



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency

Excellence in Assessment



(उच्चतर शिक्षा विभाग, शिक्षामंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

No.: A-A8/19/2026-Admin (15179)

Date: 06/08/2026

VACANCY NOTIFICATION

National Testing Agency (NTA) invites applications from interested/eligible/suitable candidates for the following posts on contract basis. The engagement period is initially for a period of 2 years, extendable based on performance and organizational requirement for the following posts:

S. No.	Name of the Post	Number of Vacancies
1.	Video Editor cum Graphic Designer	1
2.	English Content Writer	1
3.	Data Analyst cum Media Monitoring Executive	1
4.	Researcher	1

For Eligibility Criteria / Qualification / Experience, Process of Application and Selection, etc., please see the detailed advertisement attached with this Vacany Notification.

Eligible candidates may submit their applications in the format provided at Annexure-I alongwith all required documents as mentioned in the detailed advertisement which should be reached by email to: dir-admin@nta.gov.in on or before **21 August 2026**


6.8.2026
V V Patil, IOFS
Director (Administration)



पहलीमंजिल, एनएसआईसी-एमडीबीपीबिल्डिंग, ओखलाइंडस्ट्रियलएस्टेट, नईदिल्ली-110020

First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi -110020

फ़ोन/Telephone: 011-69095-250/वेबसाइट/Website: nta.ac.in ई-मेल/e-mail: vv.patil@nta.ac.in





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**Advertisement for the post of (a) Video Editor cum Graphic Designer,
(b) English Content Writer, (c) Data Analyst cum Media Monitoring Executive &
(d) Researcher**

1. Video Editor cum Graphic Designer

Department	Communications & Outreach, National Testing Agency
Location	New Delhi (NTA Headquarters)
No. of posts	1 (One)
Experience	Minimum 3 years
Engagement	Contractual / as per NTA recruitment norms (renewable)
Remuneration	As per industry standards; commensurate with experience and qualifications (see indicative bands at Annexure II)

Role Purpose

To serve as the **single creative lead** for video and graphic design outputs of NTA — producing short-form advisories, flagship films, bilingual social graphics, campaign identity systems, and high-quality visual storytelling. The role combines **hands-on execution** with **quality leadership**, ensuring accuracy, accessibility, and brand consistency across all examination cycles.

Key Responsibilities:

Video Production:

- Edit short-form videos (Reels, Shorts, advisories, explainers, event coverage).
- Lead flagship films, campaign anchors, DG/leadership communication, and documentaries.
- Apply bilingual captions/subtitles (English & Hindi); ensure accessibility inserts (sign-language/audio-description).
- Execute advanced motion graphics, colour grading, and sound design.
- Maintain footage archives, project files, and disciplined version control.
- **Graphic Design:**
 - Design bilingual social posts, advisories, infographics, banners, and press assets.
 - Lead national campaigns, identity systems, and template kits.
 - Typeset Devanagari and Latin scripts cleanly; uphold accessibility standards.
 - Create complex infographics, reports, and presentation systems.
 - Review and elevate design quality; steward brand identity across all outputs.
- **Leadership & Mentoring:**
 - Set and enforce quality standards for video and design.



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- Translate briefs into compelling visual narratives.
- Manage concurrent exam-cycle pipelines with dependable turnaround.
- Mentor junior contributors or vendors when engaged.

Qualifications & Skills

- At least 3 years year of combined experience in video editing and graphic design, with a strong portfolio/showreel.
- Mastery of Adobe Creative Cloud (Premiere Pro, After Effects, Photoshop, Illustrator, InDesign).
- Proficiency in colour grading (Resolve/Lumetri), sound design, and motion graphics.
- Strong typography (including Devanagari), layout, colour, and grid sense.
- Proven ability to lead under tight deadlines and crisis-communication pressure.
- Degree/diploma in film, media, design, or communication — or equivalent body of work.

Preferred (Good to Have)

- Cinematography or direction experience.
- UI/UX design for candidate portals.
- Data-visualisation ability.
- AI-assisted editing/design tools.
- Public-sector, government, or news-media background.
- Working proficiency in Hindi.

Tools

- Adobe Premiere Pro, After Effects, Audition
- DaVinci Resolve / Lumetri
- Adobe Photoshop, Illustrator, InDesign
- Figma / Canva
- Supporting tools for motion graphics and sound

2. English Content Writer

Plain, warm, accurate English — from press releases to scripts.

Department	Communications & Outreach, National Testing Agency
Location	New Delhi (NTA Headquarters)
No. of posts	1 (One)
Experience	Minimum 3 years
Engagement	Contractual / as per NTA recruitment norms (renewable)
Remuneration	As per industry standards; commensurate with experience and qualifications (see indicative bands at Annexure II)

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आजादी का
अमृत महोत्सव

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Role purpose

To craft clear, accurate and human English copy across the full communication spectrum — press releases, candidate advisories, social copy, video scripts, web content, newsletters and leadership communication — in a consistent NTA voice.

Key responsibilities

- Write press releases, candidate advisories, FAQs, social copy, video scripts, web content, newsletters and leadership notes.
- Translate complex examination and policy information into plain, warm, accurate language.
- Maintain a consistent NTA voice; safeguard factual accuracy and sub-judice / compliance discipline.
- Collaborate with design and video colleagues on integrated content; adapt copy per platform.
- Deliver rapid turnaround during examination cycles and issue / crisis moments.
- Support messaging frameworks, narratives and spokesperson talking points.

Qualifications & skills

- At least 3 years in writing / editing (communications, journalism, PR or content).
- Excellent English writing, editing and proofing; speed with accuracy; a storytelling instinct.
- Ability to coordinate with Hindi counterparts to keep bilingual content consistent.
- Degree in English, journalism or mass communication, or equivalent; writing samples required.

Preferred (good to have)

- Public-policy or government communications experience.
- Working proficiency in Hindi.
- Familiarity with web / SEO writing.

3. Data Analyst cum Media Monitoring Executive

Department	Communications & Outreach, National Testing Agency
Location	New Delhi (NTA Headquarters)
No. of posts	1 (One)
Experience	Minimum 3 years
Engagement	Contractual / as per NTA recruitment norms (renewable)
Remuneration	As per industry standards; commensurate with experience and qualifications (see indicative bands at Annexure II)



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Role Purpose

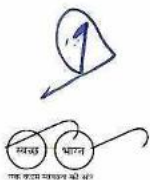
To serve as the **single point of responsibility for analytics and media monitoring** — combining real-time tracking, structured reporting, and advanced data analysis. The role ensures NTA leadership receives **decision-ready intelligence** on sentiment, coverage, and emerging issues across social media, digital platforms, and traditional media, especially during high-stakes examination cycles.

Key Responsibilities

- **Data Analytics**
 - Track and analyse social-media sentiment, reach, and engagement.
 - Build dashboards and branded intelligence reports with clear visualisation and narrative.
 - Measure campaign performance; surface A/B insights and recommend optimisations.
 - Maintain data hygiene, sources, and reporting cadence.
- **Media Monitoring Operations**
 - Execute daily monitoring across print, broadcast, digital, and social platforms.
 - Compile bilingual daily digests and social sentiment snapshots.
 - Apply tagging/classification frameworks (exam, issue, tone, spokesperson, region).
 - Capture and archive verified evidence (screenshots, recordings, links).
- **Insights & Escalation**
 - Analyze tone, reach, share of voice, narrative themes, and misinformation patterns.
 - Operate escalation protocols for high-risk stories, viral posts, and misinformation.
 - Deliver weekly narrative analyses, exam-cycle coverage reports, and quarterly landscape reviews.
- **Leadership Reporting**
 - Provide bilingual reporting formats fit for senior leadership.
 - Prepare briefings ahead of DG media interactions and Parliament sessions.
 - Ensure leadership is never surprised by the news cycle.
- **Systems & Repository Management**
 - Improve monitoring infrastructure — dashboards, automated alerts, structured archives.
 - Maintain a searchable repository of verified clippings, sentiment data, and past reports.
 - Coordinate with vendors/tools where required.

Qualifications & Skills

- At least 3 years of combined experience in **data analytics, media monitoring, and communications insights**.
- Master's degree in Mass Communication, Journalism, Media Studies, Public Policy, Statistics, Data, or related field (Bachelor's with exceptional experience may be considered).
- Advanced proficiency in Excel/Google Sheets, SQL, and visualization tools (Power BI, Tableau, Looker, Data Studio).
- Hands-on experience with social listening/media monitoring tools (Meltwater, Brand watch, Sprinklr, Talk walker, or equivalents).
- Strong bilingual communication (English & Hindi); ability to assess regional-language coverage desirable.
- Clear writing and storytelling-with-data; precision and reliability under pressure.



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Preferred (Good to Have)

- Python or R; NLP/sentiment analysis.
- Experience with Hindi-language text analytics.
- Familiarity with dashboards and automation workflows.
- Public-sector or large-scale institutional exposure.

Tools

- Excel, SQL, Power BI / Tableau / Data Studio
- Social listening & monitoring platforms (Meltwater, Brand watch, Sprinklr, Talk walker)
- Google Sheets, dashboards, automation workflows
- Archiving tools for screenshots, recordings, and evidence capture

This unified role makes the person the **analytics and monitoring backbone** of NTA's Communications & Outreach, handling everything from **real-time tracking** to **strategic reporting**.

4. Researcher

Department	Communications & Outreach, National Testing Agency
Location	New Delhi (NTA Headquarters)
No. of posts	1 (One)
Experience	Minimum 3 years
Engagement	Contractual / as per NTA recruitment norms (renewable)
Remuneration	As per industry standards; commensurate with experience and qualifications (see indicative bands at Annexure II)

Role Purpose

To serve as the **single evidence backbone** for NTA's communications — conducting rigorous desk research, fact-checking, policy tracking, and insight synthesis while also leading research programmes, designing methodologies, and mentoring contributors. This role ensures that every communication, campaign, and leadership message rests on **solid, citable evidence**.

Key Responsibilities

- **Desk Research & Fact-Checking**
 - Conduct literature scans on examinations, education, youth, technology, and public communication.
 - Build dossiers, fact sheets, briefing notes, and Q&A from credible sources.
 - Fact-check press releases, scripts, social posts, and presentations before release.
- **Policy Tracking & Repository Management**
 - Track policy developments, media narratives, and examination landscape.
 - Maintain an organized research repository with citation discipline.
 - Benchmark other examination/testing bodies in India and abroad.
- **Research Leadership**



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- Lead research programmes underpinning communication strategy, campaigns, and policy notes.
- Produce in-depth reports, briefs, benchmarking studies, and thought-leadership material.
- Provide evidence base for leadership communication, speeches, op-eds, and Ministry/Parliamentary submissions.
- **Primary Research & Collaboration**
 - Design surveys, focus groups, and interviews; oversee synthesis with Data Analyst.
 - Support feedback compilation and distillation into actionable insights.
- **Mentoring & Vendor Management**
 - Establish research standards and knowledge-management systems.
 - Mentor junior contributors and manage external research vendors/academic partners.

Qualifications & Skills

- At least 3 years in research (policy, think-tank, strategy consulting, media research, academia, or communications research).
- Strong desk-research, source-evaluation, and fact-checking skills.
- Proven ability to lead research, design methodology, and translate evidence into strategy.
- Excellent analytical writing; rigorous sourcing; stakeholder-management ability.
- Degree/Master's in public policy, social sciences, economics, journalism, or related field.
- Portfolio of research/writing samples required.

Preferred (Good to Have)

- Working proficiency in Hindi, including reading Hindi-language sources.
- Knowledge of education/examination sector.
- Basic data literacy and familiarity with citation/reference tools.
- Government or public-institution research experience.
- Published research or reports.

Tools

- Research databases and government/policy sources
- Spreadsheets (Excel/Google Sheets)
- Citation/reference tools
- Survey and feedback compilation platforms



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APPLICATION FORM

For Engagement of Video Editor cum Graphic Designer/ English Content Writer/ Data Analyst cum Media Monitoring Executive / Researcher at NTA
To

The Director General
National Testing Agency
(Ministry of Education, Government of India)
New Delhi

Affix your
passport size
photo (self-
attested)

Subject: Application for the Post of General Manager - Candidate Experience & Public Communication, NTA.

Reference: Advertisement dated _____

Sir/Madam,

With reference to the above-mentioned advertisement, I wish to apply for the post of General Manager - Candidate Experience & Public Communication, National Testing Agency. My details are furnished below for kind consideration:

A. Personal Details

1. Full Name (in block letters)	
2. Father's / Husband's Name	
3. Date of Birth (DD/MM/YYYY)	
4. Age (as on last date of application)	
5. Gender	
6. Nationality	
7. Category (Gen / OBC / SC / ST / EWS / PwBD)	
8. Aadhaar Number	
9. PAN Number	
10. Mobile Number	
11. Alternate Contact Number	
12. E-mail Address	
13. Present / Correspondence Address	
14. Permanent Address	

B. Educational Qualifications

(Starting from the highest qualification. Attach self-attested copies of certificates.)

S. No.	Qualification / Degree	University / Institution	Year of Passing	% / CGPA	Division / Class
1					
2					
3					
4					
5					

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C. Employment History / Work Experience

(In chronological order, starting with the most recent. Attach additional sheet in the same format, if required.)

S. No.	Organisation / Employer	Designation	Period (From - To)	Last Pay Drawn / CTC	Brief Description of Role & Responsibilities
1					
2					
3					
4					
5					
6					

Total Post-Qualification Experience (Years / Months)	
Experience at Senior Leadership level (Years / Months)	
Experience in Government / PSU / Autonomous Body (if any)	
Largest Customer / Stakeholder Base Managed (in lakhs / crores)	

D. Professional Certifications and Training

S. No.	Certification / Training	Issuing Body / Organisation	Date / Year	Validity (if any)
1				
2				
3				
4				

E. Languages Known

(Tick all that apply. Indicate proficiency level - Native / Fluent / Working / Basic.)

S. No.	Language	Read	Write	Speak
1				
2				
3				
4				

F. Key Achievements / Major Initiatives Led

(Briefly describe up to five major communication / customer experience / public-affairs initiatives led by you, indicating scale, role played and measurable outcomes. May attach separate sheet.)

1	
2	
3	
4	
5	

G. References

(Two professional references, preferably from senior positions, who can be contacted.)

Name and Designation	Organisation and Address	Contact Number and E-mail

H. Additional Information

1. Current Employer and Designation	
2. Current Gross Remuneration / CTC (per annum)	
3. Expected Remuneration (per annum)	
4. Notice Period / Earliest Date of Joining	
5. Whether any criminal case / departmental enquiry is pending against you? (Yes / No - if yes, give details)	
6. Link to portfolio / published work / social media handles (if any)	

I. List of Enclosures

- Detailed Curriculum Vitae (CV / Resume).
- Vision Statement (maximum 2 pages) on candidate experience and public communication at NTA.
- Self-attested copies of certificates of educational qualifications.
- Self-attested copies of experience certificates / appointment letters.
- Copies of professional certifications and training (if any).
- Portfolio of major communication / campaign / customer-experience work, where available.
- Copy of latest salary slip / Form 16 (for verification of CTC).
- Copy of a Government-issued photo identity (Aadhaar / PAN / Passport).
- No Objection Certificate (NOC), if employed in Government / PSU / Autonomous Body.
- Any other document in support of the candidature (please specify): _____.

Declaration

I hereby solemnly declare that all the statements made and information furnished in this 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, incorrect or incomplete, or ineligibility being detected before or after the selection / appointment, my candidature / appointment is liable to be cancelled / terminated without any notice or compensation, and appropriate action may be initiated against me. I further declare that I have no objection to any verification of the particulars furnished by me.

Place: _____

Date: _____

(Signature of the Applicant)

Name: _____

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