

Government of India
PUBLICATIONS DIVISION
Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex, Lodhi Road,
New Delhi-110 003

No. D-29017/09/2025-26/Prod.

Dated: 23/03/2026

Subject: Expression of Interest (EOI) for Empanelment of Layout Designers/Typesetters in the panel of Publications Division (DPD) for designing/typesetting of in-house Books/Journals etc.

CORRIGENDUM

This is in reference to the Expression of Interest (EOI) of even number dated 25/11/2025, was sent to empanelled typesetters through e-mail and uploaded on our website (www.publicationsdivision.nic.in) & e-publishing portal for **Empanelment of Layout Designers/Typesetters** in the panel of Publications Division (DPD) for designing/typesetting of in-house Books/Journals etc. The closing date for the above referred EOI was kept as 19/01/2026 (3:00 PM) which was extended further till 23/02/2026. On the closing date, it is observed that our tender enquiry attracts very limited response.

Accordingly, as per the approval of the competent authority the **closing date** of the tender is hereby extended **till 25/05/2026 (3:00 PM)**. Thus, all the concerns are requested to submit their responses as per the revised timeline. All other specifications and terms of the EOI will remain unchanged.

✓ 25/05/2026
(Mihir Kumar Basu)
Production Officer

For & on behalf of the President of India

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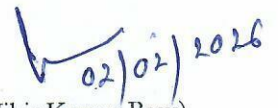
Dated: 30/01/2026

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(Mihir Kumar Basu)
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No. D-29017/09/2025-26/Prod.

Dated: 25/11/2025

Subject: Expression of Interest (EOI) for Empanelment of Layout Designers/Typesetters in the panel of Publications Division (DPD) for designing/typesetting of in-house Books/Periodicals etc.

Publications Division, a leading publishing house of Government of India under the control of Ministry of Information & Broadcasting, invites applications from eligible **individual/firms** located in Delhi & NCR, functioning in layout designing/typesetting for a minimum period of three years, possesses the required criteria as detailed below and having complete infrastructure for executing the layout designing/typesetting of Books, Periodicals & other similar jobs. The individuals/firms seeking empanelment in the office of Publications Division as Layout Designers/Typesetters must possess the following:

A. Essential Technical Qualifications

- Proven expertise in:
 - Adobe InDesign (latest version)
 - Adobe Photoshop
 - Adobe Illustrator
 - Knowledge of CorelDraw and PDF pre-press tools (Desirable)
- Strong command over typography, page composition, and book layout standards.
- Familiarity with pre-press processes and print-ready file preparation.

B. Professional Experience

- Minimum 3 years of experience in book/periodicals layout design.
- Demonstrable experience in designing:
 - Books (educational, literary, academic, coffee-table)
 - Periodicals
 - Multi-colour illustrated publications
- Submission of a portfolio of at least 5 completed projects.

C. Infrastructure Requirements

- Adobe Creative Suite or equivalent software.
- High-performance system(s) suitable for publishing workflows.
- Ability to handle multilingual content (Hindi, English, regional languages).

D. Additional Competencies

- Understanding of:
 - Margins, trim sizes, gutter spacing
 - Image placement and resolution standards
 - Grid systems and layout consistency
 - Cover design fundamentals
- Ability to collaborate with editors, illustrators, and production teams.

E. Scope of Work for Empanelled Layout Designers/Typesetters

Empanelled layout designers will be responsible for:

- Typography selection: fonts, line spacing, paragraphing, headings
- Page layout design following PD's style guides
- Image placement with proper cropping, resolution, and captions
- Use of layout grids to maintain consistency
- Preparation of print-ready PDFs, ensuring bleed, crop marks, packaging
- Layout correction, versioning, and formatting in sync with editorial inputs
- Cover layout options whenever required
- Adherence to timelines for all assigned projects

F. To work at least four days at Office of Publications Division at Soochna Bhawan .

Must have a Laptop with all the required softwares, so he may come personally to the Office of Publications Division at Soochna Bhawan to carry out mistakes in the last proofs with the help of Editor concerned.

Interested individuals/firms may download the application form from our website www.publicationsdivision.nic.in or CPP Portal (e-publishing) or may be collected by hand from Room No. 674 (6th Floor), Soochna Bhawan during office hours in any working day. The application form duly filled in alongwith the required documents may be sent to the address given below **on or before the last date i.e./19.01.2026** in a sealed envelope superscribed as '**Application for Empanelment of Layout Designers/Typesetters 2025**'.

Address for submission of Application Form:

Production Officer
Publications Division,
Room No. 669 (6th Floor),
Soochna Bhawan, CGO Complex,
Lodhi Road, New Delhi – 110 003

For any clarification (if required), the concerned may contact the office of the Production Officer at the given address during office hours in any working day.

✓ 29/12/2025
(Mihir Kumar Basu)
Production Officer

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APPLICATION FORM FOR EMPANELMENT OF LAYOUT DESIGNER OR TYPESETTER

1.	Name of the Individual/Firm	
2.	Full Address	
3.	E-mail ID & Contact number	
4.	* Name/s of Proprietor/ Partners with Contact numbers (for firms only)	
5.	Name of the publishing Software(s) having expertise in	
6.	Experience in years for book/periodical layout designing or typesetting	
7.	No. of High-performance Computer system/Laptop suitable for publishing workflows	
8.	Ability of Handling layout designing/typesetting of various content in Hindi / English / Regional languages (mention the name of the languages)	
9.	Do you/your firm possess Strong command over typography, page composition, and book layout standards	YES/NO
10.	Do you/your firm Familiarity with pre-press processes and print-ready file preparation	YES/NO
11.	Do you/your firm submit a portfolio of completed projects	YES/NO
12.	Able and ready to work at the office of Publications Division with Laptop having required software's for at least 4 days	YES/NO

I/We hereby certify that all the particulars given above are correct and true from the best of my/our knowledge.

Date:

Signature/s_____

Place:

Official Seal (**only for firms**)