

ADVERTISEMENT NOTICE

No. A-36011/18/25-Admn

29th July, 2025.

ENGAGEMENT OF SENIOR VIDEO EDITOR, CAMERAMAN AND JUNIOR VIDEO EDITOR ON CONTRACT BASIS FOR 1 YEAR IN THE PRESIDENT'S SECRETARIAT

The Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India, invites applications from eligible persons for engagement of Senior Video Editor, Cameraman and Junior Video Editor in President's Secretariat, on purely **contractual basis** from amongst professionals fulfilling the eligibility conditions as prescribed below. The applications should reach in the **O/o Under Secretary (Admn)**, President's Secretariat, Rashtrapati Bhavan, New Delhi on **29th August, 2025** up to **5.00 P.M.** The application form can also be downloaded from Rashtrapati Bhavan website <http://rashtrapatibhavan.gov.in/vacancy-circulars>

2. The terms and conditions for engagement shall be as under:-

(A) Criteria and Number of posts

The Senior Video Editor, Cameraman and Junior Video Editor shall be engaged to look after the work mentioned under the heading "Responsibility" against each of the positions in para 4 below relating to Press Wing of President's Secretariat and **shall not be appointed for the regular work of the Secretariat**. Accordingly, these persons shall not be treated as an employee borne on the regular cadre of the President's Secretariat for any purpose. They shall be engaged on **contract basis** on a full time basis and will not be allowed to take up any other assignment during the period of their engagement with President's Secretariat.

(B) Period of Engagement

The Senior Video Editor, Cameraman and Junior Video Editor shall be engaged initially for a period of **01 year from** the date of joining. The contract **may be extended for further period of one year** on same terms and conditions mutually agreed upon and subject to satisfactory performance. Their services shall be terminated without notice in case the performance is found to be unsatisfactory. The said engagement shall also not vest any right whatsoever to claim regular appointment in the President's Secretariat or continued engagement.

(C) Age Limit

Only Indian citizens between the age of 22 to 45 years as on the last date of receipt of application shall be made eligible.

(D) The remuneration of the Senior Video Editor, Cameraman and Junior Video Editor shall be as follows:-

Sl. No.	Name of post	Remuneration (in Rs.)
(i)	Senior Video Editor	95,000/- per month
(ii)	Cameraman	80,000/- per month
(iii)	Junior Video Editor	70,000/- per month

- (i) The President's Secretariat shall be paid a fixed remuneration as mentioned above on monthly basis. For any fraction of a month, the President's Secretariat will be paid on pro rata basis (number of days, taking 30 days in a month).
- (ii) No other allowances etc. shall be admissible to the Senior Video Editor, Cameraman and Junior Video Editor. The remunerations shall be paid by direct bank transfer or through account payee cheque.
- (iii) The aforesaid consolidated amount shall be paid to the party of the first part of such time as he shall serve under this agreement and actually perform his duties commencing from the aforesaid date and ceasing on the date of his quitting service or on the date of his discharge there from or on the expiration of his terms of service under this Contract Agreement or on the day of his death if he shall die whilst in service.
- (iv) If in the opinion of the President's Secretariat, it is necessary to carry out work outside the Terms of Reference for some purpose in addition to the services, the Senior Video Editor, Cameraman and Junior Video Editor shall carry out such additional work and with the prior authorization of the Client. No additional fee for such additional work shall be paid.

(E) **Reporting**

The Senior Video Editor, Cameraman and Junior Video Editor shall be posted in Press Wing of President's Secretariat. Further, the duties assigned to the position(s) are such that they shall be called upon to come to/ stay in office before/ beyond normal working hours and on Sundays/ Holidays, whenever required in the exigencies of work, for which no additional remuneration shall be admissible.

(F) **Health Cover**

The Senior Video Editor, Cameraman and Junior Video Editor shall be eligible for availing medical facilities from President's Estate Clinic.

(G) **TA/DA, Transport and Telephone**

The Senior Video Editor, Cameraman and Junior Video Editor shall not be entitled to TA/DA, Transport and Telephone facilities.

(H) Leave

The Senior Video Editor, Cameraman and Junior Video Editor shall be entitled to leave as follows:-

(i)	Entitled to 18 (eighteen) days leave on pro-rata basis of one and half day leave for work of each month and will also be allowed to take half day leave from his entitled leave during the agreement period of 1 year.
(ii)	There shall be no remunerations for the period of absence beyond 18 days calculated on pro-rata basis, President's Secretariat would be free to terminate the services in case the Senior Video Editor, Cameraman and Junior Video Editor remains absent for more than 10 days beyond the entitled leave.
(iii)	Any non availed leave during the agreement period shall not qualify for encashment.
(iv)	In the event of absence on the ground of sickness, he/she shall be required to submit a proper medical and fitness certificate. However, any leave including the leave on Medical grounds beyond cumulative 09 days shall be without salary.
(v)	Station Leave Permission shall be mandatory before leaving the station, even on a holiday.

However, leave cannot be claimed as a matter of right. Further, if excess leave is taken, salary deduction would be made accordingly. Salary would also be deducted for habitual late comers. Long Leave, even if on medical grounds, has to be sanctioned before the individual proceeds on leave.

(I) Residential Accommodation

No residential accommodation shall be provided from the President's Estate Pool of Accommodation.

(J) Termination of Engagement

(i)	By either side, after giving one month notice or on depositing an amount equal to one month fee, if he/ she wishes to terminate the engagement;
(ii)	Without notice, in case the performance is found to be unsatisfactory; and
(iii)	If any declaration/ information furnished in the bio-data is found to be false or if it is detected that some material/ facts has been suppressed willfully, his/ her engagement will be terminated at any point of time.

Prior to acceptance of resignation, the Senior Video Editor, Cameraman and Junior Video Editor shall hand over all office property in his/ her possession to the **Deputy Press Secretary to the President (DPS)** and obtain a 'No Demand Certificate' in the prescribed format. Further, no claim of pensionary benefit on account of this contractual engagement shall be admissible.

(K) Marital Status

The Senior Video Editor, Cameraman and Junior Video Editor will have to submit declaration in the prescribed form about his/ her marital status and in the vent of candidate is having more than one wife/ husband living, the engagement will be subject to his/ her being exempted from the requirement of the rules in this behalf.

(L) Oath of Allegiance

The Senior Video Editor, Cameraman and Junior Video Editor will have to take an oath of allegiance/ faithfulness to the Constitution of India or make solemn affirmation to this effect in the prescribed form.

(M) Residuary

The decision of Secretary to the President will be final in respect of all matter not specifically provided for.

(N) Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Senior Video Editor, Cameraman and Junior Video Editor who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Senior Video Editor, Cameraman and Junior Video Editor of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption

(O) Proposal Evaluation

(i)	From the time the applications are opened to the time the Contract is awarded, the applicant should not contact the Employer on any matter related to his/ her applications. Any effort by the applicant to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the applications.
(ii)	The employer shall constitute a Selection Committee which will carry out the entire evaluation process.

(P) Taxes and Duties:

The Senior Video Editor, Cameraman and Junior Video Editor shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

(Q) Conflict of Interest

Employer requires that the Senior Video Editor, Cameraman and Junior Video Editor provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. The Senior Video Editor, Cameraman and Junior Video Editor have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. If the Senior Video Editor, Cameraman and Junior Video Editor fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Senior Video Editor, Cameraman and Junior Video Editor during selection process or the termination of its Contract during execution of assignment.

(R) Confidentiality

The Senior Video Editor, Cameraman and Junior Video Editor will maintain confidentiality and discretion as directed by Press Wing.

(S) Fraud and Corruption

(i)	It is the Employer's policy to require that Senior Video Editor, Cameraman and Junior Video Editor observe the highest standard of ethics during the execution of the contract. In pursuance of this policy, the Employer defines, for the purpose of this provision, the terms set forth below as follows: (a) —corrupt practice means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution; (b)—fraudulent practice means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract; (c) —collusive practices means a scheme or arrangement between the Senior Video Editor, Cameraman and Junior Video Editor with employees or others engaged on contract basis, with or without the knowledge of the Employer, designed to establish prices at artificial, non-competitive levels; (d) —coercive practices means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;
(ii)	The Employer may terminate the contract if it determines at any time that Senior Video Editor, Cameraman and Junior Video Editor was engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract, without the Senior Video Editor, Cameraman and Junior Video Editor having taken timely and appropriate action satisfactory to the Employer to remedy the situation;
(iii)	The Employer may also sanction against the Senior Video Editor, Cameraman and Junior Video Editor, including declaring the Senior Video Editor, Cameraman and Junior Video Editor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Senior Video Editor, Cameraman and Junior Video Editor have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Employer-financed contract;
(iv)	At the time of execution of this Contract, the Senior Video Editor, Cameraman and Junior Video Editor shall disclose any commissions or fees that may have been paid or are agreed to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

(T) Liquidated Damages

(i)	The parties hereby agree that due to negligence of act of the contracted party, if the employer suffers losses/damages, the quantification of which may be difficult, the amount specified hereunder shall be construed as a reasonable estimate of the damages. The employer is not liable to pay any of the damages as mentioned hereunder or anywhere in the agreement, as per the provisions of this Contract.
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- (ii) The amount of liquidated damages under this Contract shall not exceed 10% (ten percent) of the total value of the contract.

(U) Arbitration

In the case of dispute arising upon or in relation to or in connection with the contract between the Employer and the Senior Video Editor, Cameraman and Junior Video Editor, which has not been settled amicably, such dispute regarding any matter under contract will be decided by the Secretary to the President, who may appoint an arbitrator for the settlement of the dispute/controversy. The jurisdiction of the court of law will be within Delhi. The language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

How to Apply

3. The applications is to be submitted in the prescribed format as given in Annexure-B. Applications complete in all respect may be sent to email id: [soadmn@rb.nic.in./](mailto:soadmn@rb.nic.in/) **Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi – 110004** within a period of **30 days** of advertisement.

4. **Position/ No. of Position/ Eligibility Conditions.**

Sl. No.	Position	No. of Position	Educational Qualification(s)/ Experience(s) & skills
(i)	Senior Video Editor	01	<p><u>Minimum Educational Qualification(s)</u></p> <ul style="list-style-type: none"> Graduate in any field with certificate. Diploma course in Video Editing <p><u>Work Experience</u></p> <ul style="list-style-type: none"> Minimum experience of ten years' in Video Editing in Central Government. <p><u>Job Responsibilities and Duties</u></p> <ul style="list-style-type: none"> Knowledge of video editing, photo editing, graphics and Mac based production software (Final Cut Pro X, Premier Pro, After Effects, Illustrator, Photoshop, InDesign, Media Encoder, Lightroom, MS-Office). Knowledge of different video cameras and studio lighting (Video cameras, Gimble, GoPro, Drones). Knowledge of different video formats, codes and presets. Assembling raw footage and transferring or uploading to a computer. Creating archives of high quality videos of President's officials events.

		<ul style="list-style-type: none"> • Working on different versions of a video (Full-Length Videos, Short Videos, Reels and Shorts for social media platforms). • Analyzing and following a script, screenplay or outline when performing edits. • Inputting sound to enhance footage, which may include selecting music and writing voice-overs. • Ensure logical sequencing and smooth running. • Adjusts formats and file sizes of edited video files as needed. • Improve video quality by doing colour grading, colour correction and enhance lighting of faulty footage while editing. • Visualization skills to imagine how a scene will look once necessary edits are complete. • Time management skills to complete edits and revisions in accordance with strict deadlines. • Knowledge of different video cameras and their features. • Selecting, assembling and positioning equipment (Cameras, Stands, Gimbals, Filters, Dollies and GoPro). • Providing practical and creative input to scene planning. • Capture quality footage from a fixed or moving position. • Resolve technical or practical issues. • Ensure the proper lighting, visuals, sound, and camera angles to capture the best shots possible. • Create graphics, coffee table books, photo albums, infographics, e-book logos and thumbnails for social and print media. • Developing concepts, graphics and layouts, including making decisions about fonts, images, readability and readers' needs. • Ensure final graphics and layouts are visually appealing. • Scheduling social media posts. • Live streaming of President's events on all social media platforms. • Creating draft Tweets and posting final Tweets of various events of the President. • Posting short videos of President's speech after the completion of the event. • Monitor the organisation's social media accounts and ensure brand consistency in all social updates. • Engaging followers with regular updates. • Optimizing social media content effectively. • Any other works assigned by the President's
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			Secretariat.
(ii)	Cameraman	01	<p><u>Minimum Educational Qualification(s)</u></p> <ul style="list-style-type: none"> • Graduate in any field with certificate. • Diploma course in Videography. <p><u>Work Experience</u></p> <ul style="list-style-type: none"> • Minimum experience of ten years' in Videography in Central Government. <p><u>Job Responsibilities and Duties</u></p> <ul style="list-style-type: none"> • Knowledge of video editing, photo editing, graphics and Mac based production software (Final Cut Pro X, Premier Pro, After Effects, Illustrator, Photoshop, InDesign, Media Encoder, Lightroom, MS-Office). • Knowledge of different video cameras and studio lighting (Video cameras, Gimble, GoPro, Drones). • Knowledge of different video formats, codes and presets. • Assembling raw footage and transferring or uploading to a computer. • Creating archives of high quality videos of President's officials events. • Working on different versions of a video (Full-Length Videos, Short Videos, Reels and Shorts for social media platforms). • Analyzing and following a script, screenplay or outline when performing edits. • Inputting sound to enhance footage, which may include selecting music and writing voice-overs. • Ensure logical sequencing and smooth running. • Adjusts formats and file sizes of edited video files as needed. • Improve video quality by doing colour grading, colour correction and enhance lighting of faulty footage while editing. • Visualization skills to imagine how a scene will look once necessary edits are complete. • Time management skills to complete edits and revisions in accordance with strict deadlines. • Knowledge of different video cameras and their features. • Selecting, assembling and positioning equipment (Cameras, Stands, Gimbals, Filters, Dollies and GoPro). • Providing practical and creative input to

			<p>scene planning.</p> <ul style="list-style-type: none"> ● Capture quality footage from a fixed or moving position. ● Resolve technical or practical issues. ● Ensure the proper lighting, visuals, sound, and camera angles to capture the best shots possible. ● Create graphics, coffee table books, photo albums, infographics, e-book logos and thumbnails for social and print media. ● Developing concepts, graphics and layouts, including making decisions about fonts, images, readability and readers' needs. ● Ensure final graphics and layouts are visually appealing. ● Scheduling social media posts. ● Live streaming of President's events on all social media platforms. ● Creating draft Tweets and posting final Tweets of various events of the President. ● Posting short videos of President's speech after the completion of the event. ● Monitor the organisation's social media accounts and ensure brand consistency in all social updates. ● Engaging followers with regular updates. ● Optimizing social media content effectively. ● Any other works assigned by the President's Secretariat.
(iii)	Junior Editor	Video 01	<p><u>Minimum Educational Qualification(s)</u></p> <ul style="list-style-type: none"> ● Graduate in any field with certificate. ● Diploma course in Video Editing <p><u>Work Experience</u></p> <ul style="list-style-type: none"> ● Minimum experience of ten years' in Video Editing and Videography in Central Government. <p><u>Job Responsibilities and Duties</u></p> <ul style="list-style-type: none"> ● Knowledge of video editing, photo editing, graphics and Mac based production software (Final Cut Pro X, Premier Pro, After Effects, Illustrator, Photoshop, InDesign, Media Encoder, Lightroom, MS-Office). ● Knowledge of different video cameras and studio lighting (Video cameras, Gimble, GoPro, Drones). ● Knowledge of different video formats, codes and presets.

		<ul style="list-style-type: none"> ● Assembling raw footage and transferring or uploading to a computer. ● Creating archives of high quality videos of President's official events. ● Working on different versions of a video (Full-Length Videos, Short Videos, Reels and Shorts for social media platforms). ● Analyzing and following a script, screenplay or outline when performing edits. ● Inputting sound to enhance footage, which may include selecting music and writing voice-overs. ● Ensure logical sequencing and smooth running. ● Adjusts formats and file sizes of edited video files as needed. ● Improve video quality by doing colour grading, colour correction and enhance lighting of faulty footage while editing. ● Visualization skills to imagine how a scene will look once necessary edits are complete. ● Time management skills to complete edits and revisions in accordance with strict deadlines. ● Knowledge of different video cameras and their features. ● Selecting, assembling and positioning equipment (Cameras, Stands, Gimbals, Filters, Dollies and GoPro). ● Providing practical and creative input to scene planning. ● Capture quality footage from a fixed or moving position. ● Resolve technical or practical issues. ● Ensure the proper lighting, visuals, sound, and camera angles to capture the best shots possible. ● Create graphics, coffee table books, photo albums, infographics, e-book logos and thumbnails for social and print media. ● Developing concepts, graphics and layouts, including making decisions about fonts, images, readability and readers' needs. ● Ensure final graphics and layouts are visually appealing. ● Scheduling social media posts. ● Live streaming of President's events on all social media platforms. ● Creating draft Tweets and posting final Tweets of various events of the President. ● Posting short videos of President's speech after the completion of the event. ● Monitor the organisation's social media accounts and ensure brand consistency in all
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			social updates. • Engaging followers with regular updates. • Optimizing social media content effectively. • Any other works assigned by the President's Secretariat.
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Eligible candidates will have to appear for Personal Interview before Selection Committee. The applicant, once selected, will not be allowed to withdraw his/ her candidature subsequently. He/ She will be required to join immediately.


 (Pankaj Saurabh)
 Under Secretary (Admn)

PROFORMA FOR APPLICATION FORM

(Applicants must read the general instructions as given in Annexure-'B' before filling up the application form)

Recent passport
size self attested
photograph

Professional Position applied for: _____

1. **Name** : _____

2. **Father's/ Husband's Name:** _____

3. **Date of Birth** : _____ **Age:** _____ **Yrs. Sex** : _____

4. **Nationality** : _____

5. **Residential Address:**

Temporary : _____
District : _____ State : _____ Pin _____

Permanent : _____
District : _____ State : _____ Pin _____

6. **Telephone No:** _____ **Mobile No** : _____
(with STD)

7. **E-mail ID:** _____

8. **Educational Qualifications** (Matriculation onwards) :

Sl. No.	Description of Qualifications	Year of Passing	Board/ University	% marks/CGPA of

9. **Professional Experience:**

Sl. No.	Description of Experience	Organization	Duration	
			From	To

10. Any other information : _____

11. Qualifications/ experience prescribed for eligibility to the professional position applied for vis-à-vis qualifications/ experience of the applicant (essential & desirable conditions to be indicated separately):

	Prescribed for the post	Possessed by the candidate
Essential	1.	
	2.	
	3.	
	4.	
	5.	
Desirable	1.	
	2.	
	3.	
	4.	
	5.	

12. The last date of submission of application : 29th August 2025 upto 1700 hrs

DECLARATION

I declare that I fulfill the eligibility conditions as prescribed for the position applied for by me and that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I, understand that in the event of any information being found false or incorrect at any stage, my candidature/ engagement is liable to be cancelled/ terminated.

Place : _____

(Applicant's Signature)

Dated: _____

Annexure'B'

1. Applicant are required to apply strictly as per the prescribed application format as given in Annexure 'A'. Applications not in the prescribe format are liable to be rejected.
2. Applications should be typewritten in A4 sheet. The applicants are advised to scan the application form along with the supporting documents and send the same to email id: soadmn@rb.nic.in. The name of the professional position should be clearly mentioned in the **subject line** of the **email**, which may read as **"Application for Engagement as _____ in President's Secretariat on Contract basis"** before **last date** of submission.
3. Applicants applying for more than one position are required to send separate application for each position.
4. Self attested copies of documents/ certificates vis-à-vis educational qualifications, experience, etc. are required to be attached with application. On being selected for engagement, selected professionals shall bring original certificates/ documents for verification at the time of joining.
5. The name of the candidate(s) and their parents in the curriculum vitae submitted by them should be exactly the same as reflected in the certificates/ documents attached with the application.
6. The experience certificate should clearly depict that the applicant possess the required experience in the prescribed field.
7. All eligibility conditions will be reckoned as on the last date of the application.
8. Any misrepresentation or concealment of fact or submission of false information on the part of any applicant shall render him/ her ineligible/ disqualified for engagement in President's Secretariat for any professional position even in the future.
9. Shortlisted applicants will be intimated through mail/e-mail/telephonic message for interview/ written test.
10. No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.
11. Applicants are strictly advised against canvassing in any form or manner. Any canvassing for or on behalf of any applicant shall render him/ her ineligible/ disqualified for being considered for engagement in President's Secretariat for any professional position even in the future.
12. Applicants called for interview/ written test shall not be entitled for payment of any TA/DA.
13. The candidates who claims the required experience needed for the particular position (having consolidated remuneration of Rs.50,000/- and above) shall essentially submit, at the time of interview, **an attested copy of the salary**

slip/ bank statement/ ITR where the experience forms as one of the essential eligibility conditions.

14. It is the responsibility of the candidates to ensure that they fulfill the eligibility conditions in terms of (i) educational qualifications (ii) experience etc.

15. These posts are purely temporary.

16. Candidates already in a job should come with a "No objection Certificate" from the employer, without which the candidate will not be allowed to appear for the interview.

17. If selected, candidates may be required to join immediately. There is no fixed time for work. Candidates will have to stay in the office as long as required. Every candidate should have working knowledge of video editing, videography, graphic designing and social media.

18. Candidates should bring along with them their work, if any, (including their Audio Visual Work, Story Boards, Artwork, Multimedia, Graphics, etc).

19. After selection of candidates, an agreement on non-judicial stamp paper of Rs.10/- is required for completion of contract agreement. The cost of non-judicial stamp paper will be borne by the selected candidates.

20. President's Secretariat reserves the right to cancel the process of engagement of Consultants and Young Professionals or alter the number of positions required at any stage without any notice and without assigning any reason(s) therefore.

21. Applicants should clearly note that President's Secretariat will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure the receipt of their online application by the prescribed date.

Pankaj
29/07/2025

(Pankaj Saurabh)
Under Secretary (Admn)