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



1st Floor, Sardar Patel Bhawan,
New Delhi-110001,
Dated: 28th January, 2020

Office Memorandum

Subject: Hiring One Senior Media Consultant for editorial and other publicity material development work to the MoPR.

The undersigned is directed to forward requirement of one Senior Media Consultant for editorial and other publicity material development work to the MoPR. The last date of submission of application is 21 days from the date of uploading the requirement in the website of Ministry of Panchayati Raj i.e. from 27th January, 2020.

2. Ministries and Department are requested to kindly upload the requirement circular in their website and the subordinate and attached offices for wider publicity of the requirement.

(Subhash Sangwan)

Under Secretary to the Government of India.

Tel. 011-23344601

Enclosure: As above

To,
All Ministries and Department of Govt. of India.

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Ms. Pooja, ASO

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

1st Floor, Sardar Patel Bhawan,
New Delhi - 110001

Dated the 27th January, 2020

Subject: Hiring Senior Media Consultant for editorial and another publicity material development work to the MoPR.

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

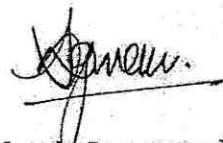
1. Post & General Condition	Senior Media Consultant (Editor) Post = 1	Senior Media Consultant (Editor) would be engaged for a fixed period in providing editorial and another publicity material development work to the MoPR.
2. Eligibility Conditions / Qualifications	Educational Qualification	Master's Degree of Mass Communication/ Journalism
	Working Knowledge	Working experience as a journalist in leading Media houses or newspapers and associated with Print/ Electronic media for the last 20 years. Journalists who have handled the work of editing, translation, designing the layouts of the documents, writing articles in leading English and Hindi newspapers. Having a sound knowledge and work experience of social media
	Desirable	Persons with published articles/papers in leading newspapers would be preferred
	Responsibility of the Position	Senior Consultant (Editor) will work in Media Division of MoPR and are expected to do the work of Editing, Translation of articles/books 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. The entire work of editing and translation into Hindi and English of 'GRAMODAY SANKALP' a quarterly magazine will be handled by the Editor
	Fee	Rs. 1,25,000/- per month plus Rs. 5,000/- as

		local Conveyance
	Age Limit	Maximum age limit for working as senior consultant is up to attaining 65 years.
	Maximum period of engagement	Senior 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 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 Under Secretary (Parliament & Coordination), Ministry of Panchayati Raj, 1st Floor, Sardar Patel Bhawan, New Delhi - 110001 within **21 days** from the date of uploaded of the advertisement on the official website.

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



(Subhash Sangwan)

Under Secretary to Govt. of India

Tel: 011-23344061

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)