

Annexure-I

1. Cross-Functional Project Coordinator

Overview:

We are seeking a skilled Cross-Functional Project Coordinator to manage and facilitate collaboration between teams to deliver high-quality projects on time. The ideal candidate will be detail-oriented, proactive, and capable of driving efficiency across multiple departments.

Education:

- Bachelor's degree in related field.

Experience:

- 8+ years of experience in project coordination or management roles.
- Proven track record of managing cross-functional teams.
- Experience in using project management tools like Jira, Trello, or Asana.

Key Responsibilities:

- Coordinate and align project objectives with team deliverables.
- Develop project plans, schedules, and timelines.
- Serve as the primary liaison between teams to ensure seamless communication.
- Identify potential risks and implement mitigation strategies.
- Monitor project progress and report on key performance indicators.
- Foster a collaborative work environment to achieve project goals.

2. Sound Engineer

Overview:

We are looking for a talented Sound Engineer to manage audio recording, mixing, and editing for our projects. The ideal candidate has a strong technical background in audio engineering and a passion for delivering high-quality sound.

Education:

- Bachelor's degree in related field.

Experience:

- 6+ years of experience in sound engineering or audio production.
- Proficiency with audio editing software such as Pro Tools, Logic Pro, or Adobe Audition.
- Experience with live sound setups and studio recording environments.

Key Responsibilities:

- Record, mix, and edit audio for various projects, including music, films, and podcasts.
- Ensure sound quality meets professional standards.
- Operate and maintain audio equipment.
- Collaborate with creative teams to achieve desired audio effects.
- Troubleshoot technical issues during recording or live sessions.

3. Educator – Hindi Script

Overview:

We are looking for a passionate and experienced Hindi Script Educator to teach and develop engaging curriculum materials for students. This role involves delivering lessons on Hindi script writing, reading, and comprehension effectively.

Education:

- Bachelor's degree in related field.

Experience:

- 6+ years of teaching experience in Hindi language and script.
- Familiarity with modern teaching techniques and tools.
- Experience in creating educational content is an advantage.

Key Responsibilities:

- Teach Hindi script writing, reading, and comprehension.
- Develop lesson plans and educational materials.
- Assess progress and provide constructive feedback.
- Foster a supportive and interactive learning environment.
- Utilize technology to enhance teaching effectiveness.

4. Educator – English Script

Overview:

We are seeking a dynamic English Script Educator to teach and develop curriculum materials focused on English script writing and comprehension. The role requires strong communication skills and a creative approach.

Education:

- Bachelor's degree in related field.

Experience:

- 6+ years of teaching experience in English script writing and comprehension.
- Proficiency in modern teaching methodologies and tools.
- Experience in curriculum development is a plus.

Key Responsibilities:

- Deliver lessons on English script writing and comprehension.
- Create engaging and effective lesson plans.
- Assess and track performance.
- Provide individualized support to address learning challenges.
- Integrate technology to improve teaching outcomes.

5. 3D Character, Rig, and Texture Artist

Overview:

We are seeking a highly creative and skilled 3D Character, Rig, and Texture Artist to create, rig, and texture high-quality 3D characters for our projects. The ideal candidate will have a strong artistic sense, technical expertise, and experience working in a collaborative team environment to produce visually stunning and functional assets.

Education:

- Bachelor's degree in Animation, Game Design, Fine Arts, or a related field.

Experience:

- 5+ years of experience in creating 3D characters, rigging, and texturing for games, films, or AR/VR projects.
- Proficiency in industry-standard tools like Maya, Blender, ZBrush, Substance Painter, and Photoshop.
- Familiarity with game engines (e.g., Unity, Unreal Engine) is a plus.

Key Responsibilities:

- Design and create high-quality 3D characters, ensuring they align with the project's art style and technical requirements.
- Rig characters for animation, ensuring smooth and realistic movement.
- Develop detailed textures and materials to enhance the visual appeal of characters.
- Optimize character assets for performance and functionality in the target platform.
- Collaborate with animators, designers, and developers to ensure seamless integration of character assets.
- Maintain a strong understanding of current industry trends and techniques in 3D character creation.

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. 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.
9. 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.
10. The last date for applications is 31st January 2025 at 23:00 Hrs