



KARMAYOGI BHARAT

[A Government Company registered u/s. 8 of the Companies Act, 2013 under administrative control of Department of Personnel & Training, Govt of India] {CIN - U80301DL2022NPL393046}

202, 2ndFloor, C-Wing, NDCC-II Building, Jai Singh Road, Opposite JantarMantar, New Delhi-110001

ADVERTISEMENT FOR HIRING OF VIDEO EDITOR IN KARMAYOGI BHARAT, NEW DELHI

Karmayogi Bharat is a Special Purpose Vehicle (SPV) set-up under Section 8 of the Companies Act, 2013 by Department of Personnel and Training as a 100% Government owned Company under National Programme for Civil Services Capacity Building (NPCSCB) — Mission Karmayogi. iGOT Karmayogi is a platform for anytime, anywhere, any-device learning of civil service officials to enhance their overall competency. Karmayogi Bharat (SPV) has been incorporated under Section 8 of the Companies Act, 2013 as a 100% Government owned not for profit Company. The organization is responsible to operate the iGOT Karmayogi platform and any other digital assets pertaining to the Programme. Further details can be found at <https://karmayogibharat.gov.in/>.

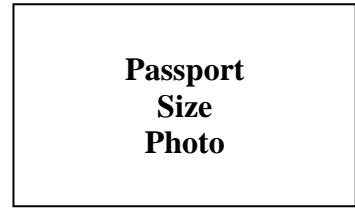
Karmayogi Bharat is looking for Video Editor to join our team and will be required Conceptualize information provided by client and put into a short design videos for marketing-related activities, such as social media, digital marketing, public relations, etc. Video editor will be required to design campaigns around key public policy initiatives that can be used across Karmayogi Platforms.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for Karmayogi Bharat to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by Karmayogi Bharat and shall be solely based upon your performance. After successful completion of initial contract period, regular contract will be given.

For further details, please visit Karmayogi Bharat's website <https://karmayogibharat.gov.in>. Eligible applicants can apply by submitting their applications to the given address or to our email careers.karmayogi@gov.in, including CV and other documents of qualification, experience, age proof etc. by 22nd December 2022. Incomplete and date bar applications will not be considered. Only short-listed candidates will be invited for the interview/selection process. The job descriptions of the post have been attached as **Annexure A**.

Application Form

To
The Chief Executive Officer (CEO)
Karmayogi Bharat
2nd Floor, NDCC-II Building
Jai Singh Road, Opposite Jantar Mantar
New Delhi – 110 001



Subject: Regarding appointment of _____ Post
Reference: Dated _____ advertisement in this website of _____

Respected Sir/Ma'am,

As per the contextual advertisement, I declare that I hold the necessary academic qualifications for the Post of _____ and I submit the details as follows:

1. Full Name: _____
2. Full Address (pin code): _____
3. Mobile No. _____
4. Date of Birth: _____ (DD/MM/YY)
5. Gender: Male / Female
6. E-mail Address: _____
7. Details of the Educational Qualification held by the Applicant

S.No.	Educational Qualification	Passing Year	Marks	Percentage

8. Employment History in chronological order
(Attach separate sheet in following format, if necessary)

Name and Address of employer/Organization	Period of service	Designation of the Post held	Remuneration	Detailed description of work	Reason of leaving each post
	From To				

9. Professional Trainings/Certifications

Organization	Details of Training/Certification	Period	
		From	To

Declaration: I hereby solemnly declare that all the above-mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed / distorted any material/ information, my appointment shall be liable to termination without notice.

Place: _____

Date: _____

Signature of Applicant: _____

Name of the Applicant: _____

JOB PROFILE			
DESIGNATION	Video Editor		
JOB LOCATION	New Delhi	NUMBER OF POST(S)	One (1)
DIVISION / DEPARTMENT	iGot Karmayogi	REMUNERATION	Based on experience and profile
JOB SPECIFICATION			
JOB PURPOSE	Conceptualize information and put into attractive video for marketing related activities. Establish and promote design guidelines and best practices. Use the latest software and applications.		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> • Design short videos with the material provided by the internal team of Karmayogi Bharat and its clients for marketing-related activities, such as social media, digital marketing, public relations, etc. • Work with internal team to create brand-relevant and engaging videos. • Collaborate with Graphic designer, content writer and tech team of Karmayogi Bharat and PMU for various deliverables. • Makes recommendations for improvements in content creation and design processes and assigned tasks pertinent to the design capability. • Research and stay on top of video creation and editing trends. • Use innovation to redefine a design brief within tight deadlines. • Establish and promote design guidelines, best practices, and standards. • Research and compile film footage from various Govt and Non-Govt sources for various reports. • Combine visual footage with audio soundtrack (VO, effects, ambient sound, music) to create finished product. • Strong collaboration skills: Discuss project timeline, narrative structure, story goals and more with writers and other colleagues. 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Minimum 5 Years of experience in Governmental Organizations/ International development agencies/ Private organizations. However, experience can be relaxed for suitable candidates. • Experience working with video editing software. • Ability to work independently. • Passionate about video, animation, and design with good knowledge in underlying principles. • Having UI/UX experience to translate ideas and user stories into effective visual moving stories. • A strong background in developing layouts and video design for digital marketing activities. 		

EDUCATION REQUIREMENTS	<ul style="list-style-type: none">• Diploma or degree in film, video production or communications OR,• Graduate in any discipline with Certificate courses in Video Creation/Editing/ Multi-Media from a reputed institution.
REQUIRED SKILLS/ COMPETENCIES	<ul style="list-style-type: none">• Proficiency with Adobe Premiere Pro CC, Final Cut Pro X, Adobe Premiere Elements 2019, Adobe After Effects, Adobe Photoshop.• Bonus if familiar with iMovie, YouTube Video Editor (PC/MAC), Apple Final Cut Pro.
