

**JAMIA HAMDARD**  
(Deemed to be University)  
Hamdard Nagar, New Delhi-110062

**Requirement of DTP Operator in CDOE**  
(through outsourcing basis)

Dated: 26<sup>th</sup> Nov 2025

1. **Name of the Post:** DTP Operator (2 positions) (through outsourcing basis).
2. **Location:** Centre for Distance and Online Education, Jamia Hamdard (Deemed to be University), Hamdard Nagar, New Delhi
3. **Salary:** Rs.35,000 to 40,000 depending upon experience with EPF/ESI benefits
4. **Job Description/Responsibilities**
  - Should be well-versed in DTP Software like InDesign, Page Maker, Coral Draw, Photoshop, etc.
  - Should be proficient in English Typing.
  - Knowledge of Typesetting i.e. Design and Layout making of Books.
  - Able to create design template which includes defining of page size and text area, creation of Paragraph & Character styles, creation of printer ready PDFs and checking, etc.,
  - Well versed with the Proof-reading marks.
  - Must possess excellent computer skills
  - Should be creative with an eye for good design and detail.
  - Should be able to deliver under work pressure.
5. **Experience:** At least **Five-year** prior experience in a **Publishing House or a recognized university in a similar capacity. Knowledge of English and Urdu both typing is preferred.**
6. The ideal candidate should be creative, detail-oriented, and proficient in industry-standard design tools for creation of Self Learning Material (SLM)/e-book/e-brochure etc. for Distance / Online learners of the Centre for Distance and Online Education of Jamia Hamdard (Deemed to be University).
7. How to apply:  
**Applications with full details (full resume) be sent to the following address:**  
  
The Officer on Special Duty (OSD)  
Centre for Distance and Online Education  
Jamia Hamdard (Deemed to be University)  
Hamdard Nagar, New Delhi 110062  
([director.cdoe@jamiahamdard.ac.in](mailto:director.cdoe@jamiahamdard.ac.in))
8. **Only shortlisted candidates will be invited for screening test. No queries will be entertained.**
9. **Deadline: 7<sup>th</sup> December, 2025 (Sunday).**