Test
23	<b>Store Keeper Grade-I</b>	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelors' Degree in Arts/Science/Commerce</li> </ol> <p style="text-align: center;"><b>OR</b></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"> <li>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.</li> <li>3. Working Knowledge of computer.</li> </ol> <p><b>B. Desirable:</b> Certificate/Diploma in Purchasing, Store Keeping and Stock Control</p>
	Mode of Selection	Written Test
24	<b>Computer Operator Grade- III</b>	<p><b>Essential:-</b></p> <ol style="list-style-type: none"> <li>a) 12th pass</li> <li>b) Certificate/Diploma in Computer Operations/Applications from any recognized Institution.</li> <li>c) Conversant with D. Base, LOTUS or Graphic Package.</li> <li>d) Efficient in Operating Word-star packages.</li> </ol>
	Mode of Selection	Written Test
25	<b>Floor Assistant</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. 10+2 or equivalent from a recognized Institute</li> <li>2. One year experience in handling erection of sets in stage, Film or T.V. or Diploma from a recognized Institutions in stage Craft.</li> <li>3. Good physique and capacity for undertaking strenuous physical work.</li> </ol>
	Mode of Selection	Skill Test
26	<b>Film Assistant</b>	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. Graduation in any discipline from a recognized University.</li> <li>2. Diploma/Certificate in a related media field from a recognized institute.</li> </ol> <p><b>B. Experience:</b> At least one year experience of video editing/Computer Graphic/Computer animation</p>
	Mode of Selection	Skill Test
27	<b>Graphic Assistant Grade-II</b>	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"> <li>1. Graduate degree in any discipline</li> <li>2. Diploma in Graphics/Animations/computer application or Graduate degree in media production and management/Mass Communication</li> </ol> <p><b>B. Experience:</b> One year working experience in the field of Television Programme Production in the relevant area</p> <p><b>C. Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Experience of development and dissemination of media / IT content.</li> <li>2. Experience of working with media / ICT for children and education.</li> </ol>

	Mode of Selection	Skill Test
28	<b>Store Keeper Grade-II</b>	<b>Essential:</b> 1. Must have passed 12th Standard or equivalent examination from a recognized Board. 2. Certificate/Diploma in Store Keeping and Purchasing. 3. Three years' experience of procurement/ Inspection Maintenance and verification of Stores in a Govt./ Semi-Govt. organization or a Private Organization of repute
	Mode of Selection	Written Test
29 to 40	<b>Lab Assistant</b>	<b>A. Essential:</b> 1. A Bachelors' Degree in the required field (relevant subject). 2. Experience in the handling of instruments and appliances.  <b>B. Desirable:</b> Knowledge of working on computers.
	Mode of Selection	Written Test
41	<b>Lower Division Clerk</b>	<b>Essential:-</b> 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
42	<b>Senior Library Attendant</b>	<b>A. Essential:</b> 1. 12th pass. 2. Certificate/Diploma in Library Science /Library and Information Science from a recognized Institution. <b>B. Desirable:</b> i) Three years' experience in the field of library and information science. Knowledge of library software. ii) Six months Computer course from a recognized institution.
	Mode of Selection	Written Test
43	<b>Film Joiner</b>	<b>A. Essential:</b> 1. 10th/12th pass from any recognized board/Institution 2. ITI in any trade with one year experience of handling, audio equipment/Video equipment and Editing/Film Equipment <b>B. Desirable:</b> Experience of working as an Assistant/helper in Media Institutions.
	Mode of Selection	Skill Test
44	<b>Lightman</b>	<b>A. Essential</b> 1. 10th/12th pass from any recognized board/Institution 2. 3 years' experience of lighting in stage, Film and Television. <b>B. Desirable:</b> Experience of handling studio lights/portable lights/lights on outdoor location while shooting.
	Mode of Selection	Skill Test
45	<b>Painter</b>	<b>A. Essential:</b> 1. 10th pass from any recognized board/Institution 2. ITI in relevant trade with 3 years' experience <b>B. Desirable:</b> Experience of painting of sets for stage/film/TV Programme
	Mode of Selection	Skill Test

46	<b>Toucher Grade- II</b>	<p><b><u>A. Essential:</u></b>  1. 10th/12th pass from any recognized board / Institution.  2. ITI in any trade with one year experience of handling, audio equipment / Video equipment / Film Equipment and editing</p> <p><b><u>B. Desirable:</u></b>  Experience of working as an Assistant/helper in Media Institutions.</p>
	Mode of Selection	Skill Test
47	<b>Carpenter</b>	<p><b><u>A. Essential:</u></b>  1. 10th pass from any recognized board/Institution.  2. ITI in relevant trade with 3 years' experience.</p> <p><b><u>B. Desirable:</u></b>  Experience of construction of sets for stage/film/TV Programme</p>
	Mode of Selection	Skill Test

Sd/-  
Under Secretary  
Non-Academic, NCERT