



## दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय

**DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**

(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

Head Office: DSEU Dwarka Campus (formerly known as Integrated Institute of Technology)  
Sector 9, Dwarka, New Delhi – 110077

**Date: 09.08.2022**

### **Advertisement for the Post of VIDEO EDITOR**

#### **VIDEO EDITOR**

The WomenWorks Programme (WW) will recruit a Video Editor who will be responsible to create, edit and present video presentations and content related to WWP for different media platforms.

#### **ROLES AND RESPONSIBILITIES OF A VIDEO EDITOR**

- Conceptualize storyline to create impactful videos around the programme for different media platforms (website, social/ digital media, etc.)
- Edit existing videos to create engaging content keeping in mind the audience on different platforms such as Facebook, Instagram, Twitter, LinkedIn and Youtube.
- Create videos in new formats such as 'Reels', mashups, etc. which will help the programme expand its social media outreach
- Comfortable using video editing software such as Adobe Premiere Pro, Photoshop, After Effects and Audition
- Work with the Project Head, Consultants, Associate Consultants, Fellows and other stakeholders to learn about the programme and identify important aspects which can be incorporated in videos
- Collaborate across teams to help scope video needs and requirements across programme
- Manage video libraries and upload videos on all digital platforms
- Manage ad hoc tasks if any, assigned by the competent authority.

#### **QUALIFICATIONS**

**Essential:** Bachelor degree in any discipline

**Desirable:** Specialization in Multimedia/ Video Creation/ Editing.

## **EXPERIENCE**

**Essential:** Two years of relevant work experience

**Desirable:** Experience of working in professional video editing and production.

**LANGUAGE REQUIREMENT:** Fluency in English and Hindi is essential.

**AGE LIMIT:** The candidate should be younger than 35 years of age on 1 January, 2022.

## **CORE COMPETENCIES**

- Experience in design, motion graphics, and audio editing
- Proficiency with Adobe Premiere, Adobe After Effect, Adobe Audition, Adobe Photoshop
- Use innovation to refine a design brief within tight deadlines.

**REMUNERATION:** The Video Editor will receive a monthly salary of ₹40,000/- (Consolidated)

**TERMS OF ENGAGEMENT:** The Video Editor will be on probation for the first three months, and only after successful review of the activities in the period, will they be allowed to continue for the full length of their contract. The initial term of engagement shall be of two years with a subsequent extension of another one year. The salary shall remain fixed for the entire period of contract (as mentioned above).

## **HIRING PROCESS**

- A two-step hiring process will be followed. In the first step, all applicants will have to submit an online application form before midnight on the last date of submission. Late entries will not be considered
- Shortlisted applicants will receive an email confirmation within first week of August
- In the second stage, selected applicants will have an interview round
- Final list of successful applicants will be uploaded on the website and a confirmation email with the next steps will be sent within 10 days.

## **GENERAL INSTRUCTIONS**

- All eligible Nationals of India are encouraged to apply
- Before applying, candidates should ensure that they fulfill all the eligibility criteria.
- No correspondence whatsoever will be entertained from applicants regarding any delays, conduct, and the result of the selection process.
- The decision of DSEU in all matters relating to eligibility, acceptance, or rejection of the application, the penalty for false information, mode of selection will be final and binding

on the candidates and no inquiry or correspondence will be entertained by DSEU in this connection.

- DSEU reserves the right to cancel the candidature of the candidate at any stage of the recruitment process and even after the selection/appointment of the candidate if he/she does not fulfill the conditions specified in the notification.
- Incomplete applications and those received after the closing date or without relevant documents shall be rejected.
- Original documents will be required to be presented for verification as and when asked by the University.
- The extended date for applying for the post of Video Editor is **31st of August, 2022.**
- Please fill in the form for your application on <https://forms.gle/Z9sDXQpta8esRBv4A>
- Queries pertaining to the positions may also be mailed to [womenworks@dseu.ac.in](mailto:womenworks@dseu.ac.in)