

Required for Media & Publications

1. Blog / Content Writer / Stenographer

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education (Diploma or Degree) in Mass Communication & Journalism from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in Writing Blogs or Generating Contents in English & Marathi. Should have worked as Stenographer
- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of writing Blogs on any topics with own words, should also be able to write Contents on the given topics in English & Marathi, must be able to do translations from English to Marathi & vice versa, must be well versed with Computer Typing / Editing in English & Marathi with speed not less than 50 words per minute.

2. DTP Operator

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education in DTP / Corel / Photoshop from Govt approved Institution.
- **Experience:** As mentioned in display Advt. Candidate should have experience in DTP for the work to be done in English & Marathi. Should have worked as DTP Operator cum Pagination Artist, Commercial Designer etc.
- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of Computer Software viz. Corel Draw, Photo Shop, Google, Adobe Reader, Page Making, Brochure / Pamphlet / Book / Periodical Design, Pagination Work, should also be able to make designs and able to do typing in English & Marathi, must be able to do translations whenever require from English to Marathi & vice versa, must be well versed with Computer Typing / Editing in English & Marathi with speed not less than 50 words per minute.

3. Content Editor - English / Marathi

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education (Diploma or Degree) in Mass Communication & Journalism from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in Writing and Editing Blogs or Correcting Contents in English & Marathi. Should have worked as Stenographer

- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of writing / editing / correcting / re-writing Blogs on any topics with own words, should also be able to write Contents on the given topics in English & Marathi, must be very good in English & Marathi Grammar, must be able to do translations from English to Marathi & vice versa, must be well versed with Computer Typing / Editing in English & Marathi with speed not less than 50 words per minute.

4. Proof Reader - English / Marathi

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education (Diploma or Degree) in Mass Communication & Journalism from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in Writing and Proof Reading Blogs or Correcting Contents in English & Marathi. Should have worked as Stenographer
- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of writing / proof reading / correcting / re-writing Blogs on any topics with own words, should also be able to write Contents on the given topics in English & Marathi, must be very good in English & Marathi Grammar, must be able to do translations from English to Marathi & vice versa, must be well versed with Computer Typing / Editing in English & Marathi with speed not less than 50 words per minute.

5. Content Reader - English / Marathi

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education (Diploma or Degree) in Mass Communication & Journalism from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in Reading Contents and Blogs fluently in English & Marathi. Should have worked as News Reader / Content Reader / Anchor etc.
- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of Reading Contents and Blogs written on any topics with a way it is expected to read fluently, should also be able to write brief notes on Contents while delivering contents in given topics in English & Marathi, must be very good in English & Marathi Grammar, must be able to do translations from English to Marathi & vice versa, must be well versed with Computer Typing / Editing in English & Marathi with speed not less than 50 words per minute.

6. Anchor - English / Marathi

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education (Diploma or Degree) in Mass Communication & Journalism from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in Anchoring shows on own sometimes alone or along with co-anchor, Reading Contents and Blogs fluently in English & Marathi. Should have worked as News Reader / Content Reader / Anchor etc.
- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of Anchoring Shows, Conducting Interviews of Renowned personalities inside or outside Studio, Reading Contents and Blogs written on any topics with a way it is expected to read fluently, should also be able to write brief notes on Contents while delivering contents in given topics in English & Marathi, must be very good in English & Marathi Grammar, must be able to do translations from English to Marathi & vice versa, must be well versed with Computer Typing / Editing in English & Marathi with speed not less than 50 words per minute.

7. Cinematographer - Video Shoot

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education (Diploma or Degree) in Photo Journalism or Cinematography from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in Shooting Episodes / shows inside or outside studio on own sometimes alone or along with assistant, Recording Video & Audio Contents and Episodes. Should have worked in Film Productions as Cinematographer or in TV Production Houses etc.
- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of Recording Shows, Recording Interviews of Renowned personalities inside or outside Studio, Recording Contents including bytes & testimonials on various topics with a way it is expected to be done on highly professional level, must be very good in English & Marathi, must be able to set the Camera it's angle, choose shots viz. one shot, two shot, over the shoulder, close ups or tight close ups etc, must be well versed with Video Editing in English & Marathi languages in speedily manner by maintaining high professional quality. Should be well versed with all latest DSLR and their technicalities to work on 1080p in highly Professional manner.

8. Digital Cameraman

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education (Diploma or Degree) in Photo Journalism or Cinematography from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in Shooting Episodes / shows inside or outside studio on own sometimes alone or along with assistant, Digital Shoot of various Contents and Episodes. Should have worked in Film Productions / Press as Photo Journalist or in TV Production Houses as Professional Cameraman etc.
- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of Catching Live moments in Shows, Capturing each and every expression in Interviews of Renowned personalities inside or outside Studio, Capturing Images while Contents are delivered by speakers in any event including images at the time of bytes & testimonials are recorded by Cinematographer, on various topics with a way it is expected to be done on highly professional level, must be very good in English & Marathi, must be able to set the Camera it's angle, choose shots viz. one shot, two shot, over the shoulder, close ups or tight close ups etc, must be well versed with Digital Photo Editing by adding Captions in English & Marathi languages in speedily manner by maintaining high professional quality.

9. Video Editor

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education (Diploma or Degree) in Video Editing or Media Productions from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in Editing Video Episodes / shows recorded inside or outside studio on own sometimes alone or along with assistant, Video Editing for Video & Audio Contents, Voice Over and Episodes. Should have worked in Film Productions as Video Editor or in TV Production Houses etc.
- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of Video Editing of Recorded & Live Shows, Video & Audio Editing of Recorded or Live Interviews of Renowned personalities inside or outside Studio, Video Editing of Contents including bytes & testimonials on various topics with a way it is expected to be done on highly professional level, must be very good in English & Marathi, must be able to set the Frame, it's angle, choose shots viz. one shot, two shot, over the shoulder, close ups or tight close ups etc, must be well versed with Video Editing in English & Marathi languages in speedily manner by maintaining high professional quality. Should be well versed with any one of the latest

Video Editing Software viz. Pinnacle Studio 16 Ultimate / AVS Video Editor / Adobe Premiere Elements 11 / Final Cut Pro X 10.0.3 / iMovie 11 / Corel VideoStudio Pro X6 / Cyber Link Power Director / Magix Movie Edit Pro 2013 Plus etc. and their technicalities to work on 1080p in highly Professional manner.

10. **Graphic Animator & VFX Animator**

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education (Diploma or Degree) in 3D Animation / VFX Video Editing or Media Productions from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in VFX Editing Video Episodes / shows recorded inside or outside studio on own sometimes alone or along with assistant, Creating 3D Videos for Titles & Promos, Editing in Special Effects for Video & Audio Contents, Adding Voice Over in Promos, Video Contents, Trailers, Titles of various episodes etc. Should have worked in Film Productions as 3D Animator, Special Effect Video Editor or in TV Production Houses etc.
- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of Giving Special Effects while Editing Videos of Recorded & Live Shows, Creating new Promos of Video & Audio Episodes of Recorded or Live Interviews of Renowned personalities inside or outside Studio, Video Editing with special effects of Contents including bytes & testimonials on various topics with a way it is expected to be done on highly professional level, must be very good in English & Marathi, must be able to set the Frame, it's angle, choose shots viz. one shot, two shot, over the shoulder, close ups or tight close ups etc, must be well versed with Video Editing in English & Marathi languages in speedily manner by maintaining high professional quality. Should be well versed with any one of the latest Video Editing Software viz. Pinnacle Studio 16 Ultimate / AVS Video Editor / Adobe Premiere Elements 11 / Final Cut Pro X 10.0.3 / iMovie 11 / Corel VideoStudio Pro X6 / Cyber Link Power Director / Magix Movie Edit Pro 2013 Plus / Autodesk Maya / Motion Builder / V-Ray / Adobe Photoshop Adobe Premiere and Nuke. etc. and their technicalities to work on 1080p in highly Professional manner.

11. **Social Media Experts**

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education (Diploma or Degree) in Mass Communication & Journalism / Social Media Marketing from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in searching for specific contents, obtaining information, preparing data collection sheets, Searching various Blogs, collecting

information / graphs / statistics / statements made by renowned personalities, happenings on each day in every corner of world or on the planet, finding key words, developing own dictionary on particular aspect / topic in Text, Audio & Video Format and Generating Contents in English & Marathi. Should have worked for SEO work activities.

- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of searching Blogs on any topics with popular key words, should also be able to write Contents on the topics / contents searched in English & Marathi, must be able to do translations from English to Marathi & vice versa, must be well versed with Computer Typing / Editing in English & Marathi with speed not less than 50 words per minute. Should have thorough knowledge of MS Office, Word, Excel, Power Point and should be able to prepare create presentable Graphs, Spread Sheets, PPTs etc.

12. Digital Marketing Executives

- **Qualification:** Min. Graduate from any stream. Preference will be given to the candidate having done education (Diploma or Degree) in Mass Communication & Journalism / Social Media Marketing from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in searching for specific contents, obtaining information, preparing data collection sheets, Searching various Blogs, collecting information / graphs / statistics / statements made by renowned personalities, happenings on each day in every corner of world or on the planet, finding key words, developing own dictionary on particular aspect / topic in Text, Audio & Video Format and Generating Contents in English & Marathi. Should have worked for SEO work activities, should have worked in BPO for Voice and Non-Voice Activities too, should have excellent communication skills.
- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of searching Blogs on any topics with popular key words, should also be able to write Contents on the topics / contents searched in English & Marathi, must be able to do translations from English to Marathi & vice versa, must be well versed with Computer Typing / Editing in English & Marathi with speed not less than 50 words per minute. Should have thorough knowledge of MS Office, Word, Excel, Power Point and should be able to prepare create presentable Graphs, Spread Sheets, PPTs etc while submitting the reports to seniors. Skills required for Digital Marketing Executives are : should be able to work in all following areas on own with novel ideas viz. Data analysis / Paid social media advertising / Email marketing / Search engine marketing / Develop skills with technology tools and platforms / Social media marketing / Content marketing / Mobile marketing/ Viral marketing / Visual marketing etc.

13. Hardware / Network Engineer

- **Qualification:** Min. Graduate from any stream. Candidate should have also done education (Diploma or Degree) in Hardware / Network Engineering / Computer Engineering / Computer Science from Govt / UGC approved University.
- **Experience:** As mentioned in display Advt. Candidate should have experience in Hardware / Networking Work activities / should be able to attend time to time Trouble Shooting and should have excellent communication skills.
- **Expected Qualities:** The candidate should be fluent in English & Marathi and should have thorough knowledge of Hardware & Networking.

Analytical skills.: Computer hardware engineer should be able to analyze complex equipment to determine the best way to improve it.

Creativity: Computer hardware engineer should be creative to design new types of information technology devices.

Critical-thinking skills: These engineers must be able to use logic and reasoning to clarify goals, examine assumptions, and identify the strengths and weaknesses of alternative solutions to problems.

Problem-solving skills: Computer hardware engineer must be able to identify complex problems in computer hardware, networking to develop and evaluate possible solutions, and figure out the best way to implement them.

Speaking skills: Should be able to work in team and must be able to communicate with other engineers as well as with nontechnical team members in English & Marathi fluently. Should have thorough knowledge of MS Office, Word, Excel, Power Point and should be able to prepare create presentable Graphs, Spread Sheets, PPTs etc while submitting the reports to seniors.
