



राष्ट्रीय पुस्तक न्यास, भारत  
NATIONAL BOOK TRUST, INDIA  
Ministry of Education, Govt. of India  
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज - II, वसंत कुंज,  
नई दिल्ली -110070

Advt. No. 111/2022

Date: 01/06/2022

**WALK-IN- INTERVIEW**

Walk-in-interview will be held in the National Book Trust, India on 03/06/2022, Friday between 10:00 and 10:30 a.m. for the engagement of Creative Graphic Artist/Video Editor purely on contract basis (Through Placement Agency), initially for three months which can be extended depending on the performance of the candidate/need of the organization on fixed monthly remuneration of Rs. 35,000/- to 40,000/- per month in NBT, India. Interested candidates may appear for the Walk in interview on 03/06/2022, Friday with a prescribed application form.

1	Name of Post	<b>Creative Graphic Artist/Video Editor</b>
2	No. of post and posting	01 (One) at Headquarter, New Delhi. Purely on short term contract basis, initially for three months which can be extended depending on the performance of the candidate/need of the organization.
3	Salary	<b>Rs. 35,000/- to 40,000/- p.m.</b>
4	Age Limit	<b>Below 45 years</b>
5	Date of Walk in Interview	<b>03/06/2022, Friday between 10:00 and 10:30 a.m.</b>
6	Qualifications and Experience	<b><u>Essential Qualifications/Experience</u></b> a. Bachelor's degree in any discipline. b. Two (2+) years' of professional experience of creating videos/motion graphics under fast turnarounds. c. Proficiency in Adobe Premiere, After Effects, Illustrator, Photoshop, Colour Grading. d. Experience using Microsoft Office (Excel, Word, PowerPoint) and Outlook. e. Good communication and presentation skills, verbal and written, in both individual and group situations for the purpose of knowledge transfer and skill development. f. Be a creative problem solver. g. Be able to maintain a positive attitude within a fast-paced environment. h. Research, discover and implement new tools, technologies and industry best practices to maximize efficiency. i. Demo/show reel is must <b><u>Desirable Qualifications</u></b> a. Degree in Broadcast, Animation, Design, Media or Artistic related field. b. Computer technology experience with ability to administrate editing systems. c. Attention to detail and a relentless desire for innovation. d. Understanding of the video production process, equipment, technology and roles. e. Ability to ensure quality control and consistency on projects.

**NOTE:**

1. Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and originals must be produced at the time of interview and if selected, at the time of joining.
2. Incomplete applications will be rejected.
3. No T.A./D.A. will be paid for attending the interview.



# राष्ट्रीय पुस्तक न्यास, भारत

NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज  
नई दिल्ली-110070

Post applied for \_\_\_\_\_

Advt. No \_\_\_\_\_ Dated \_\_\_\_\_

Place a self-attested  
Passport size  
photograph  
here

1. **Name** (in block letters as recorded in matriculation certificate):  
\_\_\_\_\_

2. **Father's/Husband's Name** (in block letters as recorded in matriculation certificate):  
\_\_\_\_\_

3. (i) **Date of Birth** (in Christian Era) : \_\_\_\_\_

In words: \_\_\_\_\_

(ii) **Age**: \_\_\_\_\_ **Years**: \_\_\_\_\_ **Months** (as on closing date):

(iii) **Whether you claim Age Relaxation** : \_\_\_\_\_ (Yes/No)

(Reason for claiming Age Relaxation) : \_\_\_\_\_

4. **Religion** : \_\_\_\_\_ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)

5. **Category** : \_\_\_\_\_ (SC/ST/OBC/General)

(Attach necessary certificate issued by Competent Authority)

6. **Whether Ex-Serviceman** : \_\_\_\_\_ (Yes/No)

(Attach necessary certificate issued by Competent Authority)

7. **Nationality**: \_\_\_\_\_

8. **Sex** : \_\_\_\_\_ (Male/Female)

9. **Marital Status** : \_\_\_\_\_ (Married/Unmarried)

10. (i) **Whether Physically Disabled** : \_\_\_\_\_ (Yes/No)

(If Yes, certificate from a medical officer not below the rank of Civil Surgeon should be enclosed)

(ii) **Nature of Disability** : \_\_\_\_\_

(iii) **Percent of Disability** : \_\_\_\_\_

11. **Languages known** : \_\_\_\_\_

12

Correspondence Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin Code: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email. ID. \_\_\_\_\_

Fax No. \_\_\_\_\_

13. Permanent

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin Code: \_\_\_\_\_

14. Educational Qualifications (beginning from Matriculation or equivalent) :

Examination(s) passed	University/Board	Year of passing	Subjects covered	Division / Grade	% of Marks

15. Professional qualifications, if any :

\_\_\_\_\_

16. Experience (in ascending order) :

Office/Department	Designation	Salary Structure	Period		Nature of Work
			From	To	

17. Details of Computer literacy: \_\_\_\_\_

\_\_\_\_\_

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18. Any other relevant information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ I do hereby declare that the statements made in the Application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected or after test/interview or at any stage, my candidature will stand cancelled and all my claims for the recruitment will stand forfeited.

**Note:** Mark Sheet, Age Certificate, Experience Certificate, Caste Certificate etc. enclosed should be self attested and then scanned and attached with the Application. A passport size photograph should also be enclosed.

Place : \_\_\_\_\_

Signature of the applicant

Date : \_\_\_\_\_