

Estt-42/5(i)/2025-Estt-MoMA
GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110003.

Dated: 17th April, 2025

ADVERTISEMENT NOTICE

Sub.: Notice inviting applications for One (01) post of Consultant (Graphics Designer) in Research and Media Division in the Ministry of Minority Affairs – reg.

Ministry of Minority Affairs invites applications from eligible and desirous candidates for engagement as Consultant in Establishment Division in the Ministry of Minority Affairs for an initial period not exceeding one year which is extendable by another period up to one year on full time contractual basis as per details given below:

i.	Nature of Post	Consultant (Graphics Designer) (Equivalent to the Position of Consultant Grade - 2)
ii.	Requirement	One (01)
iii.	Initial Period of engagement	Two year which may be extended by another period up to one year
iv.	Eligibility criterion	Essential: a. Essential: Post Graduation in Graphic Design, Fine Arts, Visual Communication, or a related field b. Desirable: Diploma / Certification in Graphic, Communication Design, Multimedia Design or Digital Arts from a recognized institution Work Experience: a. Essential: Minimum 8 years of relevant experience in graphic design for digital and print media b. Desirable: Experience in working with Illustrator, Adobe Photoshop, Indesign, Corel Draw, QuarkXpress
v.	Age Eligibility	Not more than 50 years on the last date of submission of application.
vi.	Scope of work	a. Ability to visualize and bring creative concepts to life through design b. To assist Media Division for raising awareness / dissemination of information of policies / programmes / activities pertaining to minority welfare and schematic intervention among the general public through print media / electronic media / social media / outdoor publicity / exhibition, publication of booklets and other forms of dissemination of information; c. To assist Media Division in ideation and creation of suitable content for various media platforms, handling social media accounts of the Ministry, planning and executing social media strategy; d. Coordination within the Ministry (including with entities within

		the jurisdiction of Ministry) and with other Ministries, media persons / media agencies; e. Enhancing the presence and reach of Ministry on social media
viii.	TA/DA	No TA/DA shall be admissible for joining the assignment or upon its completion.
ix.	Remuneration	Rs. 1,70,000/- per month (Fixed).
x.	Leave	The Consultant shall be eligible for Paid leave of Absence at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a Calendar year shall not be allowed. No remuneration for period of absence in excess of admissible leave will be paid.
xi.	Allowances	Consultant shall not be entitled to any kind of allowance or accommodation facility, e.g., Dearness Allowance, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.

2. **TA/DA on Official Tours:**

Will be regulated as per guidelines issued by Niti Aayog vide their OM dated 07.07.2023.

3. The above engagement is purely on temporary and contractual basis. The selected candidate will not have any right to seek regularization in any post in this Ministry.

4. Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.

5. The Consultant shall sign an agreement of confidentiality with the Ministry of Minority Affairs containing a clause of Ethics and Integrity.

6. Eligible candidates, in good health may submit their applications indicating the post for which the candidate wishes to apply. The application should be submitted only through online by visiting the website of the Ministry at <https://minorityaffairs.gov.in/en/careers>. The last date for submitting the application will be 07 days from the date of publication of this Advertisement Notice. No offline application will be accepted.

7. Ministry of Minority Affairs reserves the right to increase/ decrease/ cancel the vacancy as per requirement without any notice.

8. Applications received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Shortlisted candidate will be called for interview. However, this Ministry reserves the right to reject any or all applications without assigning any reasons.


(Vikas Mohan)

Under Secretary to the Government of India

To

NIC, MoMA – With a request to upload this circular on the website of the Ministry.