Sub: Walk in Interview for the Engagement of Project Staffs in the Project "Youth For Education" Program Funded by Directorate of Education, Govt. of NCT of Delhi

About the Programme

Continuing with its effort of making excellent education accessible to the students studying in schools in Delhi, the Delhi government is launching one of the largest mentorship program to involve the youth in the work of Nation building under Delhi's Education Revolution. Under the Youth for Education (YFE) project, students of Delhi schools (mentees) will undertake a career exploration journey that will help them to make informed career choices. To help guide these students through their journey the Delhi government wants to create a movement of young volunteers who would act as mentors to these young minds.

1. Project Positions

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Openings</th>
<th>Monthly Salary (Consolidated) in INR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PA/Stenographer</td>
<td>1</td>
<td>30,000/-</td>
</tr>
<tr>
<td>2</td>
<td>Multimedia Designer</td>
<td>1</td>
<td>50,000/-</td>
</tr>
<tr>
<td>3</td>
<td>Content Developer</td>
<td>1</td>
<td>50,000/-</td>
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</tbody>
</table>

2. Date of Walk in Interview: 8/11/21

3. Reporting Time: 10am (Candidate reporting the venue after 1 pm will not be interviewed)

4. Venue: Office of the Dean (Outreach & Extension Activities)
2nd floor, Mechanical Engineering Department, Delhi Technological University, Sahabad Daulatpur, Bawana Road, Delhi-110042

5. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to appear. The Job description is placed as Annexure 1.

6. Please note that no TA/DA is admissible for attending the interview.

7. Candidates are requested to bring the following documents at the time of interview for verification along with Bio data:

   I. All relevant original documents in support of claims made in the Bio - Data.
   II. Proof in original of all claims in respect of awards/ outstanding performances.
   III. Full time Work Experience certificates (Original) as mentioned in the Bio-Data, clearly indicating post hold, duration and scale.
   IV. Any other relevant original document related to the claim made in Bio-Data.
   V. The candidate must submit a photocopy of all related documents mentioned at point I to IV.
   VI. Passport Size Photograph – 3
   VII. Copy of duly signed bio data
Annexure 1

Job Description

PA/ Stenographer

<table>
<thead>
<tr>
<th>Educational Qualifications</th>
<th>12th Class or equivalent under 10+2 system from a recognized Board or University.</th>
</tr>
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<tbody>
<tr>
<td>Age</td>
<td>Below 35 years</td>
</tr>
<tr>
<td>Professional Skills</td>
<td>Minimum speed of 80 wpm in shorthand and 40 wpm in typing in English on computers</td>
</tr>
<tr>
<td>Experience</td>
<td>Minimum 02 years’ relevant experience in any Government or Private organization.</td>
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<tr>
<td>Job Description</td>
<td>Taking dictation, transcription, typing, drafting of minutes of meeting, maintenance of office records, filing and any other relevant responsibility assigned by the superiors.</td>
</tr>
<tr>
<td>Role &amp; Responsibility</td>
<td>Has to play a vital role in day-to-day running of official activities. Shall be responsible for the task assigned to him. The incumbent shall report to immediate reporting officer and assist him in secretarial work.</td>
</tr>
<tr>
<td>Salary</td>
<td>Rs 30,000/- per month (consolidated)</td>
</tr>
</tbody>
</table>

Multimedia Designer

About the Multimedia Designer

The Multimedia Designer, will be responsible for creating modules for online learning platforms and innovative marketing campaigns for disseminating the project messages to external stakeholders through mass media. The role requires a young dynamic professional to develop informative and impactful content. Talented and enthusiastic citizens of India with a demonstrated passion to work as a professional are invited to be a part of this endeavour.
1. **Roles and Responsibilities**
   
   **A. Multimedia creation**
   
   i. Design web pages, brochures, logos, signs, books, magazine covers, annual reports, advertisements, illustrations and other communication materials using software
   
   ii. Create graphics, animations, and special effects, as well as editing photos, audios, and videos using Adobe Creative Suite.
   
   iii. Conceptualize and create videos based on design briefs.
   
   iv. To create media that captures success stories of the project.

   **B. End to End Ownership of Design Process**
   
   - Liaising with stakeholders such as government officials, project team, mentors, students, teachers to collect relevant information and data.
   - Study design briefs and determine requirements
   - Draw storyboards for advertisements, and videos.
   - Work and coordinate with the Project team, to prepare the final design.

   **C. Others :**
   
   - Coordinating and working with all stakeholders
   - Attend meetings and trainings as and when required.
   - To manage any ad hoc tasks as assigned by the Project Team.
   - To communicate the project messages in a coherent and appealing manner to the various stakeholders and to facilitate mentee learning in an effective manner.

2. **Essential Qualifications**

   Bachelor’s degree in Design and relevant area from a recognized university with minimum 55% marks. (or equivalent CGPA)

3. **Work Experience**

   Minimum 2 years full time work experience after graduation in relevant field

   *Note - Candidates have to clearly mention whether the work experience is full time paid work or voluntary work along with the dates. They have to furnish the original experience certificates at the time of interview.

4. **Age (Maximum)**

   35 years

5. **Desirables**

   - Excellent IT skills, especially with design and photo editing software.
● Experience in as multimedia designer role.
● Proficiency in Adobe Creative Suite - including photoshop, Illustrator, Indesign, Flash, Dreamweave, and Premier Pro and AE after effects, Motion graphics editing and other industry relevant softwares.
● Professional approach to time, costs, deadlines.

6. Perks and Benefits
   - Duration of the contract - 1 year (extendable based on performance and requirement)
   - Salary - Rs 50,000 p.m. (consolidated).
   - Experience Certificate
   - Opportunity to work with by Dy. CM office (Delhi) and become a part of Delhi Education Revolution

7. Nature of job and location

The nature of job is field oriented and the project location is Delhi

Content Developer

About the Content Developer

The Content developer will be part of a dedicated team responsible for designing project related content and for communicating the project messages through mass media. The role requires a young dynamic professional to design and develop training and orientation projects. Talented and enthusiastic citizens of India with a demonstrated passion to work as a professional are invited to be a part of this endeavour.

1. Roles and Responsibilities:
   A. Create Project Briefs
      i. Collaborate with Project team, to understand the requirements for different target groups, and prepare relevant and precise content
      ii. Create content strategies, plans, and the information architecture for communicating to the target audience
      iii. Handle end to end content development, considering various stakeholders such as mentors, mentees, school specific SPOC etc. and various platforms such as social media, news media etc.
      iv. Deliver clear, inclusive, accessible, and translated content for a target audience.
      v. Prepare supporting material such as videos, audios, games, role plays, simulations etc.
      vi. Create a blog and other channels - to spread the message of the project.
B. Content Development:

i. Design, develop, and publish content (e.g. messages, documentations, multimedia) that is easy to find, understand and use. This may include content for training modules for stakeholders and project related community content.

ii. Evaluate content requests and work with stakeholders to understand the problems, goals, and outcomes.

iii. Propose modifications to the existing Content to make it more appropriate, user friendly and effective.

iv. Work closely with the Project team, to create user friendly content by understanding and analyzing their behavioural aspects.

v. To review the existing design content and understand user feedback to validate and improve the same.

C. Others

i. To work with multimedia designer and social media designer on end-to-end delivery of the content plan.

ii. To share work in progress, along with giving and receiving critiques.

iii. To own parts of the end-to-end authoring process: design, development, editing, production and translation.

iv. To develop power point presentations for dissemination.

v. To communicate the project messages in a coherent and appealing manner to the various stakeholders and to facilitate mentee learning in an effective manner.

vi. To Work on ground with multiple stakeholders.

vii. To manage any ad hoc tasks related to the project

viii. To collect data from nodal officers and other stakeholders, if required.

ix. To attend meetings and training as and when required.

2. Essential Qualifications

Graduate in mass media or communications from a recognized university with minimum 55% marks. (or equivalent CGPA).

OR

Postgraduate in mass media or communications from a recognized university with minimum 55% marks. (or equivalent CGPA).

3. Work Experience

Minimum 2 years of experience in communications or journalism roles.
*Note - Candidates have to clearly mention whether the work experience is full time paid work or voluntary work along with the dates. They have to furnish the original experience certificates at the time of interview.

4. **Desirables**
   
   i. Writing, curating, and editing content for accuracy, clarity, and usability.
   
   ii. Modeling and formatting content into viable, feasible, and desirable solutions.
   
   iii. Proven experience in simplifying complex content for users.
   
   iv. Researching and studying a subject and its context to prepare content.
   
   v. Ability to evaluate and design for the interactions between language and design elements to construct a logical, compelling narrative throughout the user/client journey.
   
   vi. Ability to define and apply consistent voice and tone throughout a content journey.
   
   vii. Experience in documenting detailed content.
   
   viii. Proven communication skills (both written and verbal).
   
   ix. A good understanding of the Media and Digital platforms.
   
   x. Other skills such as - a design orientation, presentation skills, ability to multitask and deliver projects on time.

5. **Age (Maximum)**
   
   35 years

6. **Perks and Benefits**
   
   - Duration of the contract - 1 year (extendable based on performance and requirement)
   
   - Stipend - Rs 50,000 p.m. (consolidated).
   
   - Experience Certificate
   
   - Opportunity to work with Dy. CM office (Delhi) and become a part of Delhi Education Revolution

7. **Nature of job and location**
   
   The nature of job is field oriented and the project location is Delhi