

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH [NITTTR]
[MINISTRY OF EDUCATION, TARAMANI, CHENNAI - 600113]

RECRUITMENT (ON CONTRACTUAL BASIS - Purely Temporary) NOTIFICATION

SWAYAM/NC/Chennai/20-21/EM-Adv01

Dated: 28.01.2021

The online application is invited up to February 11th, 2021 from all the eligible candidates for the project staff post (temporary post - on contractual basics) in National Institute of Technical Teachers Training and Research, Chennai. The prescribed online application form must be filled and submitted before 11.02.2021., 17:30 hrs. The shortlisted candidates will be intimated for the direct interview.

Application Link: <https://forms.gle/VSGWpHkDLEDPRp1N9>

The qualifications and other details of the post are as follows:

Sl. no	Post & Vacancies	Educational Qualification & Essential Skillset	Experience	Consolidated Remuneration (in Rupees per month)
1	Video/Visual Editor – 02 no's	Bachelor/ Masters in Electronic Media/ Media Science / Allied Branches <ul style="list-style-type: none"> Final Cut Pro (FCP 10); Adobe Premium pro; Velocity; Adobe After Effects; 3D Maya; other relevant software 	More than 3 Years	25000/- to 30,000/-
2	Assistant Cameraman (Still & Video) – 01no	Bachelors in Visual Communication/BFT/ DFT/Allied Branches. <ul style="list-style-type: none"> Advanced Camera Handling Techniques; Green screen lighting; Photoshop; Light Room; Product Photography & other relevant skill sets 	3-5 Years	20,000/- to 25,000/-
3	Graphics Artist/ Designer – 01 no	Diploma/Degree in Fine Arts/ Graphic Designing Art or related field/Viscom <ul style="list-style-type: none"> 3D Maya, Adobe Flash, Photoshop, Dreamweaver, Illustrator, Basic understanding HTML 	1 – 2 Years	20,000/- To 25,000/-
4	Full Stack Developer – 01 no	Bachelors in Computer Science Engineering <ul style="list-style-type: none"> Experience developing and maintaining web applications; Strong skills with Node.js, Python; Some experience with frontend frameworks (React, Angular, etc); Very comfortable with SQL, NoSQL Databases like Couch base, MongoDB, Elastic, and Redis; Strong skills with HTML5, CSS3, Twitter Bootstrap and experience in building responsive web applications; Strong skills with JavaScript, JQuery; Good interpersonal and communication skills; Good working knowledge of the Linux OS and Apache/NGinX web servers.; Self-motivated to build and iterate in quick cycles. 	3 - 5 Years	40,000/- to 50,000/-
5	Project Associate “B” – 01no	Bachelors in Computer Science Engineering <ul style="list-style-type: none"> Project management, Experience in online education, Excellence in MS office, Proficiency in written and verbal communication, Web Portal management, Networking management. 	0 – 1 Years	20,000/- to 30,000/-
6	Project Associate “A”- 01 no	Bachelors in Engineering / Allied Branches <ul style="list-style-type: none"> Project management, Experience in online education, Excellence in MS office, Proficiency in written and verbal communication, Excellent interpersonal and organizational skills, Expertise in instructional design and educational documentary 	Minimum 3 – 4 years (More than 1 year in online education)	30,000/- to 35,000/-
5	Project Assistant – 01 no	Bachelors in Engineering/ Allied branches <ul style="list-style-type: none"> MS office, Social Media & Accounting, Proficiency in written and verbal communication, Excellent interpersonal and organizational skills, Expertise in online meeting 	1 – 2 Years	20,000/- to 25,000/-

FOR FURTHER QUERIES KINDLY MAIL US TO: swayam@nitttrc.ac.in

NOTE TO THE CANDIDATES APPLYING FOR THE POST:

The engagement is purely on temporary basis initially for a period of six months, extendable further based on performance. Apart from the consolidated salary mentioned in the advertisement no other allowances are payable. The working hours of the staff engaged would be from Monday to Saturday from 09.00 am to 5.30 pm. In the exigencies of work, the staff has to stay beyond office hours and to attend office on holidays for which no additional remuneration would be paid. Only one-day leave would be allowed for every completed month which has to be availed within next 30 days and cannot be carried forward.

Job Description:

Video/Visual Editor:

1. Video editing/post production
2. Video content management
3. Setup travel arrangements on requirement basis
4. Support the video team in end-to-end management of the production and delivery of videos for MOOCs.
5. Responsible for complete post production activities of videos including, limited to editing, graphic design, encoding for edX specifications, tracking/versioning, sound, etc.
6. Responsible for interfacing with technical staff, and interns on a daily basis to ensure that course videos are recorded, edited and ready for delivery through the MOOC platform online.
7. Any other project work assigned from time to time.

Assistant Cameraman:

1. Audio, Video Recording/ Pre Post Production.
2. Shooting schedule.
3. Complete support for individual faculty members and content team for video recording, Screen casting.
4. Setup travel arrangements on requirement basis
5. Support the project team in end-to-end management of the production and delivery of videos for MOOCs.
6. Responsible for complete Pre Post Production activities of video recordings including, collection of scripts, supporting data (PPT, JPG, handouts) and Backup of raw data,
7. Any other project work assigned from time to time.

Graphic artist/designer:

1. Designing user interfaces for e-learning based on brand usage, usability guidelines and audience profile using Adobe Flash.
2. Developing e-learning Flash pages based on storyboards created by IDs by incorporating the right visualization such as images, screencast, interactivities and other design elements.
3. Integrating audio.
4. Creating graphic and animation elements like intro animations, illustrations, diagrams, icons, buttons and other interactive elements.

Project Associate

1. Proactive coordination for course development
2. Support coordination of running MOOC
3. Coordinate with technical team for review and updates
4. Provide learners support for inquiries, requests, complaints and notifications,
5. Monitor and facilitate email account
6. Publish and release Regulatory Certificates
7. Maintain and update NC dashboard
8. Collaborate with other NC, teams, and individuals for new course development.
9. Identify, support, and collaborate on process improvement initiatives
10. Identify, report and escalate gaps, issues, or concerns
11. Provides reports to management upon request
12. Support accreditation activities, and corrective/preventive actions
13. Prioritize tasks, Schedule and assign work
14. Send notifications to teaching assistant
15. Send confirmations on course, examination and certification to Ministry
16. Address/facilitate inquiries and notifications
17. Update records
18. Any other work assigned by the coordinator related to the project

Project Assistant:

1. Manage emails
2. Complete tasks (proactive and assigned)
3. Support onboarding new learners
4. Monitor courses
5. Project accounts
6. Update records