



## Digital India Corporation

Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road, New Delhi - 110003

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Website: [www.dic.gov.in](http://www.dic.gov.in)

Web Advertisement  
5<sup>th</sup> October, 2021

Digital India Corporation has been set up by the 'Ministry of Electronics & Information Technology, Government of India', to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. It is a 'not for profit' Company under Section 8 of the Companies Act 2013. The Company has been spearheading the Digital India programme of the Government of India, and is involved in promoting use of technology for e-Governance, e-Health, Telemedicine, e-agriculture, e-Payments etc. The Digital India programme promotes safety and security concerns of growing cashless economy and addresses challenges confronting its wider acceptance. It also promotes innovation and evolves models for empowerment of citizens through Digital initiatives and promotes participatory governance and citizen engagement across the government through various platforms including social media.

Digital India Corporation is currently inviting applications for the following positions for covering fixed project duration purely on Contract/ Consolidated basis.

Sr. No.	Name of the Position	No of Vacancies
1	Graphic Designer cum Video Editor	01

2. Screening of applications will be based on qualifications, age, academic record and relevant experience. Digital India Corporation reserves the right to fix higher threshold of qualifications and experience for screening and limiting the number of candidates for interview. Only shortlisted candidates shall be invited for selection interviews. Digital India Corporation reserves the right to not select any of the candidates without assigning any reason thereof.

3. These positions are purely on contract appointment basis for fixed project duration and on consolidated salary.

4. The **place of postings** shall be in New Delhi, but transferable to project locations as per existing policy of Digital India Corporation.

For further details, please visit websites i.e. [www.meity.gov.in](http://www.meity.gov.in), [www.dic.gov.in](http://www.dic.gov.in) and [www.negd.gov.in](http://www.negd.gov.in)

Eligible candidates may apply ONLINE: <https://ora.digitalindiacorporation.in/>

**LAST DATE FOR RECEIPT OF APPLICATIONS: 15th October, 2021**



## Job Description- Graphic Designer cum Video Editor

<b>Division</b>	NeGD
<b>Function</b>	Graphic Designer cum Video Editor
<b>Location</b>	New Delhi

The National e-Governance Division (NeGD), under Digital India Corporation, a not for profit company of Ministry of Electronics & Information Technology (MeitY), was set up in order to facilitate and support Programme Management of the Digital India Programme with a vision to transform India to a digitally empowered society and knowledge economy. NeGD is hiring **Graphic Designer cum Video Editor** for its Creative Team for New Delhi.

### Primary Responsibilities

#### 1. Role Requirements:

We require Graphic Designer cum Video Editor who can create, edit and present video presentations related to the Ministry/Department assigned to. He/She should be proficient in Animated videos, Explainer videos, Video arranging and Video editing. He/She should be able to submit a portfolio of work done previously in the area. Specific requirements are given below:

- Ability to create, edit and present video presentation on current events;
- Ability to work under tight deadlines and high pressure situations. Can deliver with minimum supervision. Is able to ideate and is solution-oriented.
- Online research and sourcing of data and design for the editing;

#### 2. Candidate Requirements:

A successful candidate for this position, apart from designing skills, would be familiar with online research and news analysis and versatile in public policy and economic issues. S/he should be proficient in English and Hindi. An interest in reading and general knowledge is highly essential. Some of the specific candidate requirements are as follows:

- Passionate about design with good knowledge in underlying principles.
- A creative and curious individual who is a quick learner with a willingness to adapt creatively in a government culture.
- Experience in design, motion graphics, and audio editing
- Proficiency with Adobe Premiere, Adobe After Effect, Adobe Audition, Adobe Photoshop.
- Makes recommendations for improvements in design processes and assigned tasks pertinent to the design capability.
- Ability to understand the desired outcome out raw footage.
- Use innovation to refine a design brief within tight deadlines
- Must have 4 - 5 years of experience in graphic designing and video editing
- Establish and promote design guidelines, best practices, and standards

#### Key Skill Sets:

Motion Graphics, Editing, After Effects, Special Effects, Sound Effects, Video Editing, Render, Website / Micro site Design, Web Banner Design, Social Media Post Design, Brochure & Magazine Design

#### Education Requirements:

##### Essential:

Graduate in any discipline; Certificate courses in Graphic Designing/ Multi-Media/ Video Creation/Editing



## **General Conditions Applicable To All Applicants Covered Under This Advertisement**

1. Those candidates, who are already in regular or contractual employment under Central / State Government, Public Sector Undertakings or Autonomous Bodies, are expected to apply through proper channel or attach a 'No Objection Certificate' from the employer concerned with the application OR produce No Objection Certificate at the time of interview.
2. The years of experience mentioned as requirement shall be of post-qualification for all posts.
3. Digital India Corporation reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
4. This position is purely temporary in nature for the project of Digital India Corporation and the appointees shall not derive any right or claim for permanent appointment at Digital India Corporation or on any vacancies existing or that shall be advertised for recruitment by Digital India Corporation in future.
5. Digital India Corporation reserves the right to terminate the appointments of all positions with a notice of one month or without any notice by paying one month's salary in lieu of the notice period.
6. The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age academic record and relevant experience.
7. In case of a query, the following officer may be contacted, the candidate should clearly mention the post and post code on the email of the application.

**Shri Gaurav Sharma**  
Principal Research Scientist & Officer-in-Charge (HR)  
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