



भारतीय विदेश व्यापार संस्थान  
INDIAN INSTITUTE OF FOREIGN TRADE  
(Deemed to be University)  
An Autonomous body Under Department of Commerce, Govt. of

**Advt./ NT/ Con./ Del./ 30/ 2025**

**Engagement of Graphic Designer cum Video Editor on contract basis at IIFT, New Delhi Campus**

Indian Institute of Foreign Trade (IIFT) is a premier B- School set up by the Department of Commerce, Government of India, engaged in education, training and research in the Area of International Business. The Institute intends to engage a talented and creative Graphic Designer cum Video Editor on contract basis at IIFT, New Delhi Campus for a period of one year. The role involves creating visually compelling designs and engaging video content that aligns with the academic ethos and brand identity of the institution.

**Number of Positions : 01**

**Consolidated Salary:** The candidate will be paid a consolidated salary of Rs 35,000 to Rs 45,000 per month depending upon the experience and qualification of the candidate.

**Duration:** The appointment will be purely on a contract basis for one year. The tenure can be extended depending on the performance of the candidate and the requirements of the Institute for a maximum period of up to 3 years, renewable yearly.

**Link to apply –** [https://docs.iift.ac.in/recruit/solo.asp?jcode=GdcumVe\\_jul25](https://docs.iift.ac.in/recruit/solo.asp?jcode=GdcumVe_jul25)

**Last date – 06.08.2025**

**Age limit:** Minimum 20 years and maximum 35 years as on the last date of receipt of the application.

**Job Profile:**

- Design creatives for institutional events, conferences, and digital campaigns.
- Develop short promotional videos, academic highlights, and reels for social media.
- Work with faculty and student teams to translate ideas into impactful visuals.
- Support branding of publications, reports, and presentations.

**Required Skills & Software Proficiency:**

- ☐ Graphic Design Tools:
- Adobe Photoshop
  - Adobe Illustrator
  - Adobe InDesign (preferred)
  - Canva or Figma (optional but beneficial)
- ☐ Video Editing & Production Tools:
- Adobe Premiere Pro
  - Adobe After Effects
  - Final Cut Pro (optional)
  - DaVinci Resolve (optional but preferred for color correction)

**Essential Qualification:**

**Educational Qualification:**

- Bachelor's Degree or Diploma in Graphic Design, Visual Communication, Multimedia, Animation, Fine Arts, Mass Communication, or a related field.
- Desirable - Master's Degree in related fields is an advantage but not mandatory.

**Work Experience:**

- Minimum 2 years of relevant experience in graphic design and video editing (experience in academic, research, educational institutions and media is preferred).

**Desired Skills:**

- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After-effects).

<ul style="list-style-type: none"> <li>• Audition or other audio editing tools (basic audio cleanup/ editing)</li> </ul> <p>□ Other Skills:</p> <ul style="list-style-type: none"> <li>• Strong portfolio showcasing static designs and video content.</li> <li>• Understanding of motion graphics and basic animation.</li> <li>• Ability to adapt design aesthetics suitable for academic, professional, and research settings.</li> <li>• Strong storytelling skills through visual and audio mediums.</li> <li>• Ability to handle constructive feedback and work collaboratively with various stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent sense of layout, typography, colors, and academic aesthetics.</li> <li>• Strong portfolio in both static and video content.</li> <li>• Creative mindset with attention to academic aesthetics.</li> <li>• Ability to work within timelines and collaborate with multiple stakeholders.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Experience in academic or research settings</li> <li>• Basic animation and motion design skills</li> <li>• Basic understanding of branding principles for educational institutions.</li> </ul>
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- In case of a large number of applications, the Institute may apply higher benchmarks for shortlisting of eligible candidates for further selection process.
- The candidates are required to join immediately and would be expected to work hard and travel in India and overseas on short notice. The Candidates are also required to come on Saturdays / Sundays, as and when needed in lieu of which compensatory off would be given.
- Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
- In case of large number of applicants, IIFT reserves the right to shortlisting applicants in any manner as may be considered appropriate and no reason of rejection shall be communicated in any case.
- IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding any delays, conduct and result of interview and reason for not being called for interview.

**Candidates who do not have requisite experience/ qualification need not apply.**

Only shortlisted candidates shall be informed by e-mail to appear for written test/ interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi – 110016.

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(Gaurav Gulati)  
Registrar