

Annexure I

1. Special Education Teachers

Education: M.Ed. in Special Education (Mental Retardation) or B.Ed. in Special Education (Mental Retardation)

Experience: Minimum 5 years in special education, Psychology, preferably in curriculum development or instructional design.

Knowledge: Deep understanding of the educational needs of students with intellectual disabilities

Skills: Strong interpersonal and communication skills, proficiency in instructional technology tools, ability to analyze and interpret data, and curriculum design

• **Soft Skills:**

- Superior written and oral communication skills.
- Empathy and in-depth knowledge of children with special needs.
- Adaptive and creative thinking.
- Strong teamwork and collaborative abilities.

Key Responsibilities

Curriculum Design: Develop and adapt curriculum frameworks tailored to meet the diverse needs and abilities of intellectually disabled students, ensuring alignment with educational standards and individualized education plans (IEPs).

Task Analysis: Conduct comprehensive task analysis to break down learning objectives into manageable steps, identifying specific skills, prerequisites, and potential barriers for intellectually disabled students.

Content Validation: Review, assess, and validate instructional materials, resources, and teaching strategies to ensure they are appropriate, accessible, and effective for intellectually disabled learners, considering different learning styles and abilities.

Modification and Adaptation: Modify and adapt existing curriculum materials and instructional content to accommodate individual learning profiles, using alternative formats, assistive technology, and multisensory approaches as needed.

Progress Monitoring Tools: Develop and implement tools and assessments to monitor students' progress and skill acquisition, regularly evaluating the effectiveness of teaching methods and making adjustments based on data analysis.

Collaborative Review and Improvement: Collaborate with other educators, specialists, and stakeholders to review curriculum effectiveness, exchange best practices, and continuously improve teaching strategies and content to better address the needs of intellectually disabled students.

Documentation and Reporting: Maintain detailed records of curriculum modifications, task analyses, content validation processes, and student progress, ensuring accurate documentation to inform future adjustments and support accountability.



2. Early Intervention Specialist

Education: M.Ed. in Special Education or Post Graduate Degree with Diploma in Early Childhood Special Education (Intellectual Disability) or M.A in Psychology with P.G Diploma in Early Intervention.

Experience: Minimum 5 years of experience working with young children with developmental disabilities preferably in curriculum development in early childhood education and early intervention.

Knowledge: Deep understanding of the educational needs of students with intellectual disabilities

Skills: Strong interpersonal and communication skills, proficiency in instructional technology tools, ability to analyze and interpret data, and curriculum design

Attributes: Should possess patience, empathy, adaptability, and strong organizational skills.

- **Soft Skills:**

- a. Superior written and oral communication skills.
- b. Empathy and in-depth knowledge of children with special needs.
- c. Adaptive and creative thinking.
- d. Strong teamwork and collaborative abilities.

Key Responsibilities

System Development: Work with software developers and specialists to create interactive, user-friendly software systems for the educational and developmental needs of children with intellectual disabilities. Make sure the software has engaging activities, adaptive learning, and accessibility.

Training Manuals for Parents: Create comprehensive and user-friendly training manuals and resources for parents and caregivers on intervention strategies, software tools, and integrating developmental activities into daily routines to support their child's growth and learning.

Multidisciplinary Collaboration: Work with educators, therapists, psychologists, and technology experts to integrate software-based interventions into the early intervention curriculum holistically. Align software features with IEPs.

3. Vocational Curriculum Special Educator

- **Education:** M.Ed. in Special Education (or) Post Graduation Degree with Bachelors Degree in Mental Retardation (or) M.A in Psychology with a diploma in vocational training and rehabilitation from a reputed institution (or) Master's in Social work in rehabilitation/Community Development
- **Experience:** Minimum 5 years in vocational training, especially for persons with

intellectual disabilities.

- **Knowledge:** Comprehensive understanding of the vocational needs and capabilities of persons with intellectual disabilities
- **Skills:** Strong interpersonal and communication skills, proficiency in using vocational training tools and technology, ability to analyze and interpret data, and curriculum design.
 - **Soft Skills:**
 - Superior written and oral communication skills.
 - Empathy and in-depth knowledge of children with special needs.
 - Adaptive and creative thinking.
 - Strong teamwork and collaborative abilities.

Key Responsibilities

Curriculum Development: Create and maintain vocational training curricula that meet industry standards and meet the needs of diverse learners, including those with different abilities and backgrounds.

Instructional Design: help other team members to design innovative teaching methods, technology, and real-world applications to create interactive vocational training materials, lesson plans, and resources.

Collaboration and Partnership: Work with vocational instructors, industry professionals, employers, and community organizations to provide internships, practical experiences, and hands-on skills training.

Training Delivery: Lead vocational instructor and trainer training, workshops, and seminars to ensure curriculum, teaching, and assessment implementation.

4. Special Learning Research Specialist

Skills & Qualifications:

- **Education:** A master’s degree or Ph.D. in rehabilitation and administration or related field with a focus on research methodologies. Training in digital content or multimedia is a plus.
- **Experience:** Minimum 5 years in research, focusing on education, special needs, or digital content.
- **Technical Skills:** Proficiency in research tools, data analytics software, and a foundational understanding of digital content platforms.

Key Responsibilities:

Research & Analysis: Design and execute research studies to understand the efficacy and engagement of digital content across various platforms. Analyse data to derive actionable insights for content optimization and innovation.

Content Recommendations: Based on research findings, provide evidence-backed recommendations for content development on 2D, 3D, VR, and AR platforms. Collaborate closely with content creators to ensure research findings are appropriately implemented.

Interdisciplinary Collaboration: Work with educators, therapists, animators, and VR/AR developers to bridge the gap between research and application. Engage in regular feedback sessions to fine-tune content development processes.

Continuous Learning & Innovation: Stay updated with the latest research methodologies, digital trends, and emerging technologies in the realm of special education. Explore and introduce new research techniques or tools that can enhance content development.

Documentation & Reporting: Document research methodologies, findings, recommendations, and content changes. Present research outcomes to stakeholders, ensuring transparency and evidence-backed decision-making.

5. UI/UX Developer

Education

UG: Any Graduate

Experience:

4+ years of industry experience in software development

- Strong background in User Interface design and development using React framework, primarily focused on finance/banking in a real-time environment.
- Thorough understanding of React, Redux and its core principles.
- Strong proficiency in JavaScript, Typescript and ECMAScript6
- Ability to Unit-test the code and debug the application.
- Having knowledge of Web API, Node/NPM, git and database will be an advantage.
- Having exposure to Azure will be an added advantage.
- Good understanding of all knowledge areas in software development, including requirement gathering, designing, development, testing, maintenance, quality control, etc.
- Experience working on all IT systems development life cycle phases, including an Agile methodology.
- Ability to undertake Project Management responsibilities when required.
- Excellent communication skills, both written and verbal



- Ability to communicate with both technical and non-technical people.
- Strong track record of excellent results delivered to internal or external clients.
- Ensure quality of deliverables within project timelines
- Excellent interpersonal skills and ability to work with minimal supervision.
- Drives the work towards completion with accuracy and timely deliverables.
- Able to work independently without the need for close supervision and collaboratively as part of cross-team efforts.

6. Database Designer

Education

Bachelor's degree in computer science, information systems, or related field

Experience

7+ years experience designing and developing databases

- Expertise in relational database design principles (e.g., normalization)
- Working knowledge of multiple database management systems (DBMS), including MySQL, Oracle, Microsoft SQL Server, etc.
- Proficient in SQL and other query languages
- Strong analytical and problem-solving skills
- Excellent communication, interpersonal, and teamwork skills

Key Responsibilities

- Design and develop high-performance, reliable, and scalable relational database systems
- Identify user requirements and design data models accordingly
- Develop stored procedures, functions, and triggers to support application development
- Optimize existing database systems for performance and scalability
- Perform capacity planning and load testing
- Monitor database activity and fine-tune system parameters to ensure optimal performance
- Ensure database security and integrity through proper backup and recovery procedures
- Keep abreast of new trends and best practices in database design and development
- Collaborate with developers and other stakeholders to ensure smooth implementation of new features and functionality



- Provide technical support and troubleshooting assistance as needed
- Prepare detailed documentation of database design, development, and maintenance processes
- Train and mentor junior staff members on database design and development

7. Platform System Specialist

Educational Qualification: Any Graduate

Experience: *4+ yrs. exp. on Windows servers, OS

Other skills:

- Good hands-on AD, DNS, DHCP, and Server patching with SSCM, WSUS
- Having power shell experience plus VMware platform, backup & storage
- Cloud knowledge preferred

Key Responsibilities:

- Installs, configures Windows systems
- Performs system maintenance
- Creates system backups & security
- Monitors system performance
- Automate manual process & repeated tasks
- Have exposure to Infra monitoring tools
- Communicate to onsite stakeholders

8. 2 Educational Scriptwriter

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 scriptwriter 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.
- Ability to work collaboratively and take direction effectively.
- Strong research skills and attention to detail.

Key Responsibilities:

- Script Development:
 - Conceptualize, write, and edit scripts for various media projects.
 - Collaborate with the creative team to develop and refine ideas that align with project goals.
- Research:
 - Conduct thorough research to gather relevant information for script development.
 - Ensure accuracy and authenticity in script content, especially in projects requiring factual information.
- Storytelling and Creativity:
 - Develop creative and compelling narratives that resonate with the target audience.
 - Infuse creativity and innovation into scripts while maintaining brand consistency.
- Collaboration:
 - 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.
- Adaptability:
 - Adapt writing style to suit different projects, genres, and tones.
 - Stay updated on industry trends and incorporate fresh ideas into scriptwriting.

9. 1 Sketch Artist

Education: Any Graduate, Preferably in Fine Arts

Experience: 2-4 years' experience in sketching characters and scenes

- Excellent affinity with the visual and artistic disciplines.
- Degree in fine art, drawing, animation, or graphic design
- Drawing ability, accurate tracing skills
- Drawing and painting skills
- Ability to create consistent images according to a set style
- Silhouette software, Shake, Nuke
- Adobe After Effects, Illustrator, Photoshop, Dreamweaver
- Digital fusion

Key Responsibilities

- Liaising with other team members on the sequences requiring rotoscoping
- Interpret and apply artistic concepts as briefed

- Maintain consistency of visuals and style throughout the production
- Creating mattes tracing the motion of object/s
- Shape creation and editing
- Shape animation by hand and with trackers
- Shape compositing, fill modes, and opacity settings
- Undertake quality assurance on completed roto work

10. 2D Modeling Expert

Education: Bachelor’s degree in fine arts/illustration/graphic design preferred.

Experience: 4+ years of experience as a technical artist.

- Great communication and organisational skills and experience working through remote collaboration platforms.
- Strong proficiency in latest Adobe Creative Suite, Adobe After Effects and Adobe Premiere Pro
- Adobe action scripting experience a plus
- Experience with 2.5D environmental creation
- You have a keen eye for design and aesthetics
- You are organized and can prioritize effectively
- You have excellent communication skills and can clearly articulate your ideas
- You are a strong team player who can collaborate effectively with different stakeholders

Key Responsibilities

- Creating visually stunning motion graphics and animations for various digital media platforms
- Utilizing video software, such as Adobe After Effects, Adobe Premiere Pro, and Cinema 4D, to design and execute captivating motion graphic projects
- Incorporating typography, visual effects, and sound design to enhance the overall impact and engagement of motion graphic content
- Adapting and optimizing motion graphics for different screen sizes and resolutions to ensure seamless playback on various devices
- Demonstrating a keen eye for aesthetics and attention to detail, ensuring high-quality motion graphic deliverables that meet client requirements and exceed expectations
- Contributing to the creative process by bringing innovative ideas and creative solutions to the table, contributing to the overall success of the design team

- Managing multiple projects simultaneously, adhering to project timelines, and delivering projects on time and within budget
- Collaborating with clients and stakeholders to understand project goals, gather feedback, and incorporate revisions to achieve the desired creative vision
- Collaborating with the creative team, including graphic designers, video editors, and content creators, to conceptualize and storyboard motion graphic projects that align with brand guidelines and project objectives

11. 2D Animator

Education: Any Graduate, preferably in Multimedia, Fine arts and graphics

Experience: 2-4 years

- Solid understanding of design principles and color theory.
- Proficiency in Adobe After Effects, including experience with extensions and plugins.
- Strong communication skills for effective collaboration.
- Access to a personal laptop or desktop computer.
- Ability to adhere to moodboards and visual guidelines to maintain design consistency.
- A thirst for learning and contributing fresh perspectives to the team.
- Successful completion of the teams overall vibe assessment.

Key Responsibilities

- Crafting seamless and sleek Motion Graphics and 2D animations using After Effects.
- Collaborating actively with video editors, content writers, and other relevant teams.
- Incorporating appropriate visual elements such as text, images, GIFs, and videos.
- Managing tasks within demanding timelines.

Video Production Skill Set

- Developing 3-4 minute animated videos featuring insights from Digital Marketing industry experts.
- Creating dynamic marketing videos enriched with visual effects, overlays, sound effects, and animations.
- Producing long-form content in the form of trend-focused Masterclasses.
- Generating innovative solutions for visual component.

12. Narration Artists (1 Male, 1 Female)

Education: bachelor's degree in communication, broadcasting or theatre

Experience: 2-3 years

- Fluent in Both English and Hindi
- Excellent communication skills
- Adaptable voice
- Confident to face the microphone and camera

Key Responsibilities:

- Providing a natural speaking style that is appropriate for the intended audience
- Explaining the purpose of a commercial, advertisement, or other type of recording to the client
- Recording audio using a variety of equipment and techniques, such as digital recorders or studio microphones
- Recording narration for film and television using scripts provided by writers or directors
- Editing audio files to remove extraneous noise or other flaws in the recording
- Should be able to mimic voice and emotions for any age group

13. Video Editor

Education: Bachelor’s degree in film, video production or a related field

Experience: 4-6 years

- Adobe Photoshop and Adobe After Effects

Key Responsibilities:

- Editing video content to meet specific criteria, including length requirements, format specifications, or branding guidelines
- Researching and selecting appropriate music and sound effects to use based on client requests or genre requirements
- Organizing footage for easier access and retrieval during editing sessions, including labeling and storing on servers or physical storage devices
- Ensuring that all technical details are correct, such as resolution and aspect ratio
- Creating graphics or other special effects, such as fades or dissolves, to enhance the visual appeal of a video
- Adding titles, subtitles, credits, and other text to a video to explain its content or provide information about actors or topics being discussed
- Evaluating existing footage to determine if it meets quality standards before adding it to the video project

14. 3D Modeler

Education: Any Graduate

Experience: 4-6 years

- 3D Modeling: Exceptional understanding of form, shape, structure, and silhouette.
- A good eye for Light, Shades, Color, and Detail in creating Texture Maps of different material types.
- Good understanding on Game stylization.
- Expert knowledge of MAYA, Photoshop, ZBrush and Substance Painter.
- Knowledge in various aspects like Modeling, Texturing, Rigging and Animation.
- Excellent knowledge of real-time modeling techniques (Shaders, PBR, Normal maps, Displacement maps etc.)
- Strong low and high poly modeling and texturing skills.
- Familiarity with game development life cycle.
- Understanding of cross platform game asset development workflows.
- Knowledge of software packages and tools of the games industry like Unreal or Unity is a plus.
- Knowledge when comes to Architecture, Human Anatomy is a strong plus.

Key Responsibilities

- Communicating with project managers, clients, or other team members to clarify details about projects
- Creating 3D models of products and environments for use in advertising or other visual materials
- Developing designs using computer software programs such as Maya, 3ds Max, or AutoCAD
- Creating models of buildings, landscapes, or other structures by studying drawings and other reference materials
- Preparing sketches or drawings of proposed designs to be used as guides for creating a final model
- Reviewing design plans to ensure that they are structurally sound
- Using computer software to create 3D models of physical objects such as buildings, landscapes, vehicles, machinery, and other items

15. Unity 3D Developer

Education: Any Graduate

Experience: 4+ years

- Minimum 4 years of professional experience in developing AR, VR, and MR applications.
- Extensive experience with Unity and Unreal Engine, and a strong portfolio showcasing previous AR and VR projects.
- In-depth knowledge of ARKit, ARCore, and HoloLens SDKs and their integration in mobile and wearable devices.
- Strong programming skills in C#, C++, or other relevant languages used in AR/VR development.
- Proven expertise in creating realistic and interactive virtual environments with a focus on performance optimization.
- Solid understanding of 3D graphics, computer vision, and spatial mapping technologies.
- Ability to work independently, lead projects, and meet tight deadlines

Key Responsibilities:

- Develop and design immersive AR, VR, and MR applications for various platforms and devices.
- Collaborate with cross-functional teams including designers, artists, and software engineers to create high-quality, interactive experiences.
- Lead the development of complex AR and VR projects from concept to deployment, ensuring a seamless user experience and optimal performance.
- Utilize Unity and Unreal Engine to create captivating virtual environments and interactive simulations.
- Implement ARKit, ARCore, and Realitykit SDKs to integrate AR functionalities into applications.
- Optimize applications for different hardware configurations to achieve optimal performance across devices.
- Stay updated with the latest trends and advancements in AR, VR, and MR technologies and share knowledge with the team.
- Troubleshoot and resolve technical issues related to AR, VR, and MR applications.
- Mentor and guide junior developers, providing technical expertise and promoting best practices.
- Collaborate with clients and stakeholders to understand project requirements and provide innovative solutions.

16. 3D Animator

Education: Any Graduate

Experience: 4+ years

Skills:

- Maya
- After Effects
- MotionBuilder
- LightWave
- Real-time engine (such as Unreal or Unity)

Key Responsibilities

- 'Breathing life' into 3D rigged models
- Researching visual style, genre, and technologies to produce each individual project
- Applying motion capture to enhance performances
- Identifying key scenes and sequences
- Transforming storyboards into animated sequences
- Managing files, animation libraries, and updating procedures documentation
- Integrating sound and syncing dialogue

17. 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



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 18th December 2023 at 18:00 Hrs.