AD-HOC RECRUITMENT FOR THE POST OF

GRAPHICS DESIGNER

AT RAJBHASHA PRAKOSTHA

IIT KANPUR

Applications are invited for the Ad-hoc position of Graphics Designer; The Salary range is Rs. ₹4,00,000 to ₹6,00,000 CTC Per Annum.

Key Responsibilities:

- Typing, proofreading, and designing of Hindi and English magazines for the Institute.
- Review and proof designs for accuracy, consistency, and alignment with the Institute's requirements.
- Knowledge of Hindi Typing (Kruti Dev, Indic typing etc.).
- Develop creative and visually appealing designs for a range of outreach materials, such as brochures, flyers, banners, social media posts, infographics, and advertisements.
- Conceptualize, plan, and execute design projects based on the Institute's guidelines.
- Use design software and tools to create and manipulate graphical elements.
- Knowledge of Translation work from English to Hindi and vice-versa of the various letters, orders, annual reports/annual accounts reports/write-ups/citations/articles/other research documents, and all the official documents to be issued from the Institute.
- Create templates and assets for the Institute.
- Conduct design revisions based on feedback from higher authority and ensure timely delivery of final designs.
- Optimize and resize graphics for various digital and print platforms.
- Stay updated with institute trends, design techniques, and emerging technologies to improve design output and stay innovative continuously.
- Office-related work.
- To attend to other duties and responsibilities as may be assigned by higher authority.

Essential Qualifications:

The Essential Qualification for the post of Graphics designer is as follows-

Position	Qualification	Years of Experience as a Graphics Designer
Graphic Designer	Bachelor's Degree with Diploma in Graphics Designing (Minimum 01-year course)	3 Years

- ☐ Proficiency in industry-standard design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign, Corel).
- ☐ Good understanding of design principles, typography, color theory, and layout techniques.

Desirable Skills/Traits:
- ☐ Knowledge of current design trends and emerging technologies.
- ☐ Excellent communication, collaboration, and time management skills.
- ☐ Ability to work on multiple projects simultaneously and meet deadlines.
- ☐ Experience with web design and prototyping tools.
- ☐ Industry-level internship will be an added advantage.

Age Limit – Not more than 40 years as on closing date of this advertisement.

Remuneration: CTC ₹4,00,000 to ₹6,00,000 Per Annum

Interested candidates may forward the duly filled attached proforma to the mail ID – oic_rp@iitk.ac.in by 28 Jan 2024.

Terms/Instructions:

1. This position is on Ad-hoc basis and initially for three months, however, it may be extended to one year based on the Institute's requirements and the performance of the individual.
2. Only shortlisted candidates will be contacted/informed through email/phone.
3. The Professor-in-Charge Rajbhasha Prakostha reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. He also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the Professor-in-Charge Rajbhasha Prakostha in this regard will be final.
4. Documentary evidence of all educational and professional qualifications must be produced when specified.
5. The Institute can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.
6. If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be canceled/terminated.

In case of any query, please write to mail ID- hindi_cell@iitk.ac.in
Rajbhasha Prakostha, IIT Kanpur, Uttar Pradesh-208016

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

<u>Application form for Graphics Designer in Rajbhasha Prakostha</u>

"Attach the photocopies of Date of Birth Certificate, Educational and Professional Qualifications along with the duly filled Application Form."

Recent Passport Size Photo Self Attested

1. **Applicant Name:** _____

2. **Gender Male/Female:** _____ **Aadhaar Card Number:** _____

3. **Father's/Spouse Name:** _____

4. **Date of Birth:** _____ **Age:** _____ **Year:** _____ **Month:** _____

5. **Category: [SC/ST/OBC/GEN]** _____

6. **Permanent Address:** _____
   _____**Pin:** _____

7. **Address for communication:**(Please tick if same as above [ ]) _____
   _____**Pin:** _____

8. **Ph. No./Mob. No:** _____ **Email:** _____

9. **Education Qualifications: -**

Exam Passed	Year	Board/University	% Marks and Division

10. **Experience Details: -**

Post / Designation	Organization	Duration		Total Experience (Months / Year)	Salary Drawn
		From	To		

I hereby declare that all information is true to the best of my knowledge and belief. If any fact found false, my candidature may be canceled and I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Date: _____

Place: _____

Signature of the Candidate