



**Indian Institute of Technology Hyderabad**  
Kandi, Sangareddy, Telangana – 502284, INDIA  
Website: [www.iith.ac.in](http://www.iith.ac.in)

**Advt. No. IITH/2024/CS/04**

**Date: 04-07-2024**

**ADVERTISEMENT FOR THE POST OF ‘Multimedia Content Creator’ on *ad hoc* basis**

1. The Indian Institute of Technology Hyderabad is an Institute of National Importance established by an Act of Parliament under the aegis of the Government of India, Ministry of Education, Department of Higher Education, New Delhi. The Institute invites ONLINE Applications from eligible Indian Nationals for the position of “**Multimedia Content Creator**” for engagement on an *ad hoc* basis in IIT Hyderabad. The appointment shall be on a purely temporary basis for 11 months, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The details of the post are as follows:

Post No.	Name of the Post	Consolidated remuneration	Upper age* limit (Years)	Total Vacancies
01.	Multimedia Content Creator	Rs.30,000 – 45,000/- per month/- (To be fixed based on qualification and experience of selected candidate)	40 years (As on 15-07-2024)	01(Tentative subject to change)
<b>Total</b>				<b>01</b>

(\*Relaxation in upper age limit is applicable as per GoI rules)

2. The commencement date and the last date for submission of online applications are as under:

Commencement of Online Application	05-07-2024, 09:00 AM IST
Last date for submission of Online Application	15-07-2024, 5:00 PM IST
Date & time of written test and interview	22-07-2024, 9:00 AM to 6:00 PM
Venue for the examination	CCE Office, Convention Centre Building , IIT Hyderabad, Kandi, Sangareddy, TS-502284

3. Job Description & Responsibilities :

<b>Description</b>	<p>1. Institute is seeking a talented Multimedia Content Creator to join our team and play a pivotal role in producing high-quality educational videos. As a Multimedia Content Creator, the responsibility to handle all aspects of video production, from filming to editing and incorporating visually appealing designs.</p> <p>2. This role offers a unique opportunity to showcase one’s creativity and contribute to the development of innovative educational materials.</p>
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<b>Responsibilities</b>	1. Video Production 2. Editing of the Videos 3. Visual Design
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**4. The following are the essential and desirable qualifications for the posts notified under Para No.1:**

Post No.	Name of the Post, Specialization and No. of Posts	Essential and desirable qualifications for the posts
01.	<b>Multimedia Content Creator</b> 01 Post	<p><b><u>Essential qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. A degree or certification in multimedia production, film studies, visual arts, or a related field.</li> <li>2. Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro) and graphic design tools (e.g., Adobe Photo shop, Illustrator).</li> <li>3. Proven experience of 5 years in videography, video editing, and visual design, preferably in an educational or similar setting.</li> </ol> <p><b><u>Desirable qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. Excellent communication and collaboration skills to work effectively with team members from diverse backgrounds.</li> <li>2. A strong creative vision and the ability to translate ideas into visually compelling content.</li> <li>3. Meticulous attention to detail to ensure the accuracy and effectiveness of educational content.</li> </ol>

**5. How to apply:** The interested and eligible candidates shall apply using the link provided below. No other mode of application shall be accepted:

Link to application: [Click here for application link](#)

**There is no application fee for these positions.**

**7. General Instructions:**

<b>GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION</b>	
1.	Applicant must be a citizen of India.
2.	Candidates are required to submit ONLINE applications only. Printout of the ONLINE application form is not required to be submitted to the Institute. <b>OFFLINE applications, if submitted, will be summarily rejected.</b>
3.	Online mode of applications can be accessed through the link under Temporary Positions: <b><a href="https://iith.ac.in/careers/">https://iith.ac.in/careers/</a></b>
4.	The eligibility of the candidate in terms of qualifications/ experience, etc. shall be considered as on the date of the written test/interview. Before submitting the online application, the candidate must ensure that he/she fulfills all the eligibility criteria for the post for which she/he is applying as detailed for the respective post. Candidates will be allowed to attend the written test/interview based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, <b><u>his / her candidature will be canceled at any stage of the recruitment process and if appointed, services will be</u></b>

	<b><u>terminated without any notice or compensation.</u></b>
5.	The applied candidates are required to attend the written test/Field test on <b>22-07-2024 from 10:00 AM</b> onwards, reporting time for the written test/Field test is <b>09:00 AM on 22-07-2024</b> . The candidates qualified in the written test/Field test are required to attend further selection process/interview, subject to verification of all original certificates before the interview. The candidates are advised to carry all original certificates along with one photocopy.
6.	The appointment shall be on a purely temporary basis for 11 months, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The appointment will be on contract basis and can be terminated at any time during the contract period with one month's notice from either side. Accordingly, no right/claim whatsoever will confer on the selected candidate(s) for employment in IITH by virtue of the above temporary engagement.
7.	<b><u>Working Hours:</u></b> 8 hours per day, 6 days a week during the period of the engagement. However, he/she is required to work during weekends/holidays as and when informed by the Head of the Department/ Faculty-in-Charge/ Chairperson. Campus residential accommodation will not be provided for the selected candidate.
8.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
9.	The Institute reserves the right to restrict the number of candidates for written / skill test/interviews to a reasonable limit based on qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right to reject any or all the applications without assigning any reasons.
10.	The institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of shortlisting/ selection, which may be detected at any stage even after the issue of the Appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
11.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to. Canvassing in any form whether directly or indirectly shall amount to a rejection of candidature.
12.	<b>No Travelling Allowance (TA)/ DA shall be paid to the candidates for attending the trade test/skill test/written test/ proficiency test.</b>
13.	Engagement of the selected candidate(s) will be subject to necessary pre-engagement formalities viz document/certificate/testimonial checking, submission of required document/certificate/testimonial, and medical fitness certificate etc. Candidate(s) working in any organization, if selected, must submit a release/relieving letter, in original, from the present employer at the time of joining. The selected candidates(s) will be liable to be placed in any location as deemed fit by the Competent Authority.
14.	The institute for the selected candidate will provide no medical facilities except outpatient treatment during a medical emergency. No reimbursement of medical expenses will be admissible to him/her during his/her engagement at the institute.
15.	Any legal dispute arising out of the advertisement may be challenged in the High Court of Telangana.
16.	In addition to the above, any other terms & conditions/rules & regulations/policy & procedures will also be applicable for the ad hoc engagements as existing from time to time.
17.	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website. The candidates are advised to check the Institute's website on a regular basis.
18.	In case of highly meritorious candidate, selection committee may relax any of advertised terms.

19.	Candidates shortlisted for written test/Field test would have to get their own Camera/Smartphone and Laptop with any of the editing software for the test.
20.	The last date for closing of online application is <b>15-07-2024, 05:00 PM IST</b>

**Sd/-  
Registrar  
IIT Hyderabad**