

No. 9/08/2017-Ed  
Govt. of India  
Ministry of Information and Broadcasting  
Publications Division  
Soochana Bhawan, CGO Complex, New Delhi-3.

Dated: 5-01-2018

**Subject: Empanelment of Artists for providing such as Artwork/ Cartoon /Drawing/  
Illustration/Cover Designs**

Directorate of Publications Division (DPD) Ministry of Information and Broadcasting, Soochana Bhawan, Lodhi Road, New Delhi-3 intends to prepare a panel of Artists/Designers for providing Artwork/Cartoon/Drawing/Illustration/Cover Designs for books and magazines published by Publications Division.

Interested candidates may send their application in the prescribed proforma (Annexure I). The application duly filled and signed should reach the undersigned through Speed Post/By hand by 04-02-2018 (5.30 P.M.). Candidates are advised to send only one application by either of the modes (i.e., by Speed Post/By hand). Duplicate applications may be rejected. Please do not attach any art work with application which may be shown at the time of personal interaction. Application may also be sent to the mail ID: [empanelment.dpd@gmail.com](mailto:empanelment.dpd@gmail.com) also.

**Rajendra Bhatt**  
**Joint Director (Editorial)**

## **QUALIFICATIONS AND EXPERIENCE REQUIRED FOR ARTISTS/DESIGNERS**

### **I. QUALIFICATIONS**

- (i) The candidate should have Degree/ Diploma/Certificate in Fine Art / Commercial Art / Graphic Designing /Book Designing from a recognized institution.
- (ii) The candidate should have at least 3 years working /free lance experience in designing Artwork/Cartoon /Drawing/Illustrations/Cover Designs in reputed organization(s).
- (iii) The Candidate should be well versed with computer applications.

### **II. JOB REQUIREMENTS**

Artist/Designers will be responsible for designing Artwork/Cartoon /Drawing/Illustration/Cover Designs assigned by the Publications Division. Artists/Designer may have to visit the Editor concerned for getting brief or any other input as and when required.

### **III. RATES FOR CASUAL ASSIGNEES**

Engagement of Casual Artists/Designers will be on casual and purely assignment basis as per the prevailing rates as under:

- Artwork/Cartoon /Drawing/Illustration ..... 750/- per item
- Cover Design ..... 2,500/- front and back cover

### **IV. PROCEDURE FOR EMPANELMENT:**

After scrutiny of the documents, a list of suitable candidates will be prepared, who may be called for a personal interaction in front of a Selection Committee.

The Committee, on the basis of qualification, work-experience and suitability of the applicants will recommend the candidates for inclusion in the panel for engagement. The recommendation of the Selection Committee will be placed before the competent authority for approval. The decision of the Publications Division shall be final and binding.

### **V. GENERAL TERMS AND CONDITIONS:**

1. Mere inclusion of the name of a candidate in the panel does not confer any legal right to get the assignment. Assignment will be given as and when required.
2. The empanelled candidate will not be entitled to claim any kind of extension in his assignment/absorption in the government job.
3. No other facilities/payment except the fixed rates will be payable to the empanelled artists.
4. Regular monitoring of the work of the empanelled artists will be done by the Publications Division.

5. Panel will be subject to periodic revision and addition/modification/deletion will be done depending upon the requirement of the office and availability of more suitable candidates at any point of time. The decision of the Publications shall be final and binding in such matters.
6. If the performance of an assignee is not found up to the mark, his/her empanelment could be terminated.
7. No TA/DA would be admissible for attending personal interaction or visiting office to hand over the completed assignment.
8. Tax will be deducted as per rules for the payments.

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## PROFORMA

Application for engagement of Casual Artists/Designers in Publications Division, Ministry of Information and Broadcasting

1.	Name in Full (Block Letters)			
2.	Date of Birth			
3.	Complete residential address with Aadhar No., phone number, mobile no. and e-mail address			
4.	Nationality			
5.	Educational Qualification# (with Percentage/Grade) Certificate to be attached from class X onwards		Marks / % / Grade* obtained	
		Class X		
		Graduation		
		Post Graduation		
6.	Brief particulars of Work Experience# (Recent first, if no experience, may write -/NA)	Employer	Nature of Work	Period
7.	Details of Freelance Work, if any			
8.	Additional relevant information, if any in support of your suitability for the said engagement, attach a separate sheet, if necessary			
9.	Qualification/ Experience working in relevant Computer Softwares.			
10.	Names and Contact details of References from Two Gazetted Officers / Reputed persons of local area			

\* Attach self-certified copies of the documents. Originals will be checked at the time of proficiency test/personal interaction.

# Educational Qualifications and Experience should be supported by documentary proof.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this document and ready to accept all the terms & conditions for engagement of Artists/Designers.

(Signature of the Candidate)

Place:

Date: