

## Publication of Vacancy Advertisement on 18/02/2017



**EDUCATIONAL MULTIMEDIA RESEARCH CENTRE**  
(An Institution of CEC-UGC on Electronic Media)  
IIT CAMPUS, ROORKEE-247667, UTTARAKHAND  
Tel: 01332-285229, 284329 Website: [www.emmrcroorkee.org](http://www.emmrcroorkee.org)



**Vacancy Circular**

**Advertisement No. 1/2017**

Educational Multimedia Research Centre (EMRC) Roorkee is an Educational Media Centre under the administrative and financial management of CEC, New Delhi-an Inter University Centre (Autonomous body) of UGC New Delhi. EMRC Roorkee invites applications from qualified candidates for the posts of (i) Director (01, UR), 37400-67000 GP-10000; (ii) Junior Research Officer (01, UR), 15600-39100 GP-5400; (iii) Producer-I (01, UR), 15600-39100 GP-5400; (iv) Engineer Grade-I (01, UR), 15600-39100 GP-5400; (v) Cameraperson (02, UR), 9300-34800 GP-4600; (vi) Section Officer (Admn.) (01, UR), 9300-34800 GP-4600; (vii) Production Assistant (03, UR), 9300-34800 GP-4200; (viii) Accounts Assistant (01, UR), 9300-34800 GP-4200; (ix) Personal Assistant (01, UR), 9300-34800 GP-4200; (x) Technical Assistant (01, UR), 9300-34800 GP-4200; (xi) Technician (01, UR), 5200-20200 GP-2400; (xii) Driver cum Helper (01, UR), 5200-20200 GP-1900; (xiii) Unit Peon (01, UR), 5200-20200 GP 1800.

Interested candidates must send the duly filled-in application within 21 days from the date of publication of this advertisement. For downloading the application form along with the details of qualification, experience, age limit and other important information/terms and conditions/instructions, please visit EMRC Roorkee website : <http://emmrcroorkee.org/>

**Director (I/c), EMRC Roorkee**



**शैक्षिक बहुमाध्यम शोध केन्द्र**  
(इलेक्ट्रॉनिक मीडिया संबंधी सीईसी-यूजीसी का संस्थान)  
भा.प्रौ.सं. परिसर, रुड़की-247667, उत्तराखंड  
दूरभाष : 01332-285229, 284329, वेबसाइट : [www.emmrcroorkee.org](http://www.emmrcroorkee.org)



**सिक्वि परिपत्र**

**विज्ञापन संख्या - 01/2017**

शैक्षिक बहुमाध्यम शोध केन्द्र (ईएमआरसी) रुड़की, जो कि सीईसी (यूजीसी का एक स्वायत्त आईयूसी), नई दिल्ली के प्रशासनिक एवं वित्तीय प्रबंधन में है, योग्य उम्मीदवारों से निम्न पदों हेतु आवेदन पत्र आमंत्रित करता है।

(i) डायरेक्टर (01, अनारक्षित), 37400-67000 ग्रे.पे.-10000; (ii) जूनियर रिसर्च ऑफिसर (01, अनारक्षित), 15600-39100 ग्रे.पे.-5400; (iii) प्रोड्यूसर-I (01, अनारक्षित), 15600-39100 ग्रे.पे.-5400; (iv) इंजीनियर ग्रेड-I (01, अनारक्षित), 15600-39100 ग्रे.पे.-5400; (v) कैमरापर्सन (02, अनारक्षित), 9300-34800 ग्रे.पे.-4600; (vi) सैक्शन ऑफिसर (एडमिन) (01, अनारक्षित), 9300-34800 ग्रे.पे.-4600; (vii) प्रोडक्शन असिस्टेंट (03, अनारक्षित), 9300-34800 ग्रे.पे.-4200; (viii) अकाउंट्स असिस्टेंट (01, अनारक्षित), 9300-34800 ग्रे.पे.-4200; (ix) पर्सनल असिस्टेंट (01, अनारक्षित), 9300-34800 ग्रे.पे.-4200; (x) टैक्निकल असिस्टेंट (01, अनारक्षित), 9300-34800 ग्रे.पे.-4200; (xi) टैक्निशियन (01, अनारक्षित), 5200-20200 ग्रे.पे.-2400; (xii) ड्राइवर-कम-हेल्पर (01, अनारक्षित), 5200-20200 ग्रे.पे.-1900; (xiii) यूनिट पियोन (01, अनारक्षित), 5200-20200 ग्रे.पे.-1800.

उम्मीदवार विज्ञापन प्रकाशित होने के 21 दिन के भीतर पूर्णतः भरा हुआ आवेदन पत्र, निदेशक, शैक्षिक बहुमाध्यम शोध केन्द्र के उपरोक्त पते पर भेजें। पद के लिए सामान्य निर्देश, शर्तें, योग्यता, अनुभव, आयु, आवेदन प्रपत्र आदि से संबंधित विस्तृत विवरण को वेबसाइट <http://emmrcroorkee.org/> से डाउनलोड किया जा सकता है।

**प्रभारी निदेशक, ईएमआरसी रुड़की**



## EDUCATIONAL MULTIMEDIA RESEARCH CENTRE

IIT Campus

ROORKEE-247 667, UTTARAKHAND, INDIA

FAX: 01332-273560

TELE: 01332-285229

Website: [www.emmrcroorkee.org](http://www.emmrcroorkee.org)

e-mail: avrc@iitr.ac.in



### Vacancy Notification

Advertisement No.1/2017

Date of Publication: 18<sup>th</sup> February, 2017

Last date for submission of application: 10<sup>th</sup> March, 2017

Educational Multimedia Research Centre (EMRC) Roorkee is an Educational Media Centre under the administrative and financial management of CEC, New Delhi – an Inter University Centre (Autonomous body) of UGC New Delhi. EMRC Roorkee invites applications from qualified candidates for the following posts:

S. N.	Name of the Post	No. of Vacant Posts	Pay Scale & Grade Pay as per 6 <sup>th</sup> CPC	Category	Qualification & Experience	Age limit
1	Director	01	37400-67000 GP -10000	UR	A Master's Degree in any subject. Eminent teachers/persons having experience of print/electronic media or journalism/theatre, art and culture with a total of 10 years of regular service including administrative experience. The term of Director shall be for a period of 05 years, extendable to another term(s) upto the age of 60 years.	55
2	Junior Research Officer	01	15600-39100 GP-5400	UR	Master's degree in any subject or Bachelor's degree in Engineering with 2 years experience in video production related research. Desirable: NET qualification.	35
3	Producer-I	01	15600-39100 GP-5400	UR	A Master Degree in any subject or Bachelor's Degree in Engineering with 3 years experience in video production or direction preferably in Educational TV or PG Diploma in direction from FTII or equivalent qualification or Master in Communication and 2 years experience in Video production preferably in Educational TV.	30
4	Engineer Grade-I	01	15600-39100 GP-5400	UR	B.E. in Electronics or Telecommunication with 02 years experience in relevant field, preferably in operation and maintenance of video broadcast quality production equipment.	30
5	Cameraperson	02	9300-34800 GP-4600	UR	H.S.C. (12 <sup>th</sup> ) and Diploma in Video Production/Cinematography from a recognized institute OR H.S.C. with 3 years experience in broadcast quality video camera work.	28

6	<b>Section Officer (Admn.)</b>	01	9300-34800 GP-4600	UR	A second class Bachelor's degree/Master's degree in any subject preferably with degree in law or post-graduate diploma in personnel management with 5 years experience as Senior Administrative Assistant.	35
7	<b>Production Assistant</b>	03	9300-34800 GP-4200	UR	Master's degree in any subject or Bachelor's degree in Engineering with 1 year experience in video production OR Master in Communication or equivalent degree with specialization in production.	30
8	<b>Accounts Assistant</b>	01	9300-34800 GP-4200	UR	Commerce graduate with 5 years experience in accounting matters in reputed organization. Knowledge of Computer is essential.	30
9	<b>Personal Assistant</b>	01	9300-34800 GP-4200	UR	Graduate with English shorthand speed of 100 WPM and typing speed of 45 WPM and 5 years experience as a Stenographer. Desirable: Experience in handling modern office equipment and word processing on computer.	30
10	<b>Technical Assistant</b>	01	9300-34800 GP-4200	UR	HSC (12 <sup>th</sup> ) and Diploma 3 years (structure) in electronics from recognized institute or equivalent qualification and 1 year experience in operation/maintenance of Video equipment OR SSC (10 <sup>th</sup> ) plus Diploma (3 year structure) in electronics from recognized institute and 3 years experience in operation/maintenance of Video equipment.	28
11	<b>Technician</b>	01	5200-20200 GP-2400	UR	S.S.C. (10 <sup>th</sup> ) with ITI or equivalent certificate in video/audio/electronics/electrician trade/air-conditioning and 2 years experience in relevant field.	30
12	<b>Driver cum Helper</b>	01	5200-20200 GP-1900	UR	S.S.C. (10 <sup>th</sup> ) with valid license to drive public medium heavy vehicle and 3 years' experience.	25
13	<b>Unit Peon</b>	01	5200-20200 GP-1800	UR	S.S.C. (10 <sup>th</sup> ) with 3 years experience in arts/drama/media.	25

**Note:** For all the positions, the candidates should have secured at least 55% of the aggregate marks in the concerned examination(s).

**Abbreviation:** UR- Unreserved

### **Important Instructions and Guidelines w.r.t. Application and filling of Application Form**

- For all the positions, the candidates should have secured at least 55% of the aggregate marks in the concerned examination(s).
- The last date for submission of filled –in applications (within 21 days from the date of advertisement publication): 10<sup>th</sup> March 2017
- The application should be sent through Registered/Speed Post before/till last date to the Director (I/c), Educational Multimedia Research Centre (EMRC), IIT Campus, Roorkee -247 667 (Uttarakhand).
- Application received after last date will not be considered. EMRC Roorkee shall not be responsible for postal delay, if any. Envelope, containing application, should be superscribed with the name of the post applied for.

4. A crossed Demand Draft of Rs. 500/- for General and OBC category drawn in favour of the Director, EMMRC Roorkee, payable at Roorkee should be sent with the filled in application form. SC/ST and Physically Challenged candidates are not required to submit the demand draft.
5. The candidates applying for more than one post must use separate Application Form for each post (along with required demand draft in original) and send them in separate covers superscribed with the name of the post applied for.
6. Persons serving in Govt./Semi-Govt./PSUs, should send their application either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of interview. They can, however, send an advance copy along with DEMAND DRAFT in Original.
7. Age relaxation shall be applicable as per norms/ rules of the Govt. of India/CEC, New Delhi. The age limit shall be determined with reference to all as on the last date for the application.
8. The service conditions including pay scale and age of superannuation shall be as per CEC rules/norms. If selected, candidate may be assigned any duty depending upon exigency of work.
9. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/ certificates/marks sheets/ experience certificate, reprint of important publications, etc) will be outrightly rejected.
10. The Centre shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedent/background for which he has been convicted by any court and has suppressed the said information, then his services shall be terminated.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, EMRC Roorkee reserves the right to modify/withdraw/cancel any communication made to the candidates.
12. Candidate having experience in CEC/Media Centres will be preferred.
13. Short listed candidates will be called for test and or interview.
14. No TA will be given for appearing in the test and or interview.
15. Canvassing in any form may lead to cancellation of candidature.
16. The requirement of the experience could be relaxed at the discretion of the Selection Committee if the candidate is otherwise found suitable.
17. The competent authority reserves the right to cancel the advertisement for all the posts or any of the post advertised in the notification, without assigning any reason.

Director (I/c), EMRC Roorkee

**Educational Multimedia Research Centre**  
 (An Institution of CEC-UGC on Electronic Media)  
 IIT Roorkee Campus, Roorkee – 247 667

*Application No.*  
*(for Office use only)*

Affix a recent passport size colour photograph with self-attestation
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**Application Form**

(Please read the Instructions & Guidelines before filling the form)

Advertisement No.....

Post Applied for:				
Demand Draft No.	Date	Amount	Name of the Bank	Branch Code

Personal details (in capitals)						
1.	Full Name: (in block letters)					
2(a)	Father's Name:					
2(b)	Mother's Name:					
3.	Nationality:					
4.	Gender: (Male/Female)					
5.	Date of Birth:					
6.	Age as on the last date of submission of application	Years:		Months:		Days:
7.	Category: (SC/ ST / OBC / PWD / Gen)					
8.	Whether Physically Challenged (If yes, please specify with relevant certificate)					
9.	Marital Status:					
10.	Permanent Address:					
11.	Full address for Correspondence: (with PIN code)					
	Tel. No.					
	Mobile No.					
	E-Mail					

12. Educational Qualifications (Matriculation onwards):					
Name of the Exam	Board/University	Year of Passing	% of marks	Division/Class/GPA	Subjects

Please use an additional sheet, if required, retaining the above tabular format.

13. Experience (Enclose additional sheet, if required, in the same format):					
Organisation	Post held (permanent/ temporary) Basic Pay and Pay Band with Grade Pay	Nature of Work	Period		No. of Years/ months
			From	To	

14. Languages Known:				
Language	Speak	Read	Write	Examination Passed (if any)

15. Present position:	
a. Designation along with nature of appointment	
b. Present pay scale & other details:	
c. Pay Band + GP:	
d. Present basic pay:	
e. Total Emoluments: (including DA, HRA, TA etc.)	
f. Date of next increment:	

16.	Are you willing to accept the minimum pay? If not, what initial pay do you expect? Give reasons justifying your request.

17.	If appointed, how much time will you need for joining the Institution?

18.	Any other relevant information you wish to furnish:

Please use an additional sheet, if required, retaining the above tabular format.

20.	Referees: Give below the names of two referees holding responsible position and should not be a relative of the candidate. One of the referees should be his/her present or recent employer.	
	Name	Address, Phone No. and E-mail ID
1.		
2.		

**DECLARATION**

I declare that all the entries made in the application are true to the best of my knowledge and belief, and that I have not suppressed or misrepresented any information which may disqualify my candidature.

Date \_\_\_\_\_

Signature of the applicant

**ENDORSEMENT OF THE FORWARDING AUTHORITY**

Mr./Mrs./Miss/Dr. \_\_\_\_\_ Designation \_\_\_\_\_

has been working in a temporary/permanent capacity with effect from \_\_\_\_\_. His/Her Pay band + Grade Pay is \_\_\_\_\_. He/She is drawing a basic pay of Rs. \_\_\_\_\_. His/Her next increment is due on \_\_\_\_\_.

It is certified that no disciplinary / vigilance case has ever been held or contemplated or pending against him/her.

Signature:

Name:

Designation:

Date:

Seal of the Office: