

BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY)

BHARATI VIDYAPEETH BHAVAN
LAL BAHADUR SHASTRI MARG, PUNE 411 030

**Accredited (3rd cycle) with "A+" Grade by NAAC
Category 1 University Status by UGC
NIRF RANKING 63**

REQUIREMENT

Applications are invited from the qualified candidates for the following posts to be filled in **Bharati Vidyapeeth (Deemed to be University) Centre for Distance and Online Education, Bharati Vidyapeeth Bhavan, L.B.S. Marg, Pune - 411 030.**

| Sr. No. | Designation | Number of Post |
|----------------|---|-----------------------|
| | For Development of e-Content | |
| 1. | Technical Manager (Production) | 01 |
| 2. | Technical Associate (Audio-Video recording and editing) | 01 |
| 3. | Technical Assistant (Audio-Video recording) | 01 |
| 4. | Technical Assistant (Audio-Video editing) | 01 |
| | For Delivery of Online Course | |
| 5. | Technical Manager (LMS and Data Management) | 01 |
| 6. | Technical Assistant (LMS and Data Management) | 02 |
| | For Admission, Examination and Result of Online Course | |
| 7. | Technical Manager | 01 |
| 8. | Technical Assistant | 02 |

Qualifications & Experience :

1) Technical Manager (Production)

M.Tech. in Information Technology or Computer Science with minimum 5 years experience

Skills:-

- Customer service-oriented – listening, understanding, and problem-solving skills to help customers discover what they need
- Highly organized – manage multiple projects from concept through completion
- Expert aptitude in 2D, 3D, stop motion, animation, and motion graphics; Expert graphic design, animation, motion graphics skills.
- Plan video shoots.
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management and archiving project media
- Manage video library

2) Technical Associate (Audio-Video recording and editing)

B. Tech. / M. Tech. in Information Technology or Computer / MCA with minimum 3 years experience

Skills:-

- Expert aptitude in 2D, 3D, stop motion, animation, and motion graphics; Expert graphic design, animation, motion graphics skills.
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management and archiving project media

3) Technical Assistant (Audio-Video recording)

B. Tech. / M. Tech. in Information Technology or Computer / MCA with minimum 1 year experience

Skills:-

- Expert aptitude in 2D, 3D, stop motion, animation, and motion graphics; Expert graphic design, animation, motion graphics skills.
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management and archiving project media

4) Technical Assistant (Audio-Video editing)

B. Tech. / M. Tech. in Information Technology or Computer / MCA with minimum 1 year experience

Skills:-

- Expert aptitude in 2D, 3D, stop motion, animation, and motion graphics; Expert graphic design, animation, motion graphics skills.
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management and archiving project media

5) Technical Manager (LMS and Data Management)

B. Tech. / M. Tech. / MCA with excellent skills in Learning Management System & Data Management with minimum 3 years experience.

Skills:-

- Proven software development experience in PHP
- Understanding of open source projects like Joomla, Drupal, Wikis, osCommerce, etc
- Demonstrable knowledge of web technologies including HTML, CSS, Javascript, AJAX etc
- Good knowledge of relational databases, version control tools and of developing web services
- Passion for best design and coding practices and a desire to develop new bold ideas

6) Technical Assistant (LMS and Data Management)

B. Tech. / M. Tech. in Information Technology or Computer / MCA with minimum 1 year experience

Skills:-

- Proven software development experience in PHP
- Understanding of open source projects like Joomla, Drupal, Wikis, osCommerce, etc
- Demonstrable knowledge of web technologies including HTML, CSS, Javascript, AJAX etc
- Good knowledge of relational databases, version control tools and of developing web services
- Passion for best design and coding practices and a desire to develop new bold ideas

7) Technical Manager (Admission, Examination and Result of Online Course)

MBA with minimum 3 years relevant experience

Skills:-

Exceptional Computer Skills in MS Office

8) Technical Assistant (Admission, Examination and Result of Online Course)

MBA with minimum 1 year relevant experience

Skills:-

Computer Literacy is essential

Please also send a hard copy of the downloaded application and attested xerox copies of all certificates to The Secretary, Bharati Vidyapeeth Bhavan, 4th floor, Bharati Vidyapeeth Central Office, L.B.S. Marg, Pune 411030 by post or courier only.

SECRETARY
Bharati Vidyapeeth