



National Institute of Agricultural Extension Management (MANAGE), Hyderabad
(An autonomous Organisation of Ministry of Agriculture & Farmers Welfare, Govt. of India)
Rajendranagar, Hyderabad – 500 030, Telangana, India

WALK-IN-INTERVIEW

10.00 AM, 06th May, 2024 at MANAGE, Rajendranagar, Hyderabad

Name of the Position: **Program Executive (MOOCs Lab)**

Duration: One year

Remuneration: Rs. 36, 000/- per month

Age: Less than 35 years

Essential Qualifications and Experience:

- Any Graduation from recognized university. Two (2) 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 in creating relevant thumbnails, motion posters, digital images, infographics with software like Adobe Photoshop, Adobe After effects (Creative Cloud) and several other free tools.
- 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 & engaging learning experience.
- Maintenance of YouTube Channel / MOOCs platform on regular basis.
- Working with strict project timeline, as per the requirements of faculty/resource person.
- Any other duties assigned by the authorities.

Note: Candidates are requested to attend the walk-in-interview on their own by **10. 00 AM on 06th May 2024** at MANAGE, Rajendranagar, Hyderabad. **Candidates should bring education qualification, age proof and experience certificates in original compulsorily. Candidates without original certificates will not be allowed in the walk-in interview.**

Candidates are requested to bring the sample work (edited videos) done by them for the interview. The short listed candidates will be asked to appear for a skill test. For more information on MANAGE, please visit: www.manage.gov.in.