

Annexure-I

1. Admin and Protocol Coordinator

Education

- Bachelor's degree or any other equivalent degree in Business Administration or related field.

Experience:

- 5-7 years' experience in administration and protocol.
- Strong organizational, communication, and interpersonal skills

Key Responsibilities:

- Manage office operations, including supplies, correspondence, and facility management.
- Coordinate internal and external communications.
- Plan and oversee VIP visits, official events, and ceremonies.

2. Quality Control Analyst

Education

- Bachelor's degree or any other equivalent degree in Quality Control, Engineering, or a related field.

Experience:

- 3+ years' experience in a quality control or analytical role.

Key Responsibilities:

- Analyze and report any deviations from quality standards.
- Collaborate with teams to improve product quality.
- Maintain accurate records of test results and inspections.
- Attention to detail and strong problem-solving skills.

3. BG, Character & Animation Director

Education

- Bachelor's degree or any other equivalent degree in Animation, Fine Arts, or a related field.

Experience:

- 5+ years of experience in animation and character design.

Key Responsibilities:

- Lead a team of animators in character design and animation.
- Develop character design concepts and animation techniques.
- Strong leadership, creativity, and communication skills.

4. Animation Sound Engineer**Education**

- Bachelor's degree or any other equivalent degree in Sound Engineering, Music Production, or a related field.

Experience:

- Experience in sound design for animation.

Key Responsibilities:

- Create and implement sound design for animation projects.
- Collaborate with animators and directors to synchronize sound with visual elements.
- Troubleshoot and resolve sound-related technical issues.
- Proficiency with sound design software and tools

5. Harmony Animator**Education**

- Bachelor's degree or any other equivalent degree in Animation, Fine Arts, or a related field.

Experience:

- 2-4 years of experience in animation and background design.

Key Responsibilities:

- Animate characters and scenes according to project requirements.
- Ensure animation and background art are consistent with the project style.
- Collaborate with other departments to achieve the best visual outcome.
- Proficiency in animation software and artistic skills.

6. 3D Modeler Artist

Education

- Bachelor's degree or any other equivalent degree in 3D Art, Animation, or related field.

Experience:

- 3+ years of experience in 3D modeling.

Key Responsibilities:

- Design and create 3D models for characters, environments, and props.
- Work with animators to ensure models are compatible with animations.
- Ensure models meet design specifications and visual consistency.
- Strong knowledge of 3D modeling software (e.g., Maya, Blender).

7. 3D Character, Rig & Texture Artist

Education

- Bachelor's degree or any other equivalent degree in Animation, 3D Art, or related field.

Experience:

- Experience in 3D rigging and texturing.

Key Responsibilities:

- Rig 3D models for animation, ensuring proper articulation.
- Work with the animation team to ensure smooth animation workflows.
- Proficiency in 3D software like Maya or Blender.

8. VFX & Illustrator Artist

Education

- Bachelor's degree or any other equivalent degree in Visual Arts, Animation, or related field.

Experience:

- 2+ years of experience in VFX and illustration.

Key Responsibilities:

- Create and implement VFX for animated sequences.
- Design and illustrate backgrounds, scenes, and props.
- Proficiency in Adobe After Effects, Photoshop, and other relevant software.

9. 3D Rigger

Education

- Bachelor's degree or any other equivalent degree in Animation, 3D Art, or related field.

Experience:

- 3+ years of experience in 3D rigging.

Key Responsibilities:

- Design and implement rigs for 3D characters and objects.
- Work closely with animators to ensure rigs are fully functional.
- Troubleshoot and resolve rigging issues.
- Proficiency in rigging software such as Maya or Blender.

10. Jr. Special Educator

The Special Educators will provide individualized instruction and support to students with special educational needs, helping them achieve their academic and personal goals.

Education

- Bachelor's degree or any other equivalent degree in Special Education or related field.

Experience:

- Experience in special education settings.

Key Responsibilities:

- Develop and implement tailored educational plans for students with special needs.
- Work closely with parents, counselors, and other educators to support student development.
- Strong communication and interpersonal skills.

11. Office Boy

Education

- High school diploma or equivalent.

Experience:

- Ability to handle physical tasks and a positive attitude.

Key Responsibilities:

- Maintain cleanliness and organization in the office.
- Prepare refreshments and snacks for meetings.
- Support administrative staff with basic tasks as needed.
- Strong work ethic and reliability.

12. 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