



ADVERTISEMENT NOTIFICATION

Ref No. NPC/CoE:I4.0/2020-21

Date: 26th August, 2020

Subject: - Engagement of One Video/Audio Editor cum Graphic Designer on contractual/ Temporary Basis.

National Productivity Council is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promotes productivity consciousness in the country for socio economic development through productivity promotion and dissemination through Consultancy, Research and Training activities across the sectors of economy.

National Productivity Council (NPC) invites application from the Indian Citizen(s) for Engagement of one Video/Audio Editor cum Graphic Designer on contractual/ Temporary Basis as part of the scope of activities under Centre of Excellence on Industry 4.0 towards editing of videos and dissemination of COE activities, objectives, benefits, and other relevant information to the intended beneficiaries.

1. Video/Audio Editor cum Graphic Designer (One)

a. Job Responsibilities for Video/Audio Editor cum Graphic Designer:

- i. Able to generate compelling visual and audio- visual storytelling solutions as a Video/Audio editor cum Graphic Designer.
- ii. Proficient in handling audio/video recording, audio/video editing, animation, and photography.
- iii. Collaborate with the content team to brainstorm new ideas to create striking visuals in the form of infographics and illustrations.
- iv. Able to create cohesive designs for marketing materials, blogs, newsletters, and social media posts that reflect NPC's brand identity.
- v. Ability to produce a wide variety of graphic products including catalog, brochures, pamphlets, etc.
- vi. Generate ideas to portray concepts & advertise products / services on social media accounts.
- vii. Maintain a high level of quality with attention to detail.

b. Required skills:

- i. Experience in working with video editing tools like Corel Video Studio/Adobe Creative Suite (Photoshop, Illustrator, After Effects, & Premiere Pro) etc.
- ii. Proficient in graphic designing tools such as Adobe Photoshop/Corel Draw/Inkscape & related software knowledge.

Eligibility criteria:

- Qualification : Graduation/ Post Graduation relevant /equivalent to Job description
- Experience: 1 + year of Work Experience required
- Certificate Course in Corel Video Studio/Adobe Creative Suite (Photoshop, Illustrator, After Effects, & Premiere Pro)/ Adobe Photoshop/ Corel Draw/Inkscape.



Remuneration: The remuneration shall be **Rs. 20,000/- to Rs. 25,000/-** per month depending upon nos. of years of experience.

Method of Selection: On the basis of the qualifications and experience, the candidates will be shortlisted and called for interview. Based on the performance in the interview, the candidate shall be offered project specific engagement on contractual basis.

Period of contract: The candidate shall be engaged on contractual basis initially for a period of 1(One) Year depending upon the project requirement

Job Location: Delhi

Note: No TA/DA will be provided for attending the interview/joining, irrespective of selection.

How to Apply: Interested candidates may apply by submitting their CV as per the applicability of the position latest by 15th September 2020, till 17:00 Hrs, addressed to: Director & Head (HRM & CoE I4.0), National Productivity Council, Lodhi Road, New Delhi–110003.

The application can also be sent through email to aman.gulati@npcindia.gov.in and yk.yadav@npcindia.gov.in

General Terms & Conditions:

1. The engagement shall be purely on contractual/temporary basis and initially will be valid for a period of 1(One) Year, which may be extended for a further period of work requirement & upon assessment of the performance and subject to approval of competent authority.
2. Applicants are requested to ensure their eligibility before applying.
3. Selected candidate will have no right to demand for any regularization of his/her services at NPC under any circumstances.
4. Applicant(s) should forward their application along with a recently clicked passport size photograph duly pasted.
5. The candidate selected will be required to work at National Productivity Council, New Delhi, and/or its Regional Directorates.
6. No TA/DA will be paid for attending the Interview.
7. The NPC reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on contractual/temporary basis and the candidates shall have no right whatsoever to claim for any permanent job subsequently in the NPC.
8. The NPC shall reserve the right not to engage any person against advertisement without assigning any reason. No correspondence shall be entertained in this regards.