

# NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

(AN AUTONOMOUS INSTITUTION)

Directorate General of Employment and Training



Government of India - Ministry of Labour & Employment

Post Box No.3142, CTI Campus, Guindy Industrial Estate, Guindy, Chennai - 600 032.

## RECRUITMENT NOTICE No: 01/2015

National Instructional Media Institute (NIMI), an Autonomous Institution under Directorate General of Employment and Training, Government of India, Ministry of Labour & Employment invites applications for the mentioned posts on contract basis for project based work. All the posts will be on **Contract basis** for a period of **six months/one year** at a consolidated salary

Sl. No.	Name of the Post	Consolidated Salary
1.	DTP Operator	Rs. 15,000/- per month
2.	Draughtsman (Mechanical and Civil)	Rs. 18,000/- per month

Details of essential / desirable qualifications, application form, terms and conditions and general instructions are available in website [www.nimi.gov.in](http://www.nimi.gov.in) The applications as per prescribed format along with the enclosures must reach the Director, National Instructional Media Institute (NIMI), Guindy, Chennai 600 032 on or before **12.01.2015**

DIRECTOR

### Name of the post, Remuneration and other details

Name of Post	Age Limit	Qualification and Experience	Remuneration
DTP Operator	28 years* * - upper age limit may be relaxed for SC/ST and other Special Categories of Persons in accordance with the order issued from time to time by the Central Government	<p>a) Passed in Matriculation or equivalent examination.</p> <p>(b). National Trade Certificate in COPA/DPCS/DTPO trade with 4 years experience in Data entry and 4 years in DTP work in PC.</p> <p><b>(OR)</b></p> <p>Diploma in Computer Science / with 3 years experience in Data entry and 4 years in DTP in PC.</p> <p><b>(OR)</b></p> <p>Degree in Computer Application from a Recognized University or equivalent with 3 years experience in data entry and 3 years in DTP work in PC.</p> <p><b>(OR)</b></p> <p>Any degree with PGDCA from recognized university with two years experience in data entry and 2 years in DTP work in PC.</p> <p>(b) Should possess a speed of not less than 8000 key depressions per hour for Data Entry Work.</p> <p>2.The Speed of 8000 key depressions per hour for data entry work is to be judged by conducting a speed test. Desirable: 1) Knowledge in Page Making, PhotoShop, Illustrator etc.</p>	Rs.15,000/-
Draughtsman	Between 21-30 Years* * - upper age limit may be relaxed for SC/ST and other Special Categories of Persons in accordance with the order issued from time to time by the Central Government	<p>1. Passed in Matriculation or its equivalent examination with Science and mathematics.</p> <p>2. National Trade Certificate in the trade of Draughtsman Mechanical followed by 3 Years experience in using AutoCAD (Mechanical/Civil)</p> <p><b>(OR)</b></p> <p>National Apprenticeship Certificate in the trade of Draughtsman Mechanical followed by 2 years experience in using AutoCAD (Mechanical/Civil)</p> <p><b>(OR)</b></p> <p>Diploma in Mechanical engineering or equivalent followed by 2 years experience using AutoCAD(Mechanical/Civil)</p>	Rs.18,000/-

<b>Nationality/Citizenship</b>	:	<b>Candidate must be a citizen of India</b>
<b>Selection Procedure</b>	:	The selection would be done by way of initial screening of applications, written test, practical test and interview .
<b>Place of Work</b>	:	National Instructional Media Institute (NIMI), CTI Campus, Guindy, Chennai 600 032.

**General Conditions:**

1. Mere submission of application will not entail right for claiming Appointment. Mere satisfying the eligibility norms does not entitle a candidate to be called for Interview. NIMI reserves the right to call only the requisite no. of candidates for the Interview after preliminary screening/ short listing the applications of the candidates on the basis of their suitability for the post.
2. The applicants must ensure timely receipt of the applications within the stipulated date and time. NIMI takes no responsibility or any delay in a receipt or loss in postal transit of any application or communication. Candidates are advised to submit applications well in time before the last date to avoid possibility of delay in postal transit.
3. The applicants must ensure that they possess the required qualification and experience for the post applied for. In case it is detected at any stage of any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect/ false information/ Certificate/ Documents or has suppressed any material fact (s), his/her candidature will stand cancelled. If any of these shortcomings is/are a detected even after appointment his/her services are liable to be cancelled. Incomplete applications shall be summarily rejected.
4. NIMI has the right to reject any application / candidature at any stage and the decision of NIMI shall be final.
5. NIMI has the right to reject entire selection/advertisement at any stage and the decision of NIMI shall be final in this regard.
6. NIMI reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/ or minimum work experience, in case of requirement.
7. Reservation/Concessions for candidates belonging to SC/ST/OBC-NCL/XSM & PwD categories would be made as per Government Directives/guidelines.

**How to apply:**

Eligible candidates may send their application in the format prescribed below (Application Form) having been neatly typed / hand-written along with the copies of the testimonials in support of Educational Qualification, Experience, Category etc. to the **Executive Director, National Instructional Media Institute, P.B.No.3142, CTI Campus, Guindy Industrial Estate, Guindy, Chennai 600 032** in a closed cover clearly subscribing the same as APPLICATION FOR THE POST OF “\_\_\_\_\_” **so as to reach on or before 12.01.2015 (only by post/courier /speed post)**. No other means / mode of application will be acceptable. An application not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.

Only the short-listed candidates shall be called for the Interview.

## APPLICATION FORMAT

Advertisement No.

Post applied for \_\_\_\_\_

1. Name of the Candidate (In Block Letters) :
2. Father's/ Husband's Name :
3. Date of Birth :
4. Permanent Address :
5. Address for correspondence with contact telephone number :
6. Category :
7. Religion :
8. Marital Status :
9. Educational Qualifications (From Matriculation onwards):

S No.	Degree/Qualification	From Board/ University	Year of Passing	Subject	% Of Marks

10. Work Experience (Starting from the beginning. Please use separate sheets, if required):

S No.	Name of the Organization	Type of Organization i.e. Govt./PSU/Pvt.	Post held with pay scale	Period			Job responsibilities	Total Emoluments per month
				From	to	Period In months		

(Please attach additional sheets, if required)

11. Any other relevant Information:

Date:  
Place:

(Signature of the Applicant)