



Guru Gobind Singh Indraprastha University

SECTOR -16C, DWARKA, NEW DELHI-110078

Website : www.ipu.ac.in

F.No. 1(4) (07)/2025/Rectt./49

Dated: 23 May, 2025

Walk-in Interview for the one post of Creative Graphic Designer (On Contract)
on 03.06.2025 (Tuesday) from 12.00 Noon Onwards
(Reporting Time for Walk-in- Interview: 09.00 AM)

Eligible candidates are invited for a **Walk-in-Interview on 03.06.2025 (Tuesday) from 12.00 Noon onwards (Reporting time 09.00 AM)** to fill up the one post of **Creative Graphic Designer** purely on contract basis initially for a period of one year on a consolidated salary.

1. Educational Qualifications for Contract Appointment –

A. For Non-Retired Persons: Essential and desirable Qualifications as per Direct Recruitment:

- (i) Master Degree in Graphic Design, Fine Arts or in a related field from a recognized University with five years of work experience in Graphic Design or in related field.

OR

Bachelor Degree in Graphic Design, Fine Arts or in a related field from a recognized University with eight years of work experience in Graphic Design or in related field.

- (ii) He / she should be proficient in design software like Adobe Photoshop, Illustrator, Design, etc. and the latest software available in the relevant field.

B. For Retired persons :

- (iii) Officers retired from Centre/State Government Service/Autonomous Government Organizations/ Public Sector Undertakings/Government Undertakings /Government Educational or Research Institutions holding analogous post in relevant field in Pay Level 08 or equivalent, preceding to their retirement.

2. Job-Profile :

- (i) He/she will be responsible for creating visual content that communicates our brand and message across multiple platforms.
- (ii) Collaborate with our marketing and product teams to design graphics that resonate with our audience and drive engagement, ensuring all design elements align with our brand identity.
- (iii) Create visual concepts based on project briefs.
- (iv) Design logos, branding materials, and advertisements.
- (v) Develop layouts and graphics for websites, social media, and email campaigns.
- (vi) Produce print materials such as brochures, posters, and product packaging.
- (vii) Work with marketing teams to create visual content for campaigns.

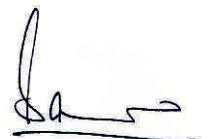
- (viii) Collaborate with developers to ensure designs are feasible for websites and apps.
- (ix) Create info graphics and data visualizations.
- (x) Edit and touch up photos for use in marketing materials.
- (xi) Stay updated with design trends and best practices to ensure cutting-edge visuals.
- (xii) Ensure all designs meet technical requirements for both print and digital formats.
- (xiii) Experience with motion graphics or video editing tools like Adobe after Effects or Premiere Pro.
- (xiv) Familiarity with User Interface (UI) and User Experience (UX) design principles.
- (xv) Strong project management skills and ability to handle multiple design projects simultaneously.
- (xvi) Generate high-resolution graphics, illustrations, and layouts that meet both creative and technical standards.
- (xvii) Any other work as may be assigned by the Competent Authority.

3. **Age** – As per University Rules.

4. **Pay:** - Consolidated Salary per month Commensurate with the qualification and experience of the candidate.

- The interested and eligible candidates may attend the walk-in-Interview alongwith the latest ***Curriculum vitae / Resume***, one Color Photograph (Latest), self –attested copies of all educational and relevant experience certificates.
- Candidates are also requested to carry all original educational and experience certificates for document verification.
- Before attending Walk-in Interview, the candidates, shall ensure their complete Eligibility, Qualifications & Experience alongwith Desirable experience is in conformity with the details, as per the Educational qualifications, relevant experience and the Job profile of the post.

The candidate should report for Walk-in- Interview to the office of Deputy Registrar (Recruitment), Room No. 021, GGSIP University, Sector 16 C Dwarka, Delhi -110078 on 03.06.2025 (Tuesday) at 09.00 AM. No entry will be allowed after 10.00 AM.



(P R Santhanam)
Deputy Registrar (Recruitment)

General Instructions and Guidelines

1. The educational qualification, experience and other conditions of eligibility as stipulated above against the post shall be determined as on date of Walk-in Interview.
2. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
3. The interested and eligible candidates may attend the walk-in-Interview alongwith the latest *Curriculum vitae / Resume*, one Color Photograph (Latest), self –attested copies of all educational and relevant experience certificates. Candidates are also requested to carry all original educational and experience certificates for document verification.
4. Before attending Walk-in Interview, the candidates, shall ensure their complete Eligibility, Qualifications & Experience alongwith Desirable experience is in conformity with the details, as per the Educational qualifications, relevant experience and the Job profile of the post
5. In case of large number of candidates, University reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
6. The University reserves the right to fill or not to fill post advertised, no correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
7. The number of posts may vary at the discretion of the University.
8. The University reserves the right to withdraw advertised posts at any time without assigning any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
9. Full name may be mentioned in *Curriculum vitae/Biodata* . If there was change of name at any stage of time, original name may also be mentioned.
10. Employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.
11. No applicant having more than one living wife/husband is eligible for appointment.
12. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
13. No TA/DA shall be payable to applicant for any journey performed for attending the interview.
14. Canvassing in any form shall be treated as disqualification.
15. No enquiry personal or in writing for recruitment shall be entertained.
16. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
17. The candidate should report for Walk-in- Interview to the office of Deputy Registrar (Recruitment), Room No. 021, GGSIP University, Sector 16 C Dwarka, Delhi -110078 on 03.06.2025 (Tuesday) at 09.00 AM. No entry will be allowed after 10.00 AM.

GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024
ELIGIBILITY CRITERIA FOR MISCELLANEOUS POSTS
FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE

CREATIVE GRAPHIC DESIGNER

1	Name of Post	CREATIVE GRAPHIC DESIGNER
2	Number of Posts	01
3	Classification	Group B
4	Scale of Pay	Pay Level 08 (as per 7 th CPC) Pay Scale (Pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4800
5	Whether Selection Post or Non Selection Post	Not Applicable
6	Age Limit	Direct: Not exceeding 35 years, relaxable in case of SC/ST/OBC/PwD candidates as per Govt. Rules. Deputation: Not exceeding 56 years. Contract: As per University Rules.
7	Eligibility Qualifications & Experience	Essential Educational Qualification: Direct: 1. Master Degree in Graphic Design, Fine Arts or in a related field from a recognized University with five years of work experience in Graphic Design or in related field. OR Bachelor Degree in Graphic Design, Fine Arts or in a related field from a recognized University with eight years of work experience in Graphic Design or in related field. 2. He / she should be proficient in design software like Adobe Photoshop, Illustrator, Design, etc. and the latest softwares available in the relevant field.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Educational Qualification: Not Applicable
9	Period of Probation, if any	Two years
10	Mode of Recruitment	Direct / Deputation / Contract
11	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/	Deputation: Officer holding analogous post on regular basis.

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	contract/ absorption to be made	<p style="text-align: center;">OR</p> <p>Three years of regular service in relevant field in Pay Level 07 or five years of regular service in Pay Level 06 in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ Recognized Educational Institutions of Higher Studies.</p> <p>Period of deputation: The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the officer at any time.</p> <p>Contract:</p> <ul style="list-style-type: none"> • As per essential and desirable qualification for non-retired persons as prescribed in column 7. • Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertakings/ Government Undertakings /Government Educational or Research Institutions holding analogous post in relevant field in Pay Level 08 or equivalent, preceding to their retirement.
12	Job Profile	<ol style="list-style-type: none"> 1. He / she will be responsible for creating visual content that communicates our brand and message across multiple platforms. 2. Collaborate with our marketing and product teams to design graphics that resonate with our audience and drive engagement, ensuring all design elements align with our brand identity. 3. Create visual concepts based on project briefs. 4. Design logos, branding materials, and advertisements. 5. Develop layouts and graphics for websites, social media, and email campaigns. 6. Produce print materials such as brochures, posters, and product packaging. 7. Work with marketing teams to create visual content for campaigns. 8. Collaborate with developers to ensure designs are feasible for websites and apps. 9. Create info graphics and data visualizations. 10. Edit and touch up photos for use in marketing materials. 11. Stay updated with design trends and best practices to ensure cutting-edge visuals. 12. Ensure all designs meet technical requirements

Qualia

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		<p>for both print and digital formats.</p> <p>13. Experience with motion graphics or video editing tools like Adobe after Effects or Premiere Pro.</p> <p>14. Familiarity with User Interface (UI) and User Experience (UX) design principles.</p> <p>15. Strong project management skills and ability to handle multiple design projects simultaneously.</p> <p>16. Generate high-resolution graphics, illustrations, and layouts that meet both creative and technical standards.</p> <p>17. Any other work as may be assigned by the Competent Authority.</p>
13	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

