Indian Institute of Technology Hyderabad
Kandi, Sangareddy, Telangana – 502284, INDIA
Website: www.iith.ac.in

Advt. No. IITH/2024/CS/16 **Date: 10-03-2025**

ADVERTISEMENT FOR THE POST OF 'MULTIMEDIA CONTENT CREATOR' ON CONTRACT 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**" in Center for Continuing Education(CCE) for engagement on an contract basis in IIT Hyderabad. The appointment shall be on a purely temporary basis for eleven (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 per month	Upper age* limit (Years)	Total Vacancies
01.	Multimedia Content Creator	Rs.40,000 – 45,000/- per month/- (To be fixed based on qualification and experience of selected candidate)	40 years	**01**
			Total	**01**

(*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	**10-03-2025**
Last date for submission of Online Application	**01-04-2025, 5:00 PM IST**
Mode of selection	Written test/Skill test/Interview
Tentative Date of Written test/interview	Shortlisted Candidates will be informed via mail communication

3. Job Description & Responsibilities:

Description	1. The 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. 2. This role offers a unique opportunity to showcase one's creativity and contribute to the development of innovative educational materials.
Responsibilities	1. Video Production 2. Editing of the Videos 3. Visual Design

4. The following are the essential and desirable qualifications for the posts notified under Para No.1:

Post No.	Name of the Post & No. of Posts	Essential and desirable qualifications for the posts
01.	Multimedia Content Creator 01 Post	**Essential qualifications:** 1. A degree or certification in multimedia production, film studies, visual arts, or a related field with 60% marks or an equivalent CGPA. 2. Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro) and graphic design tools (e.g., Adobe Photo shop, Illustrator). 3. Proven experience of 5 years in videography, video editing, and visual design, preferably in an educational or similar setting. **Desirable qualifications:** 1. Excellent communication and collaboration skills to work effectively with team members from diverse backgrounds. 2. A strong creative vision and the ability to translate ideas into visually compelling content. 3. Meticulous attention to detail to ensure the accuracy and effectiveness of educational content.

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.

6. General Instructions:

GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION	
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. **OFFLINE applications, if submitted, will be summarily rejected.**
3.	Online mode of applications can be accessed through the link under Temporary Positions: **https://iith.ac.in/careers/**
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,**his / her candidature will be canceled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.**
5.	Applications will be summarily rejected if all the relevant certificates (Experience / Caste /Educational/Proof of DOB etc.) are not uploaded as per the instructions. The certificates of work experience should be in proper format i.e. it should clearly state his/her designation, period of service in the organization, nature of work assignment(s) and the pay.The experience letter should be on the organization's letterhead, bear the Date of issue, Name and Designation of the issuing authority along with their Signature and Stamp. Pay slips/Office orders/Appointment orders or any other documents shall not be considered as proof of Experience.
6.	The candidates appearing for the Written test/Skill test/Interview are advised to carry all original

	certificates along with one photocopy.
7.	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 contractual 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.
8.	**Working Hours:** 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.
9.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
10.	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.
11.	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.The number of advertised posts are tentative, the actual number of posts may increase or decrease depending upon the requirement
12.	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.
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.
14.	Medical facilities to the contract employees are limited to outpatient treatment (OPD) during medical emergencies, with minimal charges of Rs. 100/- for normal OPD and Rs. 200/- for Specialists (rates subject to change as per Institute requirements). No reimbursement of medical expenses will be admissible.
15.	The selected candidate must possess a valid health insurance policy for the engagement period, obtained at their own expense. A copy of the policy must be submitted at the time of joining the Institute.
16.	Any legal dispute arising out of the advertisement may be challenged in the High Court of Telangana.
17.	Consolidated remuneration per month shall be subjected to statutory deductions, as applicable.
18.	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.
19.	In case of highly meritorious candidate, selection committee may relax any of advertised terms.
20.	**No Travelling Allowance (TA)/ DA shall be paid to the candidates for attending the trade test/skill test/written test/ proficiency test.**
21.	The last date for closing of online application is **01-04-2025 05:00 PM IST**

Sd/-
Registrar
IIT Hyderabad