

**National Institute of Disaster Management
New Delhi**

Date: 01.09.2026

WALK- IN INTERVIEW AT NIDM ON 15.09.2026

The National Institute of Disaster Management is conducting Walk in Interview on 15.09.2026 for seeking experienced and qualified candidates for the following position purely on contractual basis for its campus at Rohini, Delhi.

S. No.	Name of Position	No. of Position	Remuneration p.m.
1.	Jr. Consultant (Video Editing & Graphics)	1	Rs. 50,000/- p.m. (Initial Salary) (In Remuneration band of Rs. 50,000/- to Rs. 65,000/-)

1. The detailed Terms of Reference (ToRs) for the above position is attached.
2. Interested candidates are requested to report at NIDM, Plot No. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi – 110042, from 9:30 AM to 11:30 AM on 15.09.2026. No candidate will be permitted to enter the premises after 11:30 AM.
3. Candidates are not permitted to carry any digital/electronic devices, including laptops and mobile phones, inside the NIDM premises. Such devices, if brought, will have to be deposited at the entry gate of NIDM.
4. The candidates are requested to bring their Curriculum vitae (CV) & Certificates and Mark Sheets, Experience Certificates (in original & Photocopy) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.
5. The candidates are also required to fill/carry the application format (attached) for the interview.
6. No TA/DA will be provided for attending the Walk-in interview.
7. The Consultants will be governed under NIDM's procedure and guidelines for engagement of Consultants.
8. The remuneration may commensurate with the experience and profile of the candidate.

**Executive Director
NIDM**

Terms of Reference
Junior Consultant (Video Editing & Graphics)

1.	Name of the Division/ Centre/ Cell/ Section	Media Wing
2.	Details of Post	Junior Consultant (Video Editing & Graphics)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	1. Contribute creatively by making artistic decisions on shot selection, timing, and overall aesthetic, enhancing the visual appeal and artistic expression of the final video product. 2. Editing of Audio-visual content and graphics, making creatives, posters, etc
5.	Duration	The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.
6.	Tasks Related to Assignment & Job Description	1. Blend video editing with graphic design for a cohesive visual storytelling experience. 2. Organized Assets: Manage both video footage and graphic elements for project coherence 3. Animation Integration: Seamlessly incorporate animated graphics to enhance visual appeal. 4. Consistent Aesthetics: Ensure color grading and style consistency across video and graphics. 5. Audio-Visual Harmony: Sync audio elements with video and graphic components for a unified impact. 6. Typography and Design: Integrate typography and custom graphics to convey information effectively. 7. Collaborative Approach: Work closely with designers to maintain a seamless video-graphic fusion. 8. Technical Proficiency: Master both video editing and graphic design tools for versatile creativity. 9. Edit and produce high-quality videos for social media, websites, events, campaigns and institutional communication. 10. Add motion graphics, animations, titles, infographics and visual effects wherever required. 11. Coordinate with the content, social media, PR and design teams to develop video content. 12. Edit videos for different platforms and formats, including YouTube, Instagram, LinkedIn, X and websites. 13. Maintain and organise raw footage, project files, video archives and digital assets.
7.	Functional competencies required for the position	1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability

		7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	i. Graduation Degree ii. Diploma in Video Editing
	(ii) Desirable	i. Graduation/Post Graduation Degree in Fine Arts ii. Knowledge of using FCP, Adobe Premiere, In Design, Photoshop, Canva etc.
	(B) Work Experience	
	(i) Essential	Minimum 3 years of experience in video editing, packaging, designing in latest graphic software.
	(ii) Desirable	Prior working experience in Govt./Training Institute/Disaster Management.
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position.
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Initial salary Rs. 50,000/- p.m. (Remuneration Band Rs.50,000/- -Rs.65,000/-per month)
10.	Reporting Mechanism	Junior consultant (Video Editing & Graphics) will report to I/C (Media)
11.	Schedule of Completion of Tasks	The Junior Consultant (Video Editing & Graphics) shall complete the assigned tasks in a time-bound manner. It is a full-time engagement & and shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultants in NIDM is temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days' notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days' notice to NIDM. Irrespective of Division, all matters related to this will be handled by Admin Section.
13.	Place of Posting	National Institute of Disaster Management, (NIDM), Delhi Campus at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

**National Institute of Disaster Management
(Ministry of Home Affairs)**

Application format for the position of Consultant (Content Creation)

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (with Tel./Mob. No. and email address):
7. Permanent Address:
8. Educational qualification:

Sl.No.	Course	Subject	Universities/ Institute	Year of Passing	Division/Class

9. Work Experience:

Sl.No.	Organization/ Institute	Post held	Period		Nature of work	Remarks
			From	To		

10. Brief about publications/research/documentation work etc.:
 11. Additional information if any, which candidates would like to mention in support to his/her suitability for the post:
 12. References (upto 2-Name/Affiliation and Contacts):
- Date:

(Signature): _____

Mobile No: _____

Email address: _____

Note: The candidates are requested to bring their certificates and mark sheets (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.