

Annexure I

1. Special Education Teachers

Education: M.Ed. in Special Education (Mental Retardation) or B.Ed. in Special Education (Mental Retardation)

Experience: Minimum 5 years in special education, Psychology, preferably in curriculum development or instructional design.

Knowledge: Deep understanding of the educational needs of students with intellectual disabilities

Skills: Strong interpersonal and communication skills, proficiency in instructional technology tools, ability to analyze and interpret data, and curriculum design

• **Soft Skills:**

- Superior written and oral communication skills.
- Empathy and in-depth knowledge of children with special needs.
- Adaptive and creative thinking.
- Strong teamwork and collaborative abilities.

Key Responsibilities

Curriculum Design: Develop and adapt curriculum frameworks tailored to meet the diverse needs and abilities of intellectually disabled students, ensuring alignment with educational standards and individualized education plans (IEPs).

Task Analysis: Conduct comprehensive task analysis to break down learning objectives into manageable steps, identifying specific skills, prerequisites, and potential barriers for intellectually disabled students.

Content Validation: Review, assess, and validate instructional materials, resources, and teaching strategies to ensure they are appropriate, accessible, and effective for intellectually disabled learners, considering different learning styles and abilities.

Modification and Adaptation: Modify and adapt existing curriculum materials and instructional content to accommodate individual learning profiles, using alternative formats, assistive technology, and multisensory approaches as needed.

Progress Monitoring Tools: Develop and implement tools and assessments to monitor students' progress and skill acquisition, regularly evaluating the effectiveness of teaching methods and making adjustments based on data analysis.

Collaborative Review and Improvement: Collaborate with other educators, specialists, and stakeholders to review curriculum effectiveness, exchange best practices, and continuously improve teaching strategies and content to better address the needs of intellectually disabled students.

Documentation and Reporting: Maintain detailed records of curriculum modifications, task analyses, content validation processes, and student progress, ensuring accurate documentation to inform future adjustments and support accountability.

2. Early Intervention Specialist

Education: M.Ed. in Special Education or Post Graduate Degree with Diploma in Early Childhood Special Education (Intellectual Disability) or M.A in Psychology with P.G Diploma in Early Intervention.

Experience: Minimum 5 years of experience working with young children with developmental disabilities preferably in curriculum development in early childhood education and early intervention.

Knowledge: Deep understanding of the educational needs of students with intellectual disabilities

Skills: Strong interpersonal and communication skills, proficiency in instructional technology tools, ability to analyze and interpret data, and curriculum design

Attributes: Should possess patience, empathy, adaptability, and strong organizational skills.

- **Soft Skills:**

- a. Superior written and oral communication skills.
- b. Empathy and in-depth knowledge of children with special needs.
- c. Adaptive and creative thinking.
- d. Strong teamwork and collaborative abilities.

Key Responsibilities

System Development: Work with software developers and specialists to create interactive, user-friendly software systems for the educational and developmental needs of children with intellectual disabilities. Make sure the software has engaging activities, adaptive learning, and accessibility.

Training Manuals for Parents: Create comprehensive and user-friendly training manuals and resources for parents and caregivers on intervention strategies, software tools, and integrating developmental activities into daily routines to support their child's growth and learning.

Multidisciplinary Collaboration: Work with educators, therapists, psychologists, and technology experts to integrate software-based interventions into the early intervention curriculum holistically. Align software features with IEPs.

3. Snr. Special Education Teacher

Education: M.A English Literature, M.Ed. and B.Ed. in Special Education (Mental Retardation)

Experience: Minimum 7 years in special education, Psychology, preferably in curriculum development or instructional design.

Knowledge: Deep understanding of the educational needs of students with intellectual disabilities

Skills: Strong interpersonal and communication skills, proficiency in instructional technology tools, ability to analyze and interpret data, and curriculum design

• **Soft Skills:**

- Superior written and oral communication skills.
- Empathy and in-depth knowledge of children with special needs.
- Adaptive and creative thinking.
- Strong teamwork and collaborative abilities.

Key Responsibilities

Curriculum Design: Develop and adapt curriculum frameworks tailored to meet the diverse needs and abilities of intellectually disabled students, ensuring alignment with educational standards and individualized education plans (IEPs).

Task Analysis: Conduct comprehensive task analysis to break down learning objectives into manageable steps, identifying specific skills, prerequisites, and potential barriers for intellectually disabled students.

Content Validation: Review, assess, and validate instructional materials, resources, and teaching strategies to ensure they are appropriate, accessible, and effective for intellectually disabled learners, considering different learning styles and abilities.

Modification and Adaptation: Modify and adapt existing curriculum materials and instructional content to accommodate individual learning profiles, using alternative formats, assistive technology, and multisensory approaches as needed.

Progress Monitoring Tools: Develop and implement tools and assessments to monitor students' progress and skill acquisition, regularly evaluating the effectiveness of teaching methods and making adjustments based on data analysis.

Collaborative Review and Improvement: Collaborate with other educators, specialists, and stakeholders to review curriculum effectiveness, exchange best practices, and continuously improve teaching strategies and content to better address the needs of intellectually disabled students.

Documentation and Reporting: Maintain detailed records of curriculum modifications, task analyses, content validation processes, and student progress, ensuring accurate documentation to inform future adjustments and support accountability.

4. Vocational Curriculum Special Educator

- **Education:** M.Ed. in Special Education (or) Post Graduation Degree with Bachelors Degree in Mental Retardation (or) M.A in Psychology with a diploma in vocational training and rehabilitation from a reputed institution (or) Master's in Social work in rehabilitation/Community Development
- **Experience:** Minimum 5 years in vocational training, especially for persons with intellectual disabilities.



- **Knowledge:** Comprehensive understanding of the vocational needs and capabilities of persons with intellectual disabilities
- **Skills:** Strong interpersonal and communication skills, proficiency in using vocational training tools and technology, ability to analyze and interpret data, and curriculum design.
 - **Soft Skills:**
 - Superior written and oral communication skills.
 - Empathy and in-depth knowledge of children with special needs.
 - Adaptive and creative thinking.
 - Strong teamwork and collaborative abilities.

Key Responsibilities

Curriculum Development: Create and maintain vocational training curricula that meet industry standards and meet the needs of diverse learners, including those with different abilities and backgrounds.

Instructional Design: help other team members to design innovative teaching methods, technology, and real-world applications to create interactive vocational training materials, lesson plans, and resources.

Collaboration and Partnership: Work with vocational instructors, industry professionals, employers, and community organizations to provide internships, practical experiences, and hands-on skills training.

Training Delivery: Lead vocational instructor and trainer training, workshops, and seminars to ensure curriculum, teaching, and assessment implementation.

5. Special Learning Research Specialist

Skills & Qualifications:

- **Education:** A master’s degree or Ph.D. in rehabilitation and administration or related field with a focus on research methodologies. Training in digital content or multimedia is a plus.
- **Experience:** Minimum 5 years in research, focusing on education, special needs, or digital content.
- **Technical Skills:** Proficiency in research tools, data analytics software, and a foundational understanding of digital content platforms.

Key Responsibilities:

Research & Analysis: Design and execute research studies to understand the efficacy and engagement of digital content across various platforms. Analyse data to derive actionable insights for content optimization and innovation.

Content Recommendations: Based on research findings, provide evidence-backed recommendations for content development on 2D, 3D, VR, and AR platforms. Collaborate closely with content creators to ensure research findings are appropriately implemented.

Interdisciplinary Collaboration: Work with educators, therapists, animators, and VR/AR developers to bridge the gap between research and application. Engage in regular feedback sessions to fine-tune content development processes.

Continuous Learning & Innovation: Stay updated with the latest research methodologies, digital trends, and emerging technologies in the realm of special education. Explore and introduce new research techniques or tools that can enhance content development.

Documentation & Reporting: Document research methodologies, findings, recommendations, and content changes. Present research outcomes to stakeholders, ensuring transparency and evidence-backed decision-making.

6. Educational Scriptwriter

Qualifications: Any Graduate, preferably in Fine Arts, Literature or Mass Communication.

Experience: 2-3 years in either theatre or any show

Soft Skills: Fluent in both Hindi and English

- Proven experience as a scriptwriter or similar role.
- Strong portfolio showcasing a variety of scriptwriting projects.
- Excellent storytelling and creative writing skills.
- In-depth knowledge of different writing styles and formats.
- Ability to work collaboratively and take direction effectively.
- Strong research skills and attention to detail.

Key Responsibilities:

- **Script Development:**
 - Conceptualize, write, and edit scripts for various media projects.
 - Collaborate with the creative team to develop and refine ideas that align with project goals.
- **Research:**
 - Conduct thorough research to gather relevant information for script development.
 - Ensure accuracy and authenticity in script content, especially in projects requiring factual information.
- **Storytelling and Creativity:**

- Develop creative and compelling narratives that resonate with the target audience.
- Infuse creativity and innovation into scripts while maintaining brand consistency.
- Collaboration:
 - Work closely with the creative team, directors, and other stakeholders to ensure a cohesive and effective final product.
 - Incorporate feedback and revisions into scripts in a timely and efficient manner.
- Adaptability:
 - Adapt writing style to suit different projects, genres, and tones.
 - Stay updated on industry trends and incorporate fresh ideas into scriptwriting.

7. Sketch Artist

Education: Any Graduate, Preferably in Fine Arts

Experience: 2-4 years' experience in sketching characters and scenes

- Excellent affinity with the visual and artistic disciplines.
- Degree in fine art, drawing, animation, or graphic design
- Drawing ability, accurate tracing skills
- Drawing and painting skills
- Ability to create consistent images according to a set style
- Silhouette software, Shake, Nuke
- Adobe After Effects, Illustrator, Photoshop, Dreamweaver
- Digital fusion

Key Responsibilities

- Liaising with other team members on the sequences requiring rotoscoping
- Interpret and apply artistic concepts as briefed
- Maintain consistency of visuals and style throughout the production
- Creating mattes tracing the motion of object/s
- Shape creation and editing
- Shape animation by hand and with trackers
- Shape compositing, fill modes, and opacity settings
- Undertake quality assurance on completed roto work

8. Snr. 2D Modeling Expert

Education: Bachelor's degree in fine arts/illustration/graphic design preferred.

Experience: 7+ years of experience as a technical artist.



- Great communication and organisational skills and experience working through remote collaboration platforms.
- Strong proficiency in latest Adobe Creative Suite, Adobe After Effects and Adobe Premiere Pro
- Adobe action scripting experience a plus
- Experience with 2.5D environmental creation
- You have a keen eye for design and aesthetics
- You are organized and can prioritize effectively
- You have excellent communication skills and can clearly articulate your ideas
- You are a strong team player who can collaborate effectively with different stakeholders

Key Responsibilities

- Creating visually stunning motion graphics and animations for various digital media platforms
- Utilizing video software, such as Adobe After Effects, Adobe Premiere Pro, and Cinema 4D, to design and execute captivating motion graphic projects
- Incorporating typography, visual effects, and sound design to enhance the overall impact and engagement of motion graphic content
- Adapting and optimizing motion graphics for different screen sizes and resolutions to ensure seamless playback on various devices
- Demonstrating a keen eye for aesthetics and attention to detail, ensuring high-quality motion graphic deliverables that meet client requirements and exceed expectations
- Contributing to the creative process by bringing innovative ideas and creative solutions to the table, contributing to the overall success of the design team
- Managing multiple projects simultaneously, adhering to project timelines, and delivering projects on time and within budget
- Collaborating with clients and stakeholders to understand project goals, gather feedback, and incorporate revisions to achieve the desired creative vision
- Collaborating with the creative team, including graphic designers, video editors, and content creators, to conceptualize and storyboard motion graphic projects that align with brand guidelines and project objectives

9. Snr. 2D Animator

Education: Any Graduate, preferably in Multimedia, Fine arts and graphics

Experience: 6+ years

- Solid understanding of design principles and color theory.
- Proficiency in Adobe After Effects, including experience with extensions and plugins.
- Strong communication skills for effective collaboration.
- Access to a personal laptop or desktop computer.
- Ability to adhere to moodboards and visual guidelines to maintain design consistency.
- A thirst for learning and contributing fresh perspectives to the team.
- Successful completion of the teams overall vibe assessment.

Key Responsibilities

- Crafting seamless and sleek Motion Graphics and 2D animations using After Effects.
- Collaborating actively with video editors, content writers, and other relevant teams.
- Incorporating appropriate visual elements such as text, images, GIFs, and videos.
- Managing tasks within demanding timelines.

Video Production Skill Set

- Developing 3-4 minute animated videos featuring insights from Digital Marketing industry experts.
- Creating dynamic marketing videos enriched with visual effects, overlays, sound effects, and animations.
- Producing long-form content in the form of trend-focused Masterclasses.
- Generating innovative solutions for visual component.

10. Multi-Lingual Narration Artists

Education: bachelor’s degree in communication, broadcasting or theatre

Experience: 2-3 years

- Fluent in Both English and Hindi
- Excellent communication skills
- Adaptable voice
- Confident to face the microphone and camera

Key Responsibilities:

- Providing a natural speaking style that is appropriate for the intended audience
- Explaining the purpose of a commercial, advertisement, or other type of recording to the client
- Recording audio using a variety of equipment and techniques, such as digital recorders

or studio microphones

- Recording narration for film and television using scripts provided by writers or directors
- Editing audio files to remove extraneous noise or other flaws in the recording
- Should be able to mimic voice and emotions for any age group

11. 2D Creative Director

Education: Any Graduate

Experience: 08+ years

Qualifications

- Bachelor's degree in Fine Arts, Graphic Design, Animation, or a related field.
- Proven experience as a Creative Director or similar role in 2D art and design.
- Strong portfolio showcasing exceptional 2D design and animation skills.
- Proficiency in industry-standard software such as Adobe Creative Suite (Illustrator, Photoshop, After Effects, etc.).
- Excellent leadership, communication, and interpersonal skills.
- Ability to think creatively and strategically, with a keen eye for detail.
- Strong organisational and project management skills.

Key Responsibilities:

Creative Leadership:

- Lead the creative team in developing original 2D concepts and designs that align with project goals and brand guidelines.
- Inspire and mentor a team of artists, animators, and designers to produce high-quality work.
- Foster a collaborative and innovative work environment.

Concept Development

- Drive the creative vision for projects, from initial idea generation to final execution.
- Develop and pitch creative concepts to internal stakeholders and clients.
- Ensure all visual content aligns with the strategic direction and brand identity.

Quality Assurance

- Maintain high standards for visual quality and consistency across all projects.
- Provide constructive feedback and direction to team members to refine and improve their work.



- Stay updated on industry trends and incorporate best practices into the creative process.

Client and Stakeholder Engagement

- Present and articulate creative concepts and strategies to clients and stakeholders.
- Build and maintain strong relationships with clients, ensuring their vision and requirements are met.
- Adapt creative approaches based on client feedback and project needs.

12. Snr. 3D Modeler

Education: Any Graduate

Experience: 08+ years

- 3D Modeling: Exceptional understanding of form, shape, structure, and silhouette.
- A good eye for Light, Shades, Color, and Detail in creating Texture Maps of different material types.
- Good understanding on Game stylization.
- Expert knowledge of MAYA, Photoshop, ZBrush and Substance Painter.
- Knowledge in various aspects like Modeling, Texturing, Rigging and Animation.
- Excellent knowledge of real-time modeling techniques (Shaders, PBR, Normal maps, Displacement maps etc.)
- Strong low and high poly modeling and texturing skills.
- Familiarity with game development life cycle.
- Understanding of cross platform game asset development workflows.
- Knowledge of software packages and tools of the games industry like Unreal or Unity is a plus.
- Knowledge when comes to Architecture, Human Anatomy is a strong plus.

Key Responsibilities

- Communicating with project managers, clients, or other team members to clarify details about projects
- Creating 3D models of products and environments for use in advertising or other visual materials
- Developing designs using computer software programs such as Maya, 3ds Max, or AutoCAD
- Creating models of buildings, landscapes, or other structures by studying drawings and other reference materials
- Preparing sketches or drawings of proposed designs to be used as guides for creating a final model
- Reviewing design plans to ensure that they are structurally sound

- Using computer software to create 3D models of physical objects such as buildings, landscapes, vehicles, machinery, and other items

13. AR/VR Developer

Education: Any Graduate

Experience: 4+ years

- Minimum 4 years of professional experience in developing AR, VR, and MR applications.
- Extensive experience with Unity and Unreal Engine, and a strong portfolio showcasing previous AR and VR projects.
- In-depth knowledge of ARKit, ARCore, and HoloLens SDKs and their integration in mobile and wearable devices.
- Strong programming skills in C#, C++, or other relevant languages used in AR/VR development.
- Proven expertise in creating realistic and interactive virtual environments with a focus on performance optimization.
- Solid understanding of 3D graphics, computer vision, and spatial mapping technologies.
- Ability to work independently, lead projects, and meet tight deadlines

Key Responsibilities:

- Develop and design immersive AR, VR, and MR applications for various platforms and devices.
- Collaborate with cross-functional teams including designers, artists, and software engineers to create high-quality, interactive experiences.
- Lead the development of complex AR and VR projects from concept to deployment, ensuring a seamless user experience and optimal performance.
- Utilize Unity and Unreal Engine to create captivating virtual environments and interactive simulations.
- Implement ARKit, ARCore, and Realitykit SDKs to integrate AR functionalities into applications.
- Optimize applications for different hardware configurations to achieve optimal performance across devices.
- Stay updated with the latest trends and advancements in AR, VR, and MR technologies and share knowledge with the team.
- Troubleshoot and resolve technical issues related to AR, VR, and MR applications.

- Mentor and guide junior developers, providing technical expertise and promoting best practices.
- Collaborate with clients and stakeholders to understand project requirements and provide innovative solutions.

14. Snr. 3D Animator

Education: Any Graduate

Experience: 7+ years

Skills:

- Maya
- After Effects
- MotionBuilder
- LightWave
- Real-time engine (such as Unreal or Unity)

Key Responsibilities

- 'Breathing life' into 3D rigged models
- Researching visual style, genre, and technologies to produce each individual project
- Applying motion capture to enhance performances
- Identifying key scenes and sequences
- Transforming storyboards into animated sequences
- Managing files, animation libraries, and updating procedures documentation
- Integrating sound and syncing dialogue

15. Data Management Staff

Education:

- **High school diploma or GED**

Experience

- 0–1-year experience as a data entry operator
- Additional computer training or certification will be an asset
- Knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Experience using office equipment

Key Responsibilities

- Stock entries and maintaining the stock, outward and inward registers



- Transferring files from one section to another
- Draft Documents and record minutes of meeting
- Maintain files and documents

16. Asst. Data Management Staff

Education:

- High school diploma or GED

Experience

- 0–1-year experience as a data entry operator
- Make Tally Sheets
- Additional computer training or certification will be an asset
- Knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Experience using office equipment

Key Responsibilities

- Stock entries and maintaining the stock, outward and inward registers
- Transferring files from one section to another
- Draft Documents and record minutes of meeting
- Maintain files and documents
- Strong problem-solving and analytical skills

17. Asst. Operations Manager

Position Overview: The Assistant Operations Manager will support the Project Manager in the successful planning, execution, and delivery of software development projects. The ideal candidate will have a strong background in administrative and operational tasks within a software development environment. Additionally, experience in event management, data centre management, team management, and vendor management is essential.

Qualifications:

- Any graduate.
- 7 years of experience in project management and vendor management.
- Strong administrative and operational skills.
- Experience in team management.
- Ability to work under pressure and meet tight deadlines.

Key Responsibilities:



1. **Project Support:**
 - Assist the Project Manager in the planning and execution of software development projects.
 - Coordinate with cross-functional teams to ensure project milestones are met.
 - Monitor project schedules, budgets, and deliverables.
2. **Administrative and Operational Tasks:**
 - Manage day-to-day administrative tasks, including documentation, reporting, and correspondence.
 - Ensure smooth operations within the software development lab.
 - Handle procurement and inventory management of hardware and software resources.
3. **Event Management:**
 - Plan and execute internal and external events, including team meetings, workshops, and client presentations.
 - Coordinate logistics, including venue selection, catering, and transportation.
 - Manage event budgets and ensure all events are delivered within budget and to a high standard.
4. **Data Center Management:**
 - Oversee the operations of the data center, ensuring optimal performance and security.
 - Coordinate maintenance, upgrades, and troubleshooting of data center equipment.
 - Ensure compliance with data security policies and procedures.
5. **Client and Stakeholder Communication:**
 - Act as a point of contact for clients and stakeholders.
 - Provide regular updates on project status and address any concerns promptly.
 - Facilitate effective communication between the project team and clients.
6. **Quality Assurance:**
 - Assist in the implementation of quality assurance processes to ensure deliverables meet the highest standards.
 - Conduct regular reviews and audits to ensure compliance with project requirements.
7. **Team Management:**
 - Assist in the management of project teams, ensuring effective collaboration and productivity.
 - Provide guidance and support to team members.
 - Foster a positive and motivating work environment.
8. **Vendor Management:**
 - Manage relationships with vendors and suppliers.
 - Negotiate contracts and ensure timely delivery of goods and services.
 - Monitor vendor performance and address any issues promptly.

18. Content Editor

Qualifications:



- M.A English Literature, B.Ed and M.Ed
- Proven experience as a teacher of children with special needs
- Excellent command of the English language, with strong writing, editing, and proofreading skills.
- Familiarity with content management systems (CMS) and basic HTML.
- Ability to work under tight deadlines and manage multiple projects.
- Strong attention to detail and a passion for producing high-quality content.
- Excellent communication and interpersonal skills.

Key Responsibilities:

- **Content Review and Editing:**
 - Edit and proofread content for grammar, spelling, punctuation, style, and accuracy.
 - Ensure all content meets the company’s quality standards and adheres to the brand’s voice and tone.
 - Fact-check content for accuracy and consistency.
- **Content Development:**
 - Collaborate with writers to develop and refine ideas and story angles.
 - Provide constructive feedback and guidance to writers and contributors.
 - Help develop content calendars and ensure timely delivery of content.
- **Coordination and Collaboration:**
 - Work closely with the marketing, design, and social media teams to align content strategies across platforms.
 - Coordinate with freelance writers and content creators to ensure consistency and quality.
 - Manage multiple content projects simultaneously, ensuring deadlines are met.
- **Content Strategy:**
 - Contribute to the development and implementation of content strategies that support business objectives.
 - Stay up-to-date with industry trends and best practices in content creation and editing.
 - Analyze content performance and suggest improvements based on data and feedback.
- **Quality Assurance:**
 - Ensure all published content is error-free and of the highest quality.
 - Maintain and update editorial guidelines and standards.

General Terms and Conditions for all vacancies

1. The Committee for Manpower Recruitment reserves its right to restrict the number of candidates to be called for interview on the basis of qualifications and experience.
2. Incomplete applications and applications shall be summarily rejected.
3. The applications received after the due date shall not be entertained.



4. Prescribed qualifications and experiences may be relaxed in deserving cases on the recommendation of the Committee for Manpower Recruitment.
5. All the posts are purely on contractual engagement and any kind of claim for regular positions in the future will not be entertained.
6. The performance of the selected candidates will be assessed every month.
7. No queries regarding screening or interviews will be entertained.
8. Serial Nos. 6 to 14 are all work-from-home (WFH) vacancies; the selected candidates must ensure that they have a laptop compatible with various graphic designing software.
9. The timings and working days of the WFH are the same as the project lab timing at MANUU.
10. All rights are reserved to fill or not to fill up the posts advertised for any reasons whatsoever. All rights are reserved to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
11. The number of vacancies indicated in this Notification are tentative. The number of posts may be decreased or increased at any point of time and per the project's requirements and availability of funds.
12. The last date for applications is 2nd June 2024 at 18:00 Hrs.