

F.No. M-21/14/2016-Media
Government of India
Ministry of Women and Child Development
(Media Division)

VACANCY CIRCULAR FOR APPOINTMENT OF CONSULTANT

Media Division of Ministry of Women and Child Development requires the services of a consultant on contract basis for a period of one year. Summary of consultant's position, Terms of Reference and remuneration for this position are as under:

S.No.	Name of position	No. of position	Consolidated remuneration (Rs. per month)	Terms of Reference
1.	Junior Consultant	01	45,000/-	As per Annexure -I

2. Applications from eligible candidates for the aforesaid position are invited in the enclosed pro-forma (Annexure-II) along with the copies of certificates of essential qualifications and experiences. The applications may be addressed to the Deputy Secretary (Media), Ministry of Women and Child Development, Room No. 641, 6th Floor, Shastri Bhawan, New Delhi -110001.

3. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.

4. The Ministry of Women and Child Development reserves the right to reject any application without assigning any reason.

5. Dully filled in application forms along with relevant documents may be submitted within 12 days from the date of publication of the advertisement in newspaper.

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(U.S. Mehta)
Under Secretary to the Government of India
Rele:23382743

Annexure –I

Terms of Reference for engaging consultant

1	Name of post	Junior Consultant
2	Number of post	One (01)
3	Essential Qualifications	Master's Degree preferably in mass media/ mass communication / public relations/ advertising or its equivalent.
4	Desired Qualifications	Proficiency in use of Computers, MS- Office, Internet, Creative work designing, Presentation, Compilation, Writing reports, Coordination etc.
5	Experience in relevant field	5 to 10 years of experience in relevant field
6	Scope of work	<p>(i) To assist Media Division for raising awareness/ dissemination of information of policies/ programmes/ activities pertaining to women and children welfare, legislative interventions and schematic intervention among the general public through print media/ electronic media/ social media, outdoor, organizing exhibition series, publication of booklets and other forms of dissemination of information.</p> <p>(ii) Any other such activity that may be identified by Media Division for any other work of the Ministry.</p>
7	Method of recruitment	Short term on contract.
8	Period of contract	The appointment t the above posts will be purely on contract basis initially for a period of one year. Further extension will be considered based on the work performance and on need basis.
9	Age limit	30 to 40 years.
10	Remuneration (per month)	Consolidated remuneration of Rs. 45,000/- (Rupees Forty Five Thousand only) on monthly basis.
11	Other	(i) The Consultants will not be entitled for any monthly allowances including conveyance. However, in case he/she is required to travel outside Delhi in the context of the work/assignment, the

Ministry shall reimburse the actual cost as per the Rules/regulations of the Central Government.

- (ii) The Consultants will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.
- (iii) The Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, the Consultant shall not draw any remuneration for the absence in case of absence beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.
- (iv) The Consultant will be required to discharge the duties as assigned to him/her by the Ministry.
- (v) The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the Ministry will issue TDS Certificate (s).
- (vi) The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Ministry shall remain with the Ministry. No one shall utilize or publish or disclose or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment from the Ministry without written consent of the Ministry. The Consultants shall be bound to hand-over the entire set of records of assignment to the Ministry before the expiry for the contract and before the final payment is released by the Ministry.
- (vii) The appointment to this Ministry, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry.
- (viii) The Competent Authority reserves the rights to terminate the contract without

giving any explanation or whatsoever on the following grounds:-

- If the Consultant is unable to address the assigned work.
- Quality of the assigned works is not to the satisfaction of the Ministry.
- If the Consultant is found lacking in honesty and integrity.
- The Competent Authority in the Ministry reserves the right to terminate the contract by giving fifteen days notice.

(ix) Termination shall be effected by written notice served to him/her and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

(x) The Consultants are required to give one month notice to the Ministry in case he/she opts to quit the job or assignment.

(xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only.

Annexure –II

APPLICATION FOR THE POST OF JUNIOR CONSULTANT FOR MEDIA
DIVISION OF MINISTRY OF WOMEN AND CHILD DEVELOPMENT

BIO-DATA

Passport-size
Photo of
applicant
with cross
signature

S.no.	Detail	Description
1	Name	
2	Date of Birth	
3	Correspondence Address	
4	Contact number/ Mobile number	
5	Email ID	
6*	Educational Qualification	
7*	Professional qualification and experience relevant field in	
8	Current work profile	
9*	Additional information	

* : Separate sheet may be attached if required. Self attested copies of certificates should be enclosed.

Place:

Date:

(Signature of applicant)