



Ref : Estb/Advt. 02-2022/276

Date : 11/11/2022

NOTICE

Sub: Written Test & Skill Test for the post of Production Assistant and Producer-cum-Studio Incharge against Advt. No. 02/2022.

In continuation to this office letter No. Estb/Adv. 02-2022/2470 dated 11.11.2022 uploaded on the University website, it is for the information of concerned that the schedule of Written Assessment & Skill Test for the contractual post of (i) Production Assistant and (ii) Producer-cum-Studio Incharge is as follows:

Post	Date & Time of Written Test	Date & time of Skill	Reporting time
(i) Production Assistant	Nov 21, 2022 09:30 AM to 11:00 AM	Nov 21, 2022 12:00 noon to 01:00 PM	08:00 AM
(ii) Producer-cum-Studio Incharge			

All eligible applicants as per updated Scrutiny report uploaded on University website on 11.11.2022 have been shortlisted for written test for above mentioned posts. The duration of this written test will be of 90 minutes and will comprise of 50 Multiple Choice Questions out of the syllabus enclosed. **Only, the applicants who will qualify the written test will be considered for appearing in the Skill Test and subsequently those who will qualify the Skill test will be considered for appearing in the Interview.**

The eligible shortlisted applicants are required to report (along with a copy of a valid proof of identity bearing a clear recent photograph) at above mentioned date & time in Multimedia Centre of the University. It is reiterated that the eligibility of the shortlisted applicants is purely provisional (as it is based on the information/document filled in the application form) and subject to the physical verification of documents.

Encl: Syllabus for written Test & Skill Test.


11/11/2022
REGISTRAR

- All notice boards.
- Web Administrator: to upload on the University website
- All applicants via e-mail.

Syllabus for written test and skill test for the posts (on Contract basis) of Producer-Cum-Studio In-Charge and Production Assistant

For the post of Producer-cum Studio In-charge-

Syllabus for the Written test:

1. Audio and Video equipment and their functions
2. Audio and Video Production (Pre-Production, Production and Post-Production)
3. Audio and Video Editing
4. Lighting
5. Indoor and outdoor shoot
6. Functionality of Studio

For Skill test:

1. Multimedia Studio Operation and Management
2. Handling of the Audio-Video Equipment
3. Professional Video Editing Software: Adobe Creative cloud, FCP etc.
4. Professional Audio Editing software-Adobe Audition, Audacity etc.
5. Handling of Production Control Room- Console, Switchers and output etc.
6. Handling Multi camera indoor and outdoor shoot.

For the Post of Production Assistant-

Syllabus for the Written test:

1. Audio and Video equipment and their functions
2. Audio and Video Production (Pre-Production, Production and Post-Production)
3. Audio and Video Editing
4. Lighting
5. Indoor and outdoor shoot

For Skill test:

1. Handling of the Audio-Video Equipment
2. Professional Video Editing Software: Adobe Creative cloud, FCP etc.
3. Professional Audio Editing software-Adobe Audition, Audacity etc.
4. Handling of Production Control Room- Console, Switchers and output etc.
5. Handlin of Multi-camera indoor and outdoor shoots.