



भारत सरकार
Government of India
पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest and Climate Change
केंद्रीय अकादमी राज्य वन सेवा, देहरादून
Central Academy for State Forest Service, Dehradun

Central Academy for State Forest Service P.O. New Forest, Dehradun-248006

DETAILED ADVERTISEMENT - EMPANELMENT OF EXPERTS TO SUPPORT OFFICER TRAINEES IN CREATING AND EDITING SHORT VIDEOS

Central Academy for State Forest Service (CASFOS), Dehradun is a premier training institute under the aegis of Directorate of Forest Education (DFE), Ministry of Environment, Forest and Climate Change (MoEF&CC). Academy has a mandate to impart Induction Training to State Forest Service (SFS) Officers recruited by their respective states, In-service Training to SFS Officers/Senior Range Forest Officers (RFOs), and various other short-term training of other stakeholders and personnel of other services.

It is a known fact that digital courses are becoming crucial for forest officers due to the evolving nature of forestry, the rapid advancements in technology, and the growing need of flexible self-paced learning using easily available digital content. Digital information in form of short video clips keep them updated with modern forestry practices and emerging issues with their practical solutions. This makes digital content development so important for effective knowledge dissemination and enhanced stakeholder engagement.

Academy is equipped with a basic yet well-developed infrastructure for digital content creation and recording in its Digital Learning Lab-cum-Studio. However, Academy is willing to empanel two 2 professionals/experts i.e., communication and technical experts.

We are seeking a dynamic and experienced **Communication Expert** to train and guide our faculties and officer trainees in developing compelling narratives and delivering engaging on-camera presentations of 2-3-minute-long videos. This role is crucial for ensuring our educational content is clear, impactful, and professionally delivered. You will handhold presenters through storytelling techniques (coach on crafting concise), script refinement (guidance on scriptwriting and effective verbal communication for video), practical tips for effective camera presence (train presenters on optimal on-camera posture, eye contact, vocal delivery, and confidence), conduct mock recording sessions and provide constructive, real-time feedback, and also to collaborate with the technical professional to ensure message clarity and consistency.

We are also looking for a **Technical Expert** in video and audio editing with strong motion graphics capabilities to edit videos, each of 2-3 minutes in length. You will be responsible for transforming raw footage into polished educational content by expertly editing video and audio, incorporating engaging graphics and animations, and ensuring a high-quality visual and auditory experience for our learners. It is expected to perform comprehensive video editing, including cuts, transitions, and pacing suitable for educational content, conduct professional audio post-production (cleaning, mixing, enhancing) for clear narration, design and integrate engaging motion graphics, lower thirds, titles, and informational animations, perform colour correction and grading to ensure visual consistency and quality, source and integrate appropriate background music and sound effects (rights-cleared), optimize and export final videos in various formats for online learning platforms and ensure the videos meet high technical and aesthetic standards.



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The applications for empanelment of experts are invited as per the Terms and Conditions given below:

S.No.	Category of Professionals	Nos.	Qualification and Experience	Honorarium for stipulated duration
1.	Communication Expert	01	<p>Essential Qualification: Bachelor's Degree in a relevant field including Mass Communication, Journalism, Public Relations, Media Studies, English/Hindi Literature, Creative Writing (with a focus on communication), Theatre Arts, Performance Studies (with a strong communication component), Film & Television Production (with a focus on on-camera presence), etc.</p> <p>Desirable Experience: Prior experience in production of educational content, prior experience in training/teaching students/trainees in Public Speaking, Broadcast Journalism/Video Production, Content Creation/Digital Storytelling and allied areas.</p> <p>The candidate shall submit 4-5 videos or other content produced/ mentored by him/her within the past 2 years.</p>	Rs. 4,000/- per day
2.	Technical Expert	01	<p>Essential Qualification: Bachelor's degree or Diploma in Film Production, Video Editing, Animation, Multimedia, Graphic Design, or a related field. Any additional certification related to content creation, video/audio editing software to be attached with the resume by the candidate.</p> <p>Desirable Experience: Prior experience in video & audio editing, motion graphics/animation software, graphic design software, color correction & grading, encoding & exporting. Well versed with software such as Adobe premiere pro, After effects, Canva and other open-source software's.</p> <p>The candidate shall submit 4-5 videos or other content edited by him/her within the past 2 years.</p>	Rs. 4,000/- per day



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Terms & Conditions:

1. Period of contractual engagement: The experts will be empanelled by the Academy based on the qualification, experience, quality of content produced. They may be called for 2-3 days a week or as per requirement to train the Officer Trainees and produce/edit the videos. The empanelment will be valid for one year upon approval of the competent authority (Principal, CASFOS, Dehradun), subject to requirements and satisfactory performance.
2. **Eligibility Criteria:** This is applicable as mentioned in the table above.
3. **Honorarium:** Per-day honorarium is mentioned in the table above. The services are expected to be provided as and when required in a week and/or as per actual requirement upon approval of the competent authority. No extra entitlement of any allowance such as Dearness Allowance, Transport, House Rent, Residential Accommodation, Telephone, Personal Staff, CGHS, Medical Reimbursement, etc., shall be admissible. For outstation assignments, the expenses on travel with lodging and boarding, etc., shall be borne by the Academy as per applicable rules and norms.
4. **Mode of Selection:** Applicants who meet the eligibility criteria will be shortlisted based on their qualifications and invited for a test and/or interview (including demonstration). No TA/DA or accommodation will be provided by the Academy to those appearing for the interview.
5. Other Terms and Conditions:
 - a. The applicant shall perform the duties of his/her professional / vocational specialization and other related works as assigned by the Officer-in-Charge - ICT or other officer assigned by the competent authority.
 - b. The working hours for Communication and Technical Expert will be scheduled and notified by the Academy from time to time. No extra remuneration/honorarium will be admissible, beyond the actual as mentioned in the table above.
 - c. The Communication and Technical Expert shall mark their attendance in the prescribed register.
6. **Integrity Certificate:** The Selected candidates shall provide integrity certificate from 2 references known to them.
7. **Conflict of Interest:**
 - a. The Communication and Technical Expert engaged by the Academy shall be expected to display utmost honesty, sincerity, confidentiality, and good conduct while discharging duties. In case the services of the Communication and Technical Expert engaged are found in conflict with the interests of the Government/CASFOS or unsatisfactory, his/her engagement will be liable for discontinuation/termination without assigning any reason.
 - b. The Communication and Technical Expert shall be bound by the Indian Official Secrets Act, 1923, and must not disclose any information acquired during the assignment to unauthorized persons.
 - c. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.
 - d. A person empanelled through this can be assigned works additional to the specific task for which appointed, or other duties by the competent authority, as deemed necessary.



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- e. The appointment can be discontinued by the competent authority during the service period at any time without assigning any reasons.
- f. The empanelled experts shall not have any claim, whatsoever for regular appointment on any position. The same shall be given as an undertaking before starting the work as assigned.



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How to apply:

Professionals fulfilling the eligibility criteria i.e., qualifications and experience, may submit their application in the prescribed application format attached with this advertisement, addressed to "The Principal, Central Academy for State Forest Service, Dehradun. P.O New Forest, Dehradun, Uttarakhand". The last date for submission of applications is 10.07.2025 by 05:00 PM. Photocopy of relevant certificates/testimonials (self-attested) need to be attached along with the application form. A copy of 4-5 videos or other content created, mentored, or edited by you in the past 2 years must be submitted along with the application. If available online, please provide the relevant links in the application format.

Applications received after the closing date or applications incomplete in any respect shall be liable to be summarily rejected. CASFOS, Dehradun shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained. However, all the rights relevant to admission or rejection of any late application is reserved with the Principal, CASFOS, Dehradun.

This bears the approval of the competent authority.

Head of Office
 CASFOS, Dehradun



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ANNEXURE

Format for Submission of Application for Empanelment of Communication and Technical Expert in Central Academy for State Forest Service, Dehradun

POST APPLIED FOR IN BLOCK LETTER: _____

1. Name of Candidate (in block letters):
2. Father's Name:
3. Permanent Address:
4. Full Postal Address for Correspondence:
5. Mobile No.:
6. E-Mail ID:
7. (a) Date of Birth:
8. Nationality:
9. Educational Qualification:

Telephone No.:

Examination passed	Subjects of Examination	Name of Board / University / Army	Year of Passing	Total marks obtain	Percentage



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10. Details of Qualifications and Testimonials, etc., specifically related to the post applied for:

Post Applied For:

Qualification	Details of Degree / Diploma / Certificate	Testimonial of Award, Prize etc.

11. Relevant Experience in the field of Sustainable field:

Name of Employment/ Designation	Name of the Organization	Duration of Experience		Year of Experience	Nature of Duty Performed
		From	To		

12. Have you submitted 4-5 videos or other content produced or mentored/edited by you within the past 2 years, as required?

☐ Yes

☐ No

13. Any other information:

14. Other Professional Skills:

15. Two References with addresses who know the applicant:

a)

b)



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SELF-DECLARATION

I have carefully gone through the vacancy circular / advertisement, and I am well aware that the information furnished here above are duly supported by documents in respect of Essential / Desirable Qualifications and Experience, submitted by me will also be assessed in the process of selection.

The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld. I acknowledge and agree with the terms and conditions as advertised by the organization (CASFOS, Dehradun).

I, undertake to perform all the tasks, functions and duties to be assigned to me in time during tenure and complete such tasks before getting relieved from the organization.

Place:

Signature of the candidate

Date:



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