

**INFORMATION TO CANDIDATES**

Name of the Post	:	Technical Assistant Gr. II (Jr. Electronics Technician)
Number of Post	:	1 (One)
Reservation	:	PwD (Visual Impairment)
Pay level	:	Pay Level-5 (Rs.29,200 – 92,300)
Essential Qualifications and Experience	:	School final or its equivalent (Class 10) with 3 years Diploma in Electronics and Communication Engineering from a recognized Institution with 10 years of working experience in relevant field OR B.E./B.Tech. in Electronics and Communication Engineering from a recognized University or its equivalent with 5 years of working experience in relevant field
Desirable Experience	:	<ul style="list-style-type: none">• Experience in making Educational Video programmes and handling Audio/Video equipment.• Sound knowledge of Computers with Audio/Video Editing software, Graphics and Animation and Live streaming software is mandatory• Working knowledge in LMS/ MOOC platform
Upper Age Limit	:	Not exceeding 35 Years

Job Description:

- Assisting in purchase, installation, operation, maintenance, and servicing of Audio/Video equipment.
- Assisting in conducting Video production courses/ workshops/ seminars/ conferences
- Assisting in Audio/Video recording during Microteaching and Video production, Linear and Non-linear Editing, Graphics and Animation design, lighting and sound recording, Audio/Video Live streaming, creating AR/VR/XR modules, Providing Technical Assistance in uploading e-content in LMS/ MOOC,
- Any other works assigned by the higher authorities

**INFORMATION TO CANDIDATES**

Name of the Post	:	Technical Assistant Gr. II (GRAPHIC ASSISTANT)
Number of Post	:	1 (One)
Reservation	:	PwD [Loco motor (Ortho) Disability]
Pay level	:	Pay Level-5 (Rs.29,200 – 92,300)
Essential Qualifications and Experience	:	School final or its equivalent (Class 10) with 3 years Diploma in Fine Arts or Commercial Arts from a recognised institution with English as a language or as medium of instruction with 10 years of experience in relevant field OR B.Tech / B.E. in Graphics / Visual Design from a recognised University with 5 years of experience in relevant field
Desirable Experience	:	<ul style="list-style-type: none">• Experience in the preparation of visual lettering and creative graphic work in media, detailed knowledge of Adobe Illustrator, Adobe After Effects, Adobe In Design Photoshop• High level of Creativity with strong visual and conceptual Skills in-line with the market trends• Expert-level knowledge of common motion graphics design software like Adobe Suite• Desire to innovate in social media eco-system• Excellent written and verbal communication skills
Upper Age Limit	:	Not exceeding 35 Years

Job Description

- Planning concepts by studying relevant information and materials
- Preparing finished art by operating necessary equipment and software
- Contributing to team efforts by accomplishing tasks as needed
- Reviewing final layouts and suggesting improvements when necessary
- Produce high-quality artwork within agreed deadline using various software applications
- Up-to-date with the latest trends and best practices in designing
- Any other work assigned by the higher authorities

**INFORMATION TO CANDIDATES**

Name of the Post	:	JUNIOR SECRETARIAT ASSISTANT (Hindi Typist)
Number of Post(s) with category	:	01 (One)
Reservation	:	PwD (Hearing Impairment)
Pay Level	:	Pay Level 2 (Rs.19,900 – 63,200)
Essential Qualifications	:	Passed 10 th +2 or its equivalent examination* and having minimum typing speed of 30 w.p.m. in Hindi
Desirable Qualification and Experience	:	<ul style="list-style-type: none">• Graduate from a Recognized University.• Not less than one year working experience in Government or Quasi Government or autonomous organization / Private organization, preferably in educational institution.
Age	:	Not exceeding 35 Years

* Equivalence certificate should be produced.