INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Palaj Campus, Gandhinagar Gujarat – 382055

27th December 2024

Advertisement

Applications are invited for One (1) contractual position of **"Program Associate - I (Videographer)"** at the Media & Communication Office, IIT Gandhinagar.

Name of the Post	Program Associate - I (Videographer)
Consolidated Monthly Pay	Rs. 45,000/- to Rs. 70,000/- per month based on the experience and credentials of the candidate.
Tenure	One year, with the possibility of extension based on the incumbent's satisfactory performance and the institute's requirements.
Required Qualification	The percentage/grade points with respect to the academic qualification will be a minimum 60% or equivalent grade from Graduation onwards and 55% or equivalent grade in class 10th and 12th. **and** Bachelor's degree in any stream with 60% marks and at least 04 years of relevant experience in film production/ cinematography/ media studies, or a related field. **or** Master's degree in any stream with 60% marks and at least 02 years of relevant experience in film production/ cinematography/ media studies, or a related field.
Desirable	● Experience of working in a higher educational institute. ● Familiarity with camera hardware and audio equipment is preferable. Familiarity with YouTube (good practices required for SEO for descriptions, optimal use of features like Shorts, premiering of videos etc). ● A good imagination for converting written or verbal briefs into interesting videos. ● A portfolio that showcases your creativity.
Skills Required	Working knowledge of video editing software, including some subset of Premiere Pro, After Effects, Audition, Blender, etc.
Age Limit	35 years as on 31.01.2025

Job Description	Creating videos for various purposes, for example: recording talks (in events, during courses, etc.), creative videos showcasing research developments, interview recordings, campus video shoots, end-to-end event coverage etc. There will be a wide variety of assignments. Working in close collaboration with faculty and staff members from other departments also will be required.

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Palaj Campus, Gandhinagar Gujarat – 382055

27th December 2024

Advertisement

Applications are invited for One (1) contractual position of **"Program Assistant- II (Photographer)"** at the Media & Communication Office, IIT Gandhinagar.

Name of the Post	Program Assistant- II (Photographer)
Consolidated Monthly Pay	Rs. 35,000/- to Rs. 55,000/- per month based on the experience and credentials of the candidate.
Tenure	One year, with the possibility of extension based on the incumbent's satisfactory performance and the institute's requirements.
Required Qualification	The percentage/grade points with respect to the academic qualification will be a minimum 60% or equivalent grade from Graduation onwards and 55% or equivalent grade in class 10th and 12th. **and** Bachelor's degree in any stream with 60% marks and at least 02 years of relevant experience in photography/ visual arts/media, or a related field
Desirable	● Experience of working in a higher educational institute. ● Familiarity with camera hardware. ● Videography Knowledge: Ability to shoot and edit videos to complement photography work is also desirable.
Skills Required	Expertise in camera operations, photography techniques, lighting, composition, and proficiency in photo editing tools like Photoshop, Lightroom and other tools, and excellent communication skills are required.
Age Limit	35 years as on 31.01.2025
Job Description	The role involves planning and executing photo shoots, conceptualizing ideas, selecting locations, and coordinating with staff, students, and other stakeholders to capture high-quality images that reflect the institute's events, academic, research, and cultural life. You will be responsible for managing photography equipment, ensuring proper maintenance, and editing images for both print and digital media. Collaboration with marketing and communications teams to create cohesive visual concepts and maintaining an organized image library will also be required.

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Palaj Campus, Gandhinagar Gujarat – 382055

27th December 2024

Advertisement

Applications are invited for One (1) contractual position of **"Program Manager- I (Social Media)"** at the Media & Communication Office, IIT Gandhinagar.

Name of the Post	Program Manager- I (Social Media)
Consolidated Monthly Pay	Rs. 60,000/- to Rs. 93,000/- per month based on the experience and credentials of the candidate.
Tenure	One year, with the possibility of extension based on the incumbent's satisfactory performance and the institute's requirements.
Required Qualification	The percentage/grade points with respect to the academic qualification will be a minimum 60% or equivalent grade from Graduation onwards and 55% or equivalent grade in class 10th and 12th. **and** Bachelor's degree (preferably in Communications, Public Relations, Journalism, or a related field) with 60% marks and at least 08 years of relevant experience. **or** Master's degree (preferably in Communications, Public Relations, Journalism, or a related field) with 60% marks and at least 04 years of relevant experience.
Desirable	A diploma with 60% marks and a relevant work experience and a strong portfolio can also be considered.
Skills Required	- Exceptional written and verbal communication skills. - Strong understanding of social media platforms and their algorithms. - Creativity and ability to think strategically about content and audience engagement. - Proficiency in social media analytics and reporting. - Ability to distill complex scientific concepts into clear, engaging messages for diverse audiences. - Ability to work collaboratively in a team environment and meet deadlines.
Age Limit	35 years as on 31.01.2025

Job Description	● Develop and execute creative social media strategies to enhance the institute's online presence.
	● Manage and curate content across various social media platforms, ensuring consistency with brand messaging.
	● Create visually appealing and engaging multimedia content.
	● Foster community engagement through thoughtful and timely responses.
	● Monitor social media trends, engagement metrics, and audience insights to optimize our digital strategy.

How to Apply:
- Interested candidates are requested to apply online through **this link**.
- No manual / Paper / Email application will be entertained.
- Read the instructions carefully and fill in the online application form providing accurate information about your candidature.
- The last date for submitting the online application is **17th January 2025.**

General Conditions and Instructions:

- The position is purely temporary and contractual.
- The position is offered for one year from the date of joining, extendable on a yearly basis based on performance, and the institute requirements.
- The selected candidate may be provided hostel accommodation on a shared basis and chargeable basis subject to availability by the student affairs department of the institute.
- Degrees for meeting qualification must be awarded by a reputed and recognized University/Institution.
- The candidates should bring all original documents while appearing for a written test or an interview (online/offline). (starting for 10th standard to higher degree)
- Selection will be based on the **written/practical test and/or interview (online/offline)** performance of the candidate.
- No TA/DA will be given for attending the written/practical test and/or interview.
- The selected candidate will not have any legal right to claim his/her regularization/appointment by absorption or otherwise against any regular posts or any other contractual engagement.
- Institute reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or part without assigning any reason, and to waive/relax any conditions of the advertisement. The Institute will also reserve the right to place a reasonable limit on the total number of candidates to be called for a test and/or interview. The decision of the Institute in this regard will be final.
- No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.
- For a query related to the submission of an online application, you may send an email to ga@iitgn.ac.in.
- Candidates are advised to mention their correct and active email address in the application, **as all the correspondence will be communicated through email only**.

Chairperson
Media & Communication,
Indian Institute of Technology Gandhinagar