

NATIONAL LAW UNIVERSITY DELHI

Sector-14, Dwarka, New Delhi – 110078

WALK-IN INTERVIEW

16th December, 2025

Position: Manager (Video Editing and Graphic Designing) (*On Contractual Basis*)

National Law University Delhi (NLUD) invites applications from talented and creative professionals for the position of **Manager (Video Editing and Graphic Designing)** to support the University's academic media, podcast, and digital outreach initiatives. The **Walk-in Interview will be held on 23 December 2025 at 11:00 AM in the Meeting Room, Academic Block, National Law University Delhi, Dwarka.**

Nature of Appointment

The appointment shall **be** purely on a contractual basis initially for a period of six (06) months, extendable further based on performance and output.

Roles & Responsibilities

The selected candidate shall be responsible for end-to-end post-production and creative support, including:

- Editing video episodes and preparing final deliverables
- Synchronising audio and video for multi-camera recordings
- Creating clean graphics, titles, lower-thirds, and visual elements
- Designing thumbnails, posters, and digital assets for social media platforms
- Producing short promotional clips for outreach and engagement
- Maintaining an organised project workflow with consistent visual identity
- Undertaking complete post-production activities for video releases

Essential Skills

- Strong command of Adobe Premiere Pro / DaVinci Resolve or related software
- Working knowledge of CapCut Desktop, Adobe After Effects, Photoshop, Illustrator, or Canva
- Basic colour correction and audio clean-up skills
- Ability to design academic-grade visuals and layouts
- Good sense of pacing, clarity, and visual storytelling

Eligibility Criteria

- Diploma or Degree in Film Editing / Multimedia / Visual Communication / Mass Communication/ Graphic Design or related field
- Prior experience in a studio, university, media organisation, or agency will be preferred
- Portfolio of edited videos and graphic designs is mandatory

Desirable Traits

- Detail-oriented and quality-conscious
- Reliable in meeting delivery timelines
- Strong organisational and file-management skills
- Ability to work effectively in a collaborative academic environment

Emoluments

- Consolidated remuneration ranging between **₹50,000/- to ₹75,000/- per month (fixed)**
- Higher remuneration may be considered based on **experience, competence, and performance**

Walk-in Interview & Skill Test

Eligible candidates are required **to** appear for a Walk-in Interview along with a Video Editing Test.

- **Video Editing Test:**

Short practical test to assess editing skills, audio-video synchronisation, basic graphics, and visual clarity.

Documents to be submitted

The interested candidates may apply through the [Online Application](#) and must submit the following documents:

- Updated CV / Resume
- Portfolio (Digital or Physical)
- Original certificates and one set of self-attested copies
- Photo ID proof
- Shortlisted candidates for the Skill Test must carry his/ her Laptop with editing software installed

Important Note

- Mere appearance in the walk-in interview does not guarantee selection.
- The University reserves the right to accept or reject any application without assigning any reason.

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