

M-11015/3/2018-PB  
Government of India  
Ministry of Panchayati Raj

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9th Floor, Tower II, Jeevan Bharti,  
Connaught Circle, New Delhi  
Dated: 01<sup>st</sup> July, 2021

**Subject: Advertisement for hiring Consultant (Editor) for editorial and another publicity material development in the MoPR.**

Ministry of Panchayati Raj (MoPR) invites applications for the services of one professional for engagement as Consultant (Editor) (from open market) on full time basis in addition to existing approved/ already hired consultants with the following educational qualifications, experience & job description:


<b>1. Post and General Condition</b>	<b>Consultant (Editor) Post = 1</b>	Consultant (Editor) would be engaged for a fixed period for providing editorial and other publicity material development work to the MoPR
<b>2. Eligibility Conditions / Qualifications</b>	<b>Educational Qualification</b>	Master's Degree in English (language) with Hindi as a subject upto Graduation. Preference will be given to additional qualification in the field of Journalism, Mass Communication, Media Management etc.
	<b>Experience</b>	Minimum 05 years experience of working as Editor, Content Writer in Center Government Ministries/Departments or their organizations or reputed Magazines/Periodicals published in English and Hindi
	<b>Desirable</b>	Persons with published analytical articles/papers on rural centric Government schemes and programmes would be preferred.
	<b>Responsibility of the Position</b>	Consultant (Editor) will work in Media Division of MoPR and is expected to do the work of compilation of content, editing, writing of articles/books any other form of material for printing/uploading on website and net presence. Development of content relating to schemes and programs, writing original articles for the newsmagazine/website, handling social media, work relating to publicity and awareness generation among the rural masses.

	<b>Fee</b>	Rs.50,000/- per month plus Rs. 5,000/- as local conveyance.
	<b>Age Limit</b>	Maximum age limit for working as Consultant (Editor) is up to attaining 40 years.
	<b>Maximum period of engagement</b>	Consultant (Editor) will be engaged for a fixed period of ONE YEAR and subsequent extension(s) if any, shall be considered depending on the requirements of a specific job, satisfactory Annual Performance Review based on clearly defined Key Performance indicators and based on the recommendations of the concerned Divisional Head and approval of the Secretary. The maximum period of engagement will be five years.

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

Note: The applications should reach Under Secretary (Parliament & Coordination), Ministry of Panchayati Raj, 9th Floor, Tower II, Jeevan Bharti, Connaught Circle, New Delhi -110001 within 21 days from the date of uploading of the advertisement on the official website.

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

  
 (Subhash Sangwan)  
 Under Secretary to Government of India  
[subhash.sangwan@nic.in](mailto:subhash.sangwan@nic.in)

**Annexure**

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

1. Name :
2. Father's/Spouse Name :
3. Date of Birth :
4. Nationality :
5. Mailing Address (with Tel./Mob.No. & E-mail address):
6. Permanent Address :
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. Small write up on "Effective use of IEC by MoPR in development of Panchayats" in English along with its translation in Hindi (250 words).

**Date:**

**(Signature)**



