



## MGU INNOVATION FOUNDATION

(Section 8 Company under the Companies Act, 2013)

**MAHATMA GANDHI UNIVERSITY**

**Priyadarsini Hills, Kottayam – 686560**

Phone: 0481- 2992684, Website: [www.mguif.org](http://www.mguif.org)



No: MGUIF/HR/AD/004/2023-24

Date: 15-02-2024

### NOTIFICATION

Applications are invited for various posts at **MGU Innovation Foundation**- a special purpose vehicle formed with the support of RUSA funding of MHRD to act as a business innovation ecosystem for promoting startups. The appointments are on consolidated pay and on contract basis for one year. Renewal of contract is based on performance.

*Detailed description on the jobs is attached.*

You can submit the application through the MGUIF website (Link: <https://mguif.com/site/careers/> )

*or*

The self-prepared application along with supporting documents may be submitted through e-mail to [hr@mguif.com](mailto:hr@mguif.com) *on or before 28<sup>th</sup> February 2024.*

sd/-

**Chairman & Managing Director MGUIF**

Title of the position	Roles and Responsibilities	Qualifications Required	Skills Required
<p><b>1. Technical Assistant</b></p> <p><b>(Audio – Video Recording)</b></p> <p><b>(1 No)</b></p>	<p>1. Development of e-Content as Self-Learning e-Modules for academic programmes.</p> <p>2. Review shooting script and raw material to create a shot decision list based on the scenes's value and contribution to continuity.</p> <p>3. Recording and fine-tuning the content to ensure the logical sequencing and smooth running of the film/video.</p> <p>4. writing voiceover/ commentary</p> <p>5. online/offline editing</p>	<p>Essential:</p> <p>1. BA (Multimedia) or equivalent degree programmes with 1 year experience.</p> <p style="text-align: center;"><i>or</i></p> <p>2. Diploma/ Certification in video editing with 2 years' experience.</p> <p>3. Expertise in Video recording, Photography tools like Adobe Creative Cloud (Illustrator, Photoshop CS 5 or latest, Muse, After effects, premier pro, Spark etc.,) Final Cut Pro, Maya etc</p> <p><i>Desirable:</i></p> <p>1. Additional certificates in related fields.</p> <p>2. Prior experience in development of academic e-content and e-module</p>	<ul style="list-style-type: none"> <li>• A keen eye for detail and a critical mind</li> <li>• Creativity and a passionate interest in film and video editing</li> <li>• Patience and concentration</li> <li>• Ability to listen to others and to work well as part of a team</li> <li>• A high level of self- motivation, commitment and dedication</li> <li>• Organizational and time management skills</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Communication skills, both written and oral.</li> </ul>
<p>Consolidated pay is Rs. 18,000/-per month. Age below 35 years as on 01/01/2024. Age relaxation will be given to exceptionally brilliant Candidates.</p>			

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<p><b>2. Technical Assistant</b> <b>(Audio – Video Editing)</b> <b>(1 No)</b></p>	<p>1. Development of e-Content as Self-Learning e-Modules for academic programmes.</p> <p>2. Review shooting script and raw material to create a shot decision list based on the scenes's value and contribution to continuity.</p> <p>3. Recording and fine-tuning the content to ensure the logical sequencing and smooth running of the film/video.</p> <p>4. writing voiceover/commentary</p> <p>5. online/offline editing</p>	<p>Essential:</p> <p>1. BA (Multimedia) or equivalent degree programmes with 1 year experience.</p> <p style="text-align: center;"><i>or</i></p> <p>2. Diploma/ Certification in video editing with 2 years experience.</p> <p>3. Expertise in Video editing, Photography tools like Adobe Creative Cloud (Illustrator, Photoshop CS 5 or latest, Muse, After effects, premier pro, Spark etc.) Final Cut Pro, Maya etc</p> <p><i>Desirable:</i></p> <p>1. Additional certificates in related fields.</p> <p>2. Prior experience in development of academic e-content and e-module</p>	<ul style="list-style-type: none"> <li>• A keen eye for detail and a critical mind</li> <li>• Creativity and a passionate interest in film and video editing</li> <li>• Patience and concentration</li> <li>• Ability to listen to others and to work well as part of a team</li> <li>• A high level of self- motivation, commitment and dedication</li> <li>• Organizational and time management skills</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Communication skills, both written and oral.</li> </ul>
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