

No. A-11014/1/2014-Estt-Part (5)
Government of India
Ministry of Panchayati Raj

11th Floor, Jeevan Prakash Building
25-K.G. Marg, New Delhi-110001
Dated: 27th June, 2018

Subject:- Hiring of one Senior Media Consultant -regarding.

The process of selection for engagement of one Senior Media Consultant in the Ministry of Panchayati Raj will be appearing in the Newspaper shortly.

2. NIC Cell is, therefore, requested to upload the enclosed circular in the website of this Ministry.

Encl. as above.

Ashish
27/06/2018
(Abhishek Meena)
Assistant Director (Estt)
Tel.: 23753817

To:

NIC Cell, MoPR

Subject:- Hiring of Senior Media Consultant in the Ministry of Panchayati Raj

Ministry of Panchayati Raj (MoPR) requires the services of one Professional for engagement as Sr. Media Consultant (from open market or Retired Govt. Servants) on full time basis in addition to existing approved / already hired Consultants with the following job description and educational qualifications/experience:

| | | |
|--|---|--|
| 1. Post & General Condition | Senior Media Consultant Slot= 1 | Senior Media Consultant would be engaged for a fixed period in providing high quality services to the MoPR and for attending to specific and time-bound Media related jobs. He/ she will handle independently daily Media related requirements of the Ministry of Panchayati Raj. |
| 2. Eligibility Conditions/ Qualifications | Educational Qualification | Post Graduate in any stream preferably in Journalism, Mass Communication, Media Management etc., with minimum 10 years' experience of working as Media & Communication Officer or Media Consultant with Central or State Government(s) or any of the organization / institutes under them or private sector engaged in similar type of work. |
| | Working Knowledge | Proficiency in working on PC/LAPTOP/PALMTOP, adequate knowledge of MS office, ICT tools, typing ability (Hindi and English both), good command over English and Hindi language with translation between them and excellent verbal skills and flair for in-depth handling of work. |
| | Desirable | Preference shall be given to candidates possessing higher qualifications such as M.Phil. in relevant fields / subjects and experience of working in various Media Units under the Ministry of Information & Broadcasting. Preference shall be given to retired government officer – preferably from Indian Information Service – having a wide range of experience in media management and related field. |
| | Responsibility of the Position | The interested candidate should be capable of drafting speech for the Minister, preparing short notes for the Minister, preparing press releases / notes, keeping track of press coverage (print and electronic), organizing press conference / interaction with the Media, proof-reading of draft content of Newsletter brought out by the Ministry, well conversant with the use of various Social Media Platforms viz. Facebook, Twitter etc., dealing with dignitaries / political executives, Personal Staff of the Minister(s), Ministry officials, Press etc. |

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|--|--|
| 3. Fee | Rs.80,000/- – Rs.1,25,000/- + Rs.5,000/- – Rs.10,000/- per month as local conveyance. Fee may be revised by not more than Rs.5,000/- including conveyance at the time of annual renewal of contract based on performance and recommendations of Divisional Head concerned and approval of Secretary(PR) with consultation of Integrated Finance. |
| 4. Age limit | The maximum age limit for engagement shall be 50 years in general and 65 years in case of retired from Indian Information Service. The age will be relaxed in extremely rare cases in the interest of the Government with the approval of the Minister. |
| 5. Maximum period of engagement | The initial term of engagement shall be ONE YEAR and subsequent extension(s), if any, shall be considered depending on the requirements based on recommendations of the concerned Divisional Head and approval of Secretary(PR). The maximum period of engagement will be five years. Extension beyond five years, if any required due to the exigencies of work will be done in deserving cases only on the recommendations of Divisional Head with the approval of Secretary(PR) and not as a matter of routine. |

2. The applications should be in the format enclosed and supported with self-attested copies of educational qualifications / experience certificate(s). The selection process for the aforesaid category will involve personal interaction / interview only by the Consultancy Evaluation Committee (CEC).

Note:-The applications should reach Assistant Director (Estt), Ministry of Panchayati Raj, 11th Floor, Jeevan Prakash Building, K. G. Marg, New Delhi-110001 **within 30** days from the date of publication of the advertisement in the newspaper.

3. Envelope should be marked as "Application for engagement as Senior Media Consultant". Incomplete application not supported with self-attested educational qualification / skill qualification /experience certificate(s) will not be entertained.


 (Abhishek Meena)
 Assistant Director(Estt)
 Tel: 23753817

Format for Application for engagement as Senior Media Consultant in the Ministry of Panchayati Raj, New Delhi.

1.Name Mr./Ms._____

2.Father's/SpouseName:_____

3.Date of Birth:_____

4.Nationality:_____

5.Mailing Address (with Tel./Mob.No. & E-mail address):

6.PermanentAddress:_____

7.Educational Qualifications& Year of Passing:

| Sl. No. | Course | Subject(s) | University/Institute | Year of Passing | Division/Class |
|---------|--------|------------|----------------------|-----------------|----------------|
| | | | | | |

8.Experience (from latest)

| Sl. No. | Organization /Institute | Experience | Nature of Work | Remarks |
|---------|-------------------------|------------|----------------|---------|
| | | | | |

(Self-attested copies of certificates supporting educational qualifications and experience should be enclosed)

9.Details of publications, if any:

10.Any other relevant Information:

11.References:

- (i)
- (ii)

12.Retired Government servants applying for engagement as Sr. Media Consultant should provide details of their service / appointment, cadre, relevant experience, date of retirement, etc.

Date..... (Signature)