



## दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय

**DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**

(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

Head Office: DSEU Dwarka Campus (formerly known as Integrated Institute of Technology)  
Sector 9, Dwarka, New Delhi – 110077

**Date: 09.08.2022**

### **Advertisement for the Post of GRAPHIC DESIGNER**

#### **GRAPHIC DESIGNER**

The WomenWorks Programme (WW) will recruit a Graphic Designer who will be responsible for producing the graphic design components that will be used across social media platforms, page layouts for print material related to the programme and any digital design related tasks assigned.

#### **ROLES AND RESPONSIBILITIES OF A GRAPHIC DESIGNER**

- Develop a standardized and innovative colour scheme and design template for the programme that can be used across multi-channel platforms to develop a design identity for WW;
- Develop thematic campaign and posts/ graphics for special days
- Must be able to customize and prepare design/ layout according to the product and related material developed by women under the program
- Design engaging and high-quality graphics that can be used on various social media platforms such as Facebook, Instagram, Twitter, LinkedIn and YouTube.
- Work on all page layout projects to design material such as pamphlets, flyers, training manuals etc
- Should be able to type in Hindi and be comfortable creating graphics and designing print material in the language
- Create infographics, charts and graphs which can be used in videos and PPTs
- Ensure that text within graphics is correctly and consistently typeset and free from grammatical errors, and that it uses correct formatting and follows style guides

- Work with the Communications Lead to develop content according to the larger social media plan
- Manage ad hoc tasks if any, assigned by the competent authority.

### **QUALIFICATIONS**

**Essential :** Bachelor degree in any discipline

**Desirable:** Specialization in graphic designing, visual communication and Desktop Publishing Courses.

### **EXPERIENCE**

**Essential:** Two years of relevant work experience

**Desirable:** Experience of working in digital designing and using different design softwares such as CoralDraw, Illustrator, PageMaker, Photoshop etc.

**LANGUAGE REQUIREMENT:** Fluency in English and Hindi is essential.

**AGE LIMIT:** The candidate should be younger than 35 years of age on 1 January, 2022.

### **CORE COMPETENCIES**

- Proficiency in Adobe Creative Suite, in particular Photoshop, Illustrator, PageMaker, CoralDraw etc.
- Exceptional capability with typography and information designing with Hindi and English language in mind
- Strong design sense and good at creating impactful page layout
- Work with strict deadlines and under pressure
- Creative and able to think out of box.

**REMUNERATION:** The Graphic Designer will receive a monthly salary of ₹40,000/-(Consolidated)

**TERMS OF ENGAGEMENT:** The Graphic Designer will be on probation for the first three months, and only after successful review of the activities in the period, will they be allowed to continue for the full length of their contract. The initial term of engagement shall be of two years with a subsequent extension of another one year. The salary shall remain fixed for the entire period of contract (as mentioned above).

### **HIRING PROCESS**

- A two-step hiring process will be followed. In the first step, all applicants will have to submit an online application form before midnight on the last date of submission. Late entries will not be considered
- Shortlisted applicants will receive an email confirmation within first week of August
- In the second stage, applicants will have an interview round
- Final list of successful applicants will be uploaded on the website and a confirmation email with the next steps will be sent within 10 days.

### **GENERAL INSTRUCTIONS**

- All eligible Nationals of India are encouraged to apply
- Before applying, candidates should ensure that they fulfill all the eligibility criteria.
- No correspondence whatsoever will be entertained from applicants regarding any delays, conduct, and the result of the selection process.
- The decision of DSEU in all matters relating to eligibility, acceptance, or rejection of the application, the penalty for false information, mode of selection will be final and binding on the candidates and no inquiry or correspondence will be entertained by DSEU in this connection.
- DSEU reserves the right to cancel the candidature of the candidate at any stage of the recruitment process and even after the selection/appointment of the candidate if he/she does not fulfill the conditions specified in the notification.
- Incomplete applications and those received after the closing date or without relevant documents shall be rejected.
- Original documents will be required to be presented for verification as and when asked by the University.
- The extended date for applying for the post of Graphic Designer is **31st of August, 2022.**
- Please fill in the form for your application on <https://forms.gle/v3ereA7g2ZuSyTMY7>
- Queries pertaining to the positions may also be mailed to [womenworks@dseu.ac.in](mailto:womenworks@dseu.ac.in)