



**Indian Council for Cultural Relations**  
**Azad Bhavan, I.P. Estate, New Delhi-110 002**

Indian Council for Cultural Relations (ICCR) an autonomous body under the administrative and financial control of Ministry of External Affairs, invites applications from interested individuals for engagement as Consultant (Graphic Designing) in ICCR. Applicants with requisite experience may apply to ICCR with relevant documents to Sr. Programme Director (Admn), ICCR, Azad Bhavan, I.P Estate, New Delhi latest by 25 September, 2020. The details for the same can be downloaded from ICCR's website [www.iccr.gov.in](http://www.iccr.gov.in)

## **Advertisement for Engagement of Consultant in ICCR**

Applications in the prescribed proforma (as per Annexure-I) are invited from eligible candidates for filling-up the post of Consultant (Graphic Designing) in ICCR, Azad Bhavan, I.P. Estate, New Delhi, as per details given below :-

### **Educational Qualification:**

Graduate from a UGC recognized University

### **Desirable Qualification:**

- Good academic record (with 50% or more) with a first class Bachelor Degree
- A strong analytical background
- The candidate should possess not less than 2 years of experience in Graphic Designing and use of Graphic Design Software
- Language proficiency in English and Hindi
- Proficiency in IT applications for office

### **Age:**

Not more than 45 years on the date of interview.

### **Salary:**

Remuneration will be decided as per the following criteria :-

<b>Category</b>	<b>Age Limit</b>	<b>Work Experience</b>	<b>Remuneration</b>
Young Professional	Upto 28 years	1 year to 3 years	Rs.30,000/- per month
Junior Consultant	Upto 35 years	3 years to 7 years	Rs.55,000/- per month
Senior Consultant	Upto 45 years	7 years and above	Rs.75,000/- per month

### **Responsibilities for Consultant (Graphic Designing)**

- To manage the production aspect of art generation and creation with a focus on improving efficiency and lowering costs.
- Create and design packing for marketing and/or products in terms of both design and physical construction.
- Create images and designs through 3 D modelling, photography and image editing.
- Create informational graphics known as infographics. This can be both for print or digital application.
- Create visual designs and electronic media to be used in television production.
- Create the visual expression of the organization's key message or value.
- Develop graphical user interfaces and usually work for web development of ICCR.
- Create illustrations to represent an idea, message, and/or story through 2 D and 3 D images.

- Create written graphical, video, sound or other multimedia content depending on brief provided.
- Image selection and editing for blogs, social media, etc.
- Event programmes/collateral material.
- Digital illustration, digital imaging, etc.
- Graphic designing concepts
- Training ICCR officials in the above skills

The incumbent consultant is expected to do the above functions in a consolidated manner which includes desk level supervision including preparation of notes, payment authorities, coordination with the relevant sections and responsibilities mentioned above.

### **Period of Consultancy**

- Initially for one year.

The competent authority in the Council may also terminate the contract at any time without giving any notice and also without assigning any reasons. If the Consultants wants to terminate the contract, he/she will have to give at least one month notice.

**Job Location** Indian Council for Cultural Relations, Azad Bhavan, I P Estate, New Delhi/Regional Offices in India

### **How to Apply:**

- Interested applicants may submit applications indicating their interest in working for the Indian Council for Cultural Relations, as per Proforma at Annexure-I.
- The envelope containing the applicant's details as mentioned above should be clearly labelled "**Application for the post of Consultant in ICCR**" and addressed to :-

Shri Vinay Vohra  
Sr. Programme Director (Admn)  
ICCR, Azad Bhavan,  
I P Estate,  
New Delhi – 110 002

Email : [spdadmn.iccr@gov.in](mailto:spdadmn.iccr@gov.in)

- The applicant should include a detailed bio-data listing the educational qualifications of the candidate, area of expertise, any prior work experience, self-attested copies of educational qualifications and mark sheets (from undergraduate level onwards).
- Reference from past employers may be included but are not mandatory
- The applications should include the contact details of the candidate, including residential address, e-mail ID and landline and mobile numbers.
- Indian Council for Cultural Relations will review the applications and shortlisted candidates will be called for an interview in the Council.

- The date, time and venue of the interview will be conveyed in the interview call letter/intimation.
- Candidates will be required to make their own arrangements to reach the place of interview.
- No TA/DA will be payable by the Council to attend the interview.
- The decision of the Council on selection of candidates will be final and no correspondence on this subject will be entertained.

The last date for receiving the applications is 25 September, 2020 Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected.

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**ANNEXURE-I**

PASTE  
YOUR  
PASSPORT  
SIZE PHOTO  
HERE

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT IN ICCR, NEW DELHI**

1. Name in full (Block letter) :
2. Date of Birth (in Christian Era) :
3. Gender :
4. Educational Qualifications :

S. No.	Class	Board/ University	Marks obtained (in %)

5. Complete Residential Address :
6. Tel. No. & Mobile No. :
7. Email ID :
8. Details of employment in the chronological order, if applicable (Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

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- 9. Details of courses/ training programmes attended, if any
- 10. Language known
- 11. Details of previous consultancy
- 12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if any be.
- 13. Remarks

(Signature of candidate)

Date: .....