



CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Near GB Pant Hospital, Srinagar – 190 004 (J&K)

Phone: 0194-2468354, 2468357, Website www.cukashmir.ac.in

EMPLOYMENT NOTIFICATION FOR CONTRACTUAL ENGAGEMENT OF NON-TEACHING STAFF

No: 04 of 2015 Dated: 03.03.2015

Applications on the prescribed form are invited from the eligible candidates for engagement to the following non-teaching posts on short term contractual basis for an initial period of three months or till the relevant posts are filled up on substantive basis, which-ever is earlier:

S.No	Post	Number of Posts
1	Production Manager	01
2	Production Assistant	01
	TOTAL	02

DETAILS OF SALARY, ESSENTIAL QUALIFICATIONS & OTHER REQUIRMENTS

1. Production Manager (01)

Consolidated Monthly Salary: Rs 15,000

Essential Qualification:

- i) Diploma in Advanced 2 D and 3 D graphics, compositing and Multimedia (SFX & VFX).
- ii) Minimum of five years of experience in filmmaking, NLE, audio/digital video editing, Cinematography
- iii) Knowledge of software like Autodesk Smoke, Apple Final Cut Pro, Avid Media Composer, Adobe Premiere Pro & Steinberg Nuendo, Adobe Audition, Autodesk 3ds Max/Autodesk Maya, Da Vinci Resolve, Autodesk Combustion is essential.

(Candidates who have worked for film project/cinematography and done exceptional project work in Graphic designing will be preferred)

2. Production Assistant (01)

Consolidated Monthly Salary: Rs 10,000

Essential Qualification:

1. Production Assistant (Non-Linear Editing & Layout Designing): Masters degree in Convergent or Multimedia Journalism with an minimum of one year experience in NLE on FCP and layout designing on Coral Draw or Adobe.

2. Production Assistant (Camera Assistance, Sound/Audio editing –mixing and digital photography): Masters degree in Convergent or Multimedia Journalism with an minimum of one year experience in shooting on any professional camcorder and a portfolio proof of professional digital photography. Must have good Sound editing –mixing and photo editing skills.

GENERAL CONDITIONS

1. Candidates who have already applied for the post of Production Assistant against the Notification No. 05 of 2014 dated 16.07.2014 need not to apply again. They may however update their credentials without payment of application fee.
2. Last date for submission of application forms is **12-03-2015**. The University will not be responsible for any postal delay.
3. Eligible/shortlisted candidates shall be informed about the date of interview through email, phone and the University website. No postal communication shall be issued in this regard
4. The engagement to the posts advertised is purely on short term contract basis and the selected candidates will not have any claim for the permanent appointment.
5. The initial period of engagement is three months. The University may extend the tenure at its discretion. The selected candidate shall have no right in this regard.
6. The engagement can be terminated by the University at any time during the tenure of the contract without any notice to incumbent.
7. Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No enquiry in this regard will be entertained.
8. Fee once paid shall not be refunded.
9. The number of vacancies indicated in the Employment Notification is tentative. The University reserves the right to increase/decrease the number of posts, at the time of selection.
10. No TA/DA shall be paid to the candidates for attending the interview.
11. The selection to the posts will be made on the basis of the performance of the candidate in the interview and/or any other credential to be decided by the University.
12. Applications not accompanied by necessary supporting documents, self attested copies of degree certificates/ marks sheets/experience certificate issued by the competent authority, shall be rejected summarily.
13. Candidates in their own interest are advised to remain in touch with the University website www.cukashmir.ac.in . Issuance of notifications in the newspapers is not obligatory on part of the University.
14. The university reserves its right to limit the number of candidates to be called for interview. Short listing of the applicants, if necessary, shall be made on the basis of academic merit, higher qualification and/or experience or screening test.
15. Separate application form must be submitted for each category of post.
16. In case of any dispute, any suite or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Srinagar, J&K.

HOW TO APPLY?

The detailed eligibility conditions and prescribed application form are available on the University website (www.cukashmir.ac.in). The prescribed application form can be had from the Transit Campus of the University at Sonwar, Near GB Pant Hospital, Srinagar 190 004, J&K on payment of Rs.200 or by sending a Demand Draft of Rs.200. Candidates belonging to SC, ST & PWD are required to pay only Rs. 100 as application fee. The DD should be drawn on any nationalised bank favouring Central University of Kashmir, payable at Srinagar (J&K). The application form can also be downloaded from the University website and submitted/sent with a DD of Rs. 200 (Rs 100 in case of SC, ST & PWD). Complete application form may either be delivered personally at the Reception Counter of the University or sent by post to the Registrar, Central University of Kashmir, Sonwar, Near GB Pant Hospital, Srinagar 190004, J&K. Applications received after the last date (12-03-2015) will be summarily rejected and no further correspondence shall be entertained in this regard.

No: 04 of 2015
Dated: 03.03.2015

Sd/-
REGISTRAR