

**INFORMATION TO CANDIDATES****Advt No.: 08/2025-26****Date: 14.02.2026**

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****Advt No.: 08/2025-26****Date: 14.02.2026**

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	:	<p>School final or its equivalent (Class 10) with 3 years Diploma in Fine Arts or Commercial Arts from a recognized institution with English as a language or as medium of instruction with 10 years of experience in relevant field</p> <p style="text-align: center;">OR</p> <p>B.Tech / B.E. in Graphics / Visual Design from a recognized University with 5 years of experience in relevant field</p>
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****Advt No.: 08/2025-26****Date: 14.02.2026**

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.