



Annexure I

1. Sound Engineer

Qualifications: Bachelor's Degree in Audio Engineering, Sound Design, Music Production or Related field is preferable. (Optional)

Skills: digital audio workstations (DAWs) like Pro Tools, Adobe Auditions, FL Studio etc.

Experience: 5+ years in sound engineering

Key Responsibilities

1. Read the script and understand the various Diegetic and Non-diegetic sounds used in the animation video.
2. Mix Master (Stereo) and Audio Balance the Audio File.
3. Previous experience in sound design or audio production, particularly in animation or film. A portfolio showcasing relevant projects.
4. Create and manipulate sound to enhance storytelling in animation.
5. Familiarity with animation production process and how sound integrates with visual elements.

2. Storyboard writer

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 storyboard writer 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:



- Conceptualise, 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.

3. Quality Control Analyst

Qualifications:

- Bachelor's degree in a relevant field (e.g., Computer Science, Information Technology, Animation, Game Development, or related disciplines).
- Strong foundation in quality control and assurance processes.
- Knowledge of animation production, 3D content development, and game development pipelines.
- Familiarity with project management tools and methodologies.
- Proficiency in Microsoft Office (Excel and Word), with advanced skills in creating reports, tracking project progress, and managing data.

Key Responsibilities

- Perform thorough quality checks on animations, games, and 3D content, identifying defects, bugs, and inconsistencies.
- Ensure compliance with quality standards and project specifications.
- Work closely with development and production teams to identify issues quickly and efficiently.
- Write detailed test cases for digital content, ensuring complete coverage of all aspects of the project.
- Track the progress of multiple teams working on different aspects of the project, such as animation, game development, and 3D modelling.
- Provide regular status updates to management.
- Prepare comprehensive quality control reports, documenting all identified issues and the steps to resolve them.
- Use advanced Excel skills to track data, generate reports, and analyse trends to continuously improve quality processes.
- Draft clear, detailed reports using Microsoft Word to communicate feedback and recommendations to internal teams and stakeholders.
- Address quality concerns collaboratively with cross-functional teams, including animators, game developers, and 3D artists.



- Provide actionable feedback and support to ensure all team members understand and adhere to quality standards.
- Support project management efforts by tracking team performance, identifying potential delays or quality issues, and helping to coordinate resolutions.
- Maintain up-to-date records of quality control activities and ensure transparency across all stages of production.

4. Snr. 3D Animator

Qualifications:

- Bachelor’s degree in Animation, Computer Graphics, Fine Arts, or a related field.

Experience: 7+ years of experience in 3D animation, including a strong portfolio showcasing high-quality work in character and environment animation.

- Deep understanding of animation principles, such as timing, weight, and motion dynamics.
- Experience with rigging, modelling, and texturing is a plus.
- Familiarity with game engines like Unity or Unreal Engine is advantageous.
- Experience in leading or mentoring junior animators preferred.

Skills: Maya, Blender, Cinema 4D, or 3ds Max.

Key Responsibilities

- Develop high-quality, dynamic 3D animations for characters, environments, and objects based on creative direction and project needs.
- As required by the project, animate a wide range of movements, from realistic human motion to exaggerated, stylized animations.
- Ensure smooth transitions, weight distribution, and character movement and object animation fluidity.
- Contribute to storyboards, animatics, and pre-visualizations to plan and execute complex animation sequences.
- Optimize animations for real-time rendering in game engines or cinematic rendering pipelines, ensuring they meet performance and quality standards.
- Troubleshoot technical issues related to animation, rigging, and rendering, working closely with technical directors and engineers.
- Integrate animations into game engines (e.g., Unity, Unreal Engine) or production pipelines, ensuring seamless transitions and functionality.
- Lead and mentor junior animators, providing guidance, feedback, and support to help them improve their skills and deliver high-quality work.
- Act as a key player in team meetings, offering insights and solutions to animation challenges.



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 based on 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 contractual engagements, 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. 4 is a work-from-home (WFH) vacancy; 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 reason 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 27th September 2024 at 23:59 Hrs.