



# DEPARTMENT OF MEDIA SCIENCES

## CEG CAMPUS, ANNA UNIVERSITY, CHENNAI-600 025

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06.04.2024

### **INVITING APPLICATIONS FOR THE POST OF PRODUCTION ASSISTANT (TEMPORARY)**

Applications are invited from the eligible candidates for the post of Production Assistant (Temporary) on consolidated basis for the Anna Community Radio in the Department of Media Sciences. The applicants should have the following qualifications:

Name of the Post	Number of Post	Essential Qualifications	Desirable	Tenure	Salary
Production Assistant	One	i) Graduation in any field from a recognized university / institute with 5 years of experience in any main stream media (or) Degree / PG / Diploma in journalism / Mass Communication / relevant field from recognized university / institute with at least 3 years of experience in any main stream media ii) Language Proficiency: Tamil & English iii) Good knowledge in programme production both audio / video	i) Retired Production Staff from Doordarshan / All India Radio ii) Age limit: below 65 years iii) Innovative methods in productions iv) Sound knowledge in content creation	One year	Rs.30,000/- per month

#### **General Instructions:**

1. The duly filled application in the prescribed format (as attached) along with copy of necessary certificates should be sent to "The Head, Department of Media Sciences, CEG Campus, Anna University, Chennai – 600 025 on or before 29.04.2024. (Superscribe the envelope as "Application for the post of Production Assistant")
2. Only shortlisted candidates will be called for interview after scrutinizing the applications
3. The actual date and time of interview will be intimated by Phone Calls or E-mail to the shortlisted candidates.
4. Candidates should appear for the interview with their original certificates. No TA/DA will be paid.
5. The positions are purely temporary and the duration is for one year
6. Selected candidates shall report for duty within a week.
7. The selection criteria would be as per the guidelines of Anna University.

**HEAD OF THE DEPARTMENT**



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## APPLICATION FORM FOR THE POST OF PRODUCTION ASSISTANT

1.	Name (in Block Letters) with initials at the end	:								Affix Recent Photo			
2.	Present Address	:											
3.	Permanent Address	:											
4.	E-mail id (valid and functional)	:											
5.	Mobile Number (valid and functional)	:											
6.	Father's / Husband's Name	:											
7.	Marital Status	:											
8.	Nationality and Religion	:											
9.	Community	:											
10.	Gender	:											
11.	Date of Birth	:	D	D	M	M	Y	E	A	R	Age		
												Years	Months
12.	Educational Qualifications (from HSC onwards)												
	S. No.	Degree	Board/University			Regular/ Part time		Year		Percentage of marks/ CGPA			

13.	Professional Experience (if any)	:	
14.	Any other skills		

**DECLARATION**

I hereby declare that I have carefully read the instructions and particulars supplied to me and that the entries made in this application form are correct to the best of my knowledge and belief. If selected, I promise to abide by the rules and discipline of the Institute.

I note that the decision of the Institute is final about selection. The Institute shall have the right to expel me from the Institute at any time after my selection, provided it is found that I was admitted on false particulars furnished by me or my antecedents prove that my continuance in the Institute is not desirable. I agree that I shall abide by the decision of the Institute, which shall be final.

**Place:**

**SIGNATURE OF THE APPLICANT**

**Date:**