

F.No.27-4/2024-25/PMD/61<sup>st</sup> PAC  
Planning & Monitoring Division  
National Council of Educational Research and Training

Date: 22 July 2024

**Walk-in-Skill-Test**

**Subject: Engagement of Graphic Designer and DTP Operator in PAC and PAB approved programmes of NIE Departments/Divisions for the year 2024-25 reg.**

The Planning and Monitoring Division (PMD), NCERT, New Delhi will be conducting a walk-in-skill test to prepare a panel for engaging Graphic Designer and DTP Operator (English/Hindi/Urdu) on contractual basis in PAC and PAB approved Programmes for 2024-25. It will be held on 3<sup>rd</sup> August 2024 (Saturday) at Publication Division, Ambedkar Block, NCERT, New Delhi. Applicants shall appear for skill test along with testimonials in originals and a set of self-attested photocopies of the same. Details of the requirement for the post are as under:

<b>Name of the Post: Graphic Designer</b>	
<b>Education Qualifications</b>	<ul style="list-style-type: none"><li>• Graduation in fine arts/graphic design/design/ Animation/applied arts or equivalent (4 years Degree)/ OR</li><li>• Graduate degree in any discipline with two year PG Diploma in Graphics/Animations/computer application/Media production and management/Mass Communication from any recognized institutions</li></ul>
<b>Experience</b>	One year working experience in the relevant area
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Experience of development and dissemination of media / IT content</li><li>• Experience of working with media / ICT for children and education</li><li>• Experience of Computer Graphics, Book Design, Interface design etc.</li></ul>
<b>Job Requirement</b>	The Graphic Designer will be responsible for the overall design and illustrative/graphic/visuals work for teaching-learning materials
<b>Age Limit</b>	Not more than 45 years
<b>Tenure</b>	Upto 31 <sup>st</sup> March, 2025
<b>Remuneration</b>	Rs. 35,000/- per month
<b>Name of the Post: DTP Operator</b>	
<b>Education Qualifications</b>	<ul style="list-style-type: none"><li>• Graduation in any subject with 55% marks or equivalent grade in general category and in case of SC/ST/PH it will be 50%</li><li>• One year Diploma/Certificate course in Desk Top Publishing from a recognized institute.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Proficiency in Adobe Creative cloud suite (In Design, Photoshop, Illustrator, Coral Draw, etc.) Equation Editors, Office Package (Word, Excel, Power Point)</li><li>• Proficiency in typing both in Hindi and English/or Urdu, Sanskrit/ other Indian languages (as the case may be)</li></ul>
<b>Job Requirement</b>	To support the Depts./Div./Cell in preparation and finalization of manuscripts into a printable documents with supportive visuals, etc.
<b>Age Limit</b>	Not more than 45 years/in case of retired not more than 62 years (Relaxation as per GoI norms)
<b>Tenure</b>	Upto 31 <sup>st</sup> March, 2025
<b>Remuneration</b>	Rs. 29,000/- per month

- The Candidates are requested to register their names between 9.00 a.m. to 10.30 at Publication Division, Ambedkar Block, NCERT, New Delhi
- The candidates attending the skill test will not be paid any TA/DA by the Council.
- The candidates who are already in employment should submit a "No Objection Certificate" at the time of Skill Test.
- Candidates should bring their original certificates and other documents along with attested photocopies of documents in support of their claim in age, educational qualifications, experience, etc. at the time of Skill test as specified above.
- Assignment is purely temporary and **will not confer any claim** for regular appointment.
- Relaxation shall be applicable in age and qualification as per Govt. of India norms.

अध्यक्ष/Head  
 योजना एवं अनुवीक्षण प्रभाग  
 Planning and Monitoring Division  
 रा.शौ.अ.प्र.प. (Dinesh Kumar) 23.7.24  
 श्री अरविन्द मार्ग/Sri Aurobindo Marg  
 नई दिल्ली-16/New Delhi-16  
 Professor & Head, PMD

- Indian Statistical Institute, Shaheed Jeet Singh Marg, New Delhi-16: for wider circulation among students through University/ Institution Website
- Indian Institute of Technology, Hauz Khas, New Delhi-16: for wider Circulation among students through University/ Institution Website
- Registrar, NIEPA, Sri Aurobindo Marg, New Delhi- 16: for Wider circulation among students through University/ Institution Website
- Registrar, JNU, New DELHI-110067: for wider circulation among students through University/ Institution Website
- Registrar, Delhi University: for wider circulation among students through University/ Institution Website
- Registrar, IGNOU: for wider circulation among students through University/ Institution Website
- Registrar, Ambedkar University: for wider circulation among students through University/ Institution Website
- Registrar, Jamia Millia Islamia, Jamia Nagar, New Delhi: for wider circulation among students through University/ Institution Website
- Registrar, Guru Gobind singh Indraprastha University, Sector-16, Dwarka, New Delhi-75: for wider circulation among students through University/ Institution Website
- Registrar, Delhi Technological University, Shahbad Daultapur, Main Bawana Road, Delhi-110042: for wider circulation among students through University/ Institution Website

दिनेश कुमार  
 (Dinesh Kumar) 23.7.2024  
 Professor & Head, PMD  
 अध्यक्ष/Head  
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