



MGU INNOVATION FOUNDATION

(Section 8 Company under the Companies Act, 2013)

MAHATMA GANDHI UNIVERSITY

Priyadarsini Hills, Kottayam – 686560

Phone: 0481- 2992684, Website: <https://mguif.com/>



No: MGUIF/HR/AD/001/2025-26

Date: 03-10-2025

NOTIFICATION

Applications are invited for various posts at **MGU Innovation Foundation**- a special purpose vehicle formed with the support of RUSA funding of MHRD to act as a business innovation ecosystem for promoting startups. The appointments post as a **Technical Assistant (Video Recording/Editing)** are on consolidated pay and on contract basis for one year. Renewal of contract is based on performance.

Detailed description on the jobs is attached.

You can submit the application through the MGUIF website (Link: <https://mguif.com/site/careers/>)

or

The self-prepared application along with supporting documents may be submitted through e-mail to hr@mguif.com *on or before 17th October 2025.*

sd/-

Chairman & Managing Director MGUIF

Title of the position	Roles and Responsibilities	Qualifications Required	Skills Required
<p>1. Technical Assistant</p> <p>(Video Recording/Editing)</p> <p>(1 No)</p>	<p>1. Development of e-Content as Self-Learning e-Modules for academic programmes.</p> <p>2. Review shooting script and raw material to create a shot decision list based on the scenes's value and contribution to continuity.</p> <p>3. Recording and fine-tuning the content to ensure the logical sequencing and smooth running of the film/video.</p> <p>4. writing voiceover/ commentary</p> <p>5. online/offline editing</p>	<p>Essential:</p> <p>1. BA (Multimedia) or equivalent degree programmes with 1 year experience.</p> <p><i>or</i></p> <p>2. Diploma/ Certification in video editing with 2 years' experience.</p> <p>3. Expertise in Video recording, Photography tools like Adobe Creative Cloud (Illustrator, Photoshop CS 5 or latest, Muse, After effects, premier pro, Spark etc.,) Final Cut Pro, Maya etc</p> <p>Desirable:</p> <p>1. Additional certificates in related fields.</p> <p>2. Prior experience in development of academic e-content and e-module.</p>	<ul style="list-style-type: none"> • A keen eye for detail and a critical mind • Creativity and a passionate interest in film and video editing • Patience and concentration • Ability to listen to others and to work well as part of a team • A high level of self- motivation, commitment and dedication • Organizational and time management skills • Ability to work under pressure and to deadlines • Communication skills, both written and oral.
<p>Consolidated pay is Rs. 18,000/-per month.</p> <p>Age below 35 years as on 01/01/2025. Age relaxation will be given to exceptionally brilliant Candidates.</p>			