# Department of Environment Studies
# Panjab University, Chandigarh (INDIA)

**Dr Suman Mor**
Professor & Principal Investigator

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## Advertisement for the post of Digital Media Designer

Applications are invited from the eligible candidates for the following temporary posts in Research Project entitled "Climate, Health and Air Monitoring Project". Posts is purely on **contract basis** and co-terminus with the term period of the project.

**Post: Digital Media Designer**

**Qualification:**

**Essential**: Diploma or Degree in Graphic Designing / Animation / Mass Communication / Applied Arts / Allied discipline.

**Desirable**:

Having working experience in Script/Content Writing (Hindi/English), Adobe Premiere Pro, Adobe Photoshop, Adobe Illustrator, Adobe after Effect, Adobe InDesign and related software, AI Generative Tools like Runway ML, Envato Elements, Sora, short format content creation, social media analytics, camera handling.

- Candidate should provide at least 1 recommendation letter and work experience in same field.

a)  **Salary:** Rs. 31000/- per month (fixed)

b)  **Job Description:**

- A self-motivated, multi-skilled candidate is sought to join the project having good knowledge of Graphic Design Skills, brainstorming creative designing ideas, Good interpersonal skills, Ability to Work in Strict Deadlines, Researching and preparing rough drafts.
- Should be able to manage social media account for wider reach of IEC material.
- Able to understand brief provided and create high quality visual within given timelines
- ***Candidate should be available for immediate joining, if selected***

Hardcopy of Applications along with bio-data and attested copies of certificates and work experience etc should reach to the undersigned latest **by 20 August  2025 before 2.00 pm** in room no 227, Department of Environment Studies, Panjab University Chandigarh. **The application form can be downloaded from Panjab University jobs website link (https://jobs.puchd.ac.in/list-jobs.php). Only submitted hardcopy will be considered and no application via email will be considered.**

Candidate should also fill the google form  https://forms.gle/ArWqH6P6WN3jE2i59 before submitting application with document in the office The interview date and time will be informed through email to shortlisted candidates. No TA/DA will be paid to attend the interview. The rules and regulations as laid down by Panjab University and/or funding agency will govern the selected candidate.

(Dr Suman Mor)

# Application Form for Post of Digital Media Designer

**Application for the post** _____     Affix
                                                                   Passport
Name in Full Dr./ Mr./Mrs./Ms./. _____              Size Photo
(In block letters)

Father's Name: _____

Mother's Name: _____

Date of Birth: _____Age:          Gender:

Nationality: _____ Marital status: _____
If Yes than Spouse Name------

**Category:** General/ Scheduled Caste/Backward Class/Person with Disability:

**Mobile NO.**                          **Email.ID.**

Whatsapp number

Current Address:

Permanent Addresses (In block letters):

Educational Qualification (Please attach one set of attested copies)

| Examination | Univ/ Board | Main Subject | Years of Passing | Marks obtained /Max Marks | % Age |
|---|---|---|---|---|---|
| Metric | | | | | |
| 12th | | | | | |
| Graduation | | | | | |
| Any other Exam | | | | | |

| Skill | Yes/No |
|---|---|
| Script/Content Writing (Hindi/English) | |
| Camera Handling | |
| Knowledge of Social Media Analytics | |
| Short Video Format Content Creation | |
| **Software** | |
| Adobe Premiere Pro | |
| Adobe Illustrator | |
| Adobe After Effect | |
| Adobe InDesign | |

| | |
|---|---|
| Adobe Photoshop | |
| **Any other software** | |
| **AI Generative Tool** | |
| Runway ML | |
| Sora | |
| Midjourney | |
| Envato | |
| Eleven Labs | |
| **Any other** | |

**Employment Experience (details in chronological order, starting with first job)**

| Name & Address Employer/Institution | Designation | Nature of Job | Duration | Pay | Reason for leaving |
|---|---|---|---|---|---|
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| | | | | | |

**Time required to join if selected:**

Declaration: I solemnly declare that:

   1)  The foregoing information is complete and correct. I am not aware of any circumstances Which may impair my fitness for employment in the Punjab University, Chandigarh?

   2)  I have never been dismissed either from Govt. or from University, College or other public or private Organization service.

   3)  I have never been prosecuted, kept under detention or bound down/fined, convicted by the court of law for any offence.

Place: _____

Date: _____                         _____

                                                        Signature of Applicant