

**Walk-in Interview**  
3<sup>rd</sup> March 2021 at 10:00 am  
at MANAGE, Rajendranagar, Hyderabad -500 030

Name of the Position: **Video Editor**  
Duration: One year  
Project: RKVY-RAFTAAR  
Remuneration: Rs. 42, 000/- per month  
Age: Less than 40 years.

**Essential Qualifications and Experience:**

- Any Graduation from recognized university
- Five (5) years of experience directly related to the job specified in a reputed institute/university/private media houses.
- Certificate/diploma in video editing course from accredited institutions is preferable.
- Should have working experience with any of the professional video editing Software like, Adobe Premiere Pro CC, Final Cut Pro etc.
- Solid experience of using video editing software like Adobe Photoshop, Adobe After Effects CC and Final Cut Pro etc.
- Sound knowledge in concept visualization and motion graphics is preferred.
- Experience in embedding various formats including snippets, animations clips, maps, slides etc. with audio narration.
- Knowledge of professional audio and video editing and post-production procedures techniques and standards.
- Experience in correcting faulty footage, keying in green mat, coloring correction and adding special effects.
- Good knowledge in creation of logos and signature tunes.
- Should have good knowledge in MS Office (Word and PowerPoint).

**Job Description:**

- Editing the raw video footages and developing into a professional quality product as per the requirements of the institution, including documentary films, snippets, video lectures, interviews, case studies and interactive modules.
- Integration of voice-over and sub-titling in English and all Indian languages as required.
- Re-ordering and fine-tuning the content to ensure the logical sequencing and smooth running of the film/video. Combine visual footage with audio sound effects, dialogue, ambient sound and a musical soundtrack to create effective and engaging learning experience.
- Working with strict project timeline, as per the requirements of faculty/resource person.
- Any other duties assigned by the authorities.

**You are requested to bring the sample works (edited videos) done by you for the interview.**

**The short listed candidates will be asked to appear for a skill test.**

Name of the Position: **Technical Assistant**

Duration: One year

Project: RKVY-RAFTAAR

Remuneration: Rs. 27, 000/- per month

Age: Less than 35 years.

### **Essential Qualifications and Experience:**

- Any Graduation from recognized university.
- One (1) year of experience directly related to the job specified in a reputed institute/university.
- Should have working experience with any of the professional video editing Software like, Adobe Premiere Pro CC etc.
- Should have working experience with professional video editing Software like, Adobe Photoshop, Adobe After Effects (Creative Cloud), Mobile editing tools etc.
- Ability to creating subtitle captions and thumbnails to videos.
- Sound knowledge in conduct of webinars, online trainings, and recording of online sessions, editing and uploading the videos on YouTube channel.
- Maintaining You Tube channel and popularize it among subscribers on daily basis.
- Working knowledge of email systems and various online platforms (WebEx, google –meet, Zoom etc.)
- Proficiency with basic computer programs including MS Office and database systems.

### **Job Description:**

- Editing the raw video footages and developing into a professional quality product as per the requirements of the institution.
- Working knowledge in google forms and online platforms like WebEx platform, google meet and Zoom etc.
- Creating a banner for Facebook, YouTube channel and social media platforms.
- Working with strict project timeline, as per the requirements of faculty/resource person.
- Any other duties assigned by the authorities.

**The short listed candidates will be asked to appear for a skill test.**