मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)
Gachibowli, Hyderabad – 500 032)
(Accredited "A" Grade by NAAC)

Annexure I

1. 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**:
  o Superior written and oral communication skills.
  o Empathy and in-depth knowledge of children with special needs.
  o Adaptive and creative thinking.
  o 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.

Write scripts: Write stories and scripts for making animation videos for developing learning aids for children, and other stakeholders involved in teaching persons with intellectual disabilities.

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.

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2. Jnr AR Developer

Education: Any Graduate

Experience: 2+ years
- Minimum 2 years of professional experience in developing AR applications.
- Extensive experience with Unity and Unreal Engine, and a strong portfolio showcasing previous AR 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 development.

Key Responsibilities:
- Develop and design immersive AR, applications for various platforms and devices.
- 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.

3. Jnr VR Developer

Education: Any Graduate

Experience: 2+ years
- Minimum 2 years of professional experience in developing VR 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 VR development.

Key Responsibilities:

- Develop and design immersive VR applications for various platforms and devices.
- 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.
- Optimise applications for different hardware configurations to achieve optimal performance across devices.

- Troubleshoot and resolve AR, VR, and MR application technical issues.

4. Animation Director

Qualifications: Bachelor's Degree in Animation, Fine Arts and Animation

Skills: Leadership, animation software (Toon Boom harmony, Adobe Animate)

Experience: 7+ years in animation, 3+ years in a leadership role

Key Responsibilities

- Develop and maintain the creative vision for the animation project.
- Oversee the work of animators and other artists to ensure consistency and quality.
- Work closely with storyboard artists to create detailed and precise storyboards.
- Collaborate with writers, producers, and other directors to align on the project's direction.
- Ensure the timing and pacing of animations are effective and enhance the storytelling.
- Provide guidance on the technical aspects of animation, including software and techniques.
- Regularly review and provide constructive feedback on animation work to maintain high standards.

5. Snr-Lvl 2D Drawing Support (Rough Animator or Posing Artist)

Qualifications: Bachelor's degree in Animation, Fine Arts, or related field

Skills: Traditional drawing, Toon Boom Harmony, Adobe Animate

Experience: 5+ years in 2D animation

Key Responsibilities

- Create detailed rough animations and character poses based on the storyboard and director's vision.
- Ensure consistency and quality in the animation style, adhering to established guidelines.
- Collaborate with animators and directors to refine and improve animation sequences.
- Provide mentorship and guidance to junior artists, helping them improve their skills.
- Review and revise drawings based on feedback to meet the project's standards and deadlines.

6. Mid-Lvl 2D Drawing Support (Rough Animator or Posing Artist)

Qualifications: Bachelor's degree in Animation or related field

Skills: Traditional drawing, Toon Boom, Adobe Animate

Experience: 3+ years in 2D animation

Key Responsibilities

- Produce rough animations and character poses based on storyboards and direction from senior staff.
- Maintain consistency and quality in animation, following established guidelines and styles.
- Collaborate with the animation team to ensure cohesive and fluid animation sequences.
- Revise and refine drawings based on feedback from senior animators and directors.
- Meet project deadlines while managing multiple tasks and maintaining high-quality work.

7. Mid-Lvl Compositor

Qualifications: Bachelor's degree in Animation or related field

Skills: After Effects, Nuke, compositing techniques

Experience: 3+ years in compositing

Key Responsibilities

- Integrate 2D and 3D animated elements seamlessly into the final animation frames.
- Ensure visual consistency and quality across all composited shots, adhering to the project's style and guidelines.
- Collaborate with animators, VFX artists, and other team members to achieve the desired visual effects and look.
- Address and resolve compositing challenges, including color correction, layering, and rotoscoping.
- Manage multiple compositing tasks efficiently, meeting project deadlines and maintaining high-quality standards.

8. Mid-Lvl Background (BG) Artist

Qualifications: Bachelor's degree in Fine Arts, Animation, or related field

Skills: Background painting, Photoshop, Illustrator

Experience: 3+ years in background art

Key Responsibilities

- Create detailed and visually appealing background art that matches the style and vision of the project.
- Collaborate with directors, designers, and other artists to ensure backgrounds integrate seamlessly with characters and animations.
- Develop color schemes, lighting, and mood for backgrounds to enhance the storytelling.
- Revise and refine background art based on feedback from supervisors and directors.
- Ensure consistency and quality across all background art, adhering to project guidelines.
- Manage multiple background art tasks and meet project deadlines.

9. Jnr. Background (BG) Artist

Qualifications: Bachelor's degree in Fine Arts, Animation, or related field

Skills: Background painting, Photoshop, Illustrator

Experience: 1-2 years in background art

Key Responsibilities

- Assist in creating background art that aligns with the project's style and vision.
- Follow detailed instructions from senior artists and directors to ensure consistency.
- Apply color schemes and lighting as directed to enhance the mood of the scenes.
- Revise and adjust background art based on feedback from supervisors.
- Maintain organization and proper file management for background assets.
- Collaborate with team members to integrate backgrounds seamlessly with other elements.

10. Snr. Animators (Toon Boom Harmony)

Qualifications: Bachelor's degree in Animation or related field

Skills: Toon Boom Harmony, traditional animation techniques

Experience: 5+ years in 2D animation

- 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.
- Ability to adhere to moodboards and visual guidelines to maintain design consistency.

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.

11. Mid-Lvl. 2D Animator (Toon Boom Harmony)

Qualifications: Bachelor's degree in Animation or related field

Skills: Toon Boom Harmony, traditional animation techniques

Experience: 3+ years in 2D animation

- 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.
- Ability to adhere to moodboards and visual guidelines to maintain design consistency.

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.

12. Lighting Artist

Qualifications: Bachelor's degree in Animation, Fine Arts, or related field

Skills: Lighting techniques, Maya/3ds Max, Photoshop

Experience: 2+ years in lighting

Key Responsibilities
- Design and implement lighting setups that enhance the visual mood and atmosphere of scenes.
- Work closely with directors and other departments to ensure lighting aligns with the project's overall visual style and narrative.
- Adjust lighting to achieve desired effects, including color balance, shadows, and highlights.
- Ensure consistency and quality of lighting across all scenes, adhering to project guidelines.
- Troubleshoot and resolve lighting issues, such as flickering or unexpected shadows.
- Optimize lighting setups to ensure they are efficient and render within production timelines.

13. Production Coordinator

Qualifications: Bachelor's degree in Business, Film Production, or related field

Skills: Project management, scheduling software, communication skills

Experience: 3+ years in production coordination

Key Responsibilities
- Schedule and coordinate daily production activities to ensure timelines and deadlines are met.
- Communicate regularly with directors, animators, and other team members to relay updates and address issues.
- Track and manage project assets, ensuring all materials are properly organized and accessible.
- Assist in preparing and distributing production reports, meeting notes, and other documentation.
- Coordinate meetings, reviews, and other production-related events, ensuring all necessary parties are informed and prepared.
- Help manage the workflow and production pipeline, identifying and addressing bottlenecks.
- Provide administrative support to the production team, including travel arrangements and expense reporting.

14. Effects Animator

Qualifications: Bachelor's degree in Animation or related field

Skills: Effects animation, Toon Boom, After Effects

Experience: 3+ years in effects animation

Key Responsibilities
- Creating realistic and compelling visual effects.

- Collaborating with other animators and artists to ensure consistency in style and quality.
- Following creative direction and feedback from directors and supervisors.
- Meeting deadlines and adhering to production schedules.

15. Jnr. Animators (Toon Boom Harmony)

Qualifications: Bachelor's degree in Animation or related field

Skills: Toon Boom Harmony, traditional animation techniques

Experience: 1-2 years in 2D animation

- Proficiency in Adobe After Effects, including experience with extensions and plugins.
- Ability to adhere to moodboards and visual guidelines to maintain design consistency.

Key Responsibilities

- Collaborating actively with video editors, content writers, and other relevant teams.
- Incorporating appropriate visual elements such as text, images, GIFs, and videos.

16. Concept 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

17. Color Key Artist

Qualifications: Bachelor's degree in Fine Arts, Animation, or related field

Skills: Color theory, Photoshop, Illustrator

Experience: 1-2 years in color key art

Key Responsibilities
- Establishing the colour palette and style for scenes or characters based on project requirements.
- Collaborating with art directors, production designers, and other artists to ensure visual consistency.
- Creating colour keys that reflect the mood, atmosphere, and narrative elements of the story.
- Providing colour scripts and concept art to guide the overall look of the production.
- Adapting to feedback and revising achieve the desired artistic vision.

18. Ink and Paint Artist

Qualifications: Bachelor's degree in Fine Arts, Animation, or related field

Skills: Inking and painting, Photoshop, Toon Boom

Experience: 1-2 years in ink and paint

Key Responsibilities
- Applying color to animation frames following established guidelines and style references.
- Ensuring consistency in color schemes and quality throughout the production.
- Collaborating with supervisors and other artists to meet production requirements and deadlines.
- Following detailed instructions for color placement and shading based on character and scene designs.
- Checking and correcting errors in coloring to maintain visual continuity.

19. Video Quality Analyst

Qualifications: Bachelor's degree in Media Studies, Film Production, or related field

Skills: Video editing, quality control, Adobe Premiere

Experience: 2+ years in video quality analysis
- Evaluating video and audio quality parameters to ensure adherence to technical standards.
- Identifying and documenting defects or issues related to video and audio content.
- Conducting thorough quality checks on various formats and resolutions of video content.

- Collaborating with technical teams to troubleshoot and resolve quality-related issues.
- Developing and implementing quality assurance procedures and testing methodologies.
- Providing detailed reports and feedback on quality metrics and performance.

20. Storyboard Artist

Qualifications: Bachelor's degree in Animation, Fine Arts, or related field

Skills: Storyboarding, Toon Boom Storyboard Pro, Photoshop

Experience: 3+ years in storyboarding

Key Responsibilities
- Translating script or story ideas into visual sequences.
- Creating rough sketches and storyboards that depict key scenes and actions.
- Collaborating with directors and other artists to visualize the narrative and pacing of the story.
- Incorporating feedback and making revisions to storyboards as needed.
- Maintaining consistency in style and continuity throughout the storyboard.

21. Rigging Artist

Qualifications: Bachelor's degree in Animation, Computer Graphics, or related field

Skills: Rigging, Maya, 3ds Max

Experience: 2+ years in rigging

Key Responsibilities
- Building and maintaining character and prop rigs for animation.
- Ensuring rigs are functional and meet production requirements.
- Collaborating with animators to ensure rigs allow for realistic movement and expressions.
- Troubleshooting rigging issues and implementing solutions.
- Following design and animation specifications to create efficient rigs.
- Documenting rigging processes and techniques for reference.
- Adapting rigs for various animation styles and project needs.

22. Scriptwriter for Animation

Qualifications: Any Graduate, preferably in Fine Arts, Literature or Mass Communication.
Experience: 3-5 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:
- Conceptualize, write, and edit scripts for various media projects.
- Collaborate with the creative team to develop and refine ideas that align with project goals.
- Develop creative and compelling narratives that resonate with the target audience.
- Infuse creativity and innovation into scripts while maintaining brand consistency.
- 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.

23. 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.

Key Responsibilities:
- Conceptualize, write, and edit scripts for various media projects.
- Collaborate with the creative team to develop and refine ideas that align with project goals.
- Develop creative and compelling narratives that resonate with the target audience.
- Infuse creativity and innovation into scripts while maintaining brand consistency.
- 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.
- Adapt writing style to suit different projects, genres, and tones.

24. Jnr. Layout Artist

Qualifications: Bachelor's degree in Animation, Fine Arts, or related field

Skills: Layout design, Toon Boom, Photoshop

Experience: 1-2 years in layout design

Key Responsibilities
- Assisting senior layout artists in creating initial scene compositions and camera setups.
- Collaborating with other departments to ensure consistency in layout and scene continuity.
- Incorporating feedback from supervisors and directors to refine layouts.
- Familiarizing oneself with production pipeline and layout software.
- Maintaining organized files and documentation of layout revisions

25. Jnr. Compositor

Qualifications: Bachelor's degree in Animation or related field

Skills: After Effects, Nuke, compositing techniques

Experience: 0-1 years in compositing

Key Responsibilities

- Integrate 2D and 3D animated elements seamlessly into the final animation frames.
- Collaborate with animators, VFX artists, and other team members to achieve the desired visual effects and look.
- Address and resolve compositing challenges, including color correction, layering, and rotoscoping.
- Managing, editing subtitling tasks.

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 19th July 2024 at 23:00 Hrs.