

# BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY)

BHARATI VIDYAPEETH BHAVAN  
LAL BAHADUR SHASTRI MARG, PUNE 411 030

Accredited (3<sup>rd</sup> 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
	<b>For Development of e-Content</b>	
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
	<b>For Delivery of Online Course</b>	
5.	Technical Manager (LMS and Data Management)	01
6.	Technical Assistant (LMS and Data Management)	02
	<b>For Admission, Examination and Result of Online Course</b>	
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, 4<sup>th</sup> floor, Bharati Vidyapeeth Central Office, L.B.S. Marg, Pune 411030 by post or courier only.**

**SECRETARY**  
Bharati Vidyapeeth