

**Ministry of Information and Broadcasting  
Government of India**

Dated: 14 /08/2019

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**Hiring of Young Professionals in Ministry of Information and Broadcasting,  
Government of India**

The Ministry of Information and Broadcasting invites eligible and prospective young Indian nationals for hiring of 35 Young professionals on contract basis initially for one year (extendable upto three years subject to satisfactory annual performance review), to work in Ministry of I&B and its Media Units at a consolidated monthly remuneration of Rs. 50,000 (Rupees fifty thousand only). For details of eligibility, educational/professional qualifications, age limit, work experience and other terms and conditions of the contractual engagement, please refer to the "Procedure and guidelines for engagement of Young Professionals in the Ministry of I&B and its Media Units" available on the website of the Ministry i.e. [www.mib.gov.in](http://www.mib.gov.in)

Rajendra Singh  
Deputy Secretary (Admn)  
Ministry of Information and Broadcasting  
Tel No: 011-2338 4484

**Note: Last date of receipt of applications in the Ministry of Information and Broadcasting is 14<sup>th</sup> September, 2019.**

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**Ministry of Information & Broadcasting  
Government of India**

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**Dated: 14<sup>th</sup> August, 2019**

**Subject: Procedure and guidelines for engagement of Young Professionals in Ministry of Information & Broadcasting and its Media Units including Press Information Bureau, Bureau of Outreach & Communication, Publications Division and Registrar of Newspapers for India.**

The following guidelines and procedures are being prescribed for engagement of Young Professionals in Ministry of Information & Broadcasting. These guidelines will come into effect from the date of issue.

**1. Purpose and Scope of Application**

1.1 The Ministry of Information & Broadcasting is tasked with the vital role of meeting the publicity requirements of the Government of India and awareness generation among masses. The role of the Ministry is crucial keeping in view the rapidly evolving media landscape in the country. Hiring of Young Professionals with requisite educational and professional skills will strengthen the functioning of the Ministry of Information & Broadcasting and its Media Units including Press Information Bureau, Bureau of Outreach and Communication, Publications Division and Registrar of Newspapers for India. The Young Professionals should be high quality professionals, capable of lending their expertise in the Ministry of Information & Broadcasting and its Media Units.

1.2 The General conditions of Contracts for the services of Young Professionals will be incorporated into their individual contracts.

**2. Definitions:** The following definitions apply for the purpose of the present instructions:

2.1 **"Young Professional"** means a person recruited in an individual capacity to work in the Ministry of Information & Broadcasting and its Media Units.

2.2 **"Services"** covers a range of services that are of professional nature and are provided by Young Professional. These services typically will be of specialized nature in tune with the tasks of Ministry of Information & Broadcasting and its Media Units.



### **3. Contractual terms and conditions**

**3.1 Legal Status:** The Young Professional shall be selected on short-term contract basis and shall not be regarded, for any purpose, as being either a "staff member" of Ministry of Information & Broadcasting and its Media Units or an "official" of Ministry of Information & Broadcasting and its Media Units. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent between the Ministry of Information & Broadcasting and its Media Units and the Young Professional.

#### **3.2 Standards of Conduct**

**3.2.1 In General** the Young Professional shall neither seek nor accept instructions from any authority external to Ministry of Information & Broadcasting and its Media Units in connection with the performance of its obligations under the Contract. The Young Professional shall not take any action in respect of performance of the Contract or otherwise related to obligations under the Contract that may adversely affect the interests of Ministry of Information & Broadcasting and its Media Units, and the Young Professional shall perform its obligations under the Contract with the fullest regard to the interests of the Ministry of Information & Broadcasting and its Media Units. The Young Professional warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of Ministry of Information & Broadcasting and its Media Units. The Young Professional shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In the performance of the Contract the Young Professional shall comply with the standards of Conduct. Failure to comply with the same is grounds for termination of the Young Professional for cause.

**3.2.2 Prohibition of Sexual Exploitation and Abuse:** In the performance of the Contract, the Young Professional shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" The Young Professional acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of Ministry of Information & Broadcasting to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action

#### **3.3 Title Rights, Copyrights, Patents and Other Proprietary Rights:**

**3.3.1** Title to any equipment and supplies that may be furnished by the Ministry of Information & Broadcasting and its Media Units to the Young Professional for the performance of any obligations under the Contract shall rest with Ministry of Information & Broadcasting and its Media Units, and any such equipment shall be returned to Ministry of Information & Broadcasting and its Media Units at the conclusion of the Contract or when no longer needed by the Young



Professional. Such equipment, when returned to Ministry of Information & Broadcasting and its Media Units, shall be in the same condition as when delivered to the Young Professional, subject to normal wear and tear, and the Young Professional shall be liable to compensate Ministry of Information & Broadcasting and its Media Units for any damage or degradation of the equipment that is beyond normal wear and tear.

3.3.2 Ministry of Information & Broadcasting and its Media Units shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Young Professional has developed for Ministry of Information & Broadcasting under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Young Professional acknowledges and agrees that such products, documents and other materials constitute works made for hire for Ministry of Information & Broadcasting and its Media Units. Subject to the foregoing provisions, all documents and compiled by or received by the Young Professional under the Contract shall be the property of Ministry of Information & Broadcasting and its Media Units, shall be made available for use or inspection by Ministry of Information & Broadcasting and its Media Units at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to Ministry of Information & Broadcasting and its Media Units' authorized officials on completion of work under the Contract.

**3.4 Confidential Nature of Documents and Information:** The Young Professional would be subject to the provisions of the Indian Official Secrets Act, 1923. The Young Professional shall not, except with the previous sanction of Ministry of Information & Broadcasting and its Media Units or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by Ministry of Information & Broadcasting and its Media Units.

**3.5 Use Of Name, Emblem or Official Seal of Ministry of Information & Broadcasting and its Media Units:** Young Professional shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Ministry of Information & Broadcasting and its Media Units, nor shall the Young Professional, in any manner whatsoever use the name, emblem or official seal of Ministry of Information & Broadcasting and its Media Units, or any abbreviation of the name of Ministry of Information & Broadcasting and its Media Units, in connection with its business or otherwise without the written permission of Ministry of Information & Broadcasting and its Media Units.

**3.6 Insurance:** The Young Professional shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract,

as well as for arranging, at the Young Professional's sole expense, such as life, health and other forms of insurance as the Young Professional may consider to be appropriate to cover the period during which the Young Professional provides services under the Contract.

### **3.7 Travel, Medical Clearance and Service Incurred Death, Injury or Illness:**

3.7.1 Ministry of Information & Broadcasting may require the Young Professional to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of Ministry of Information & Broadcasting and its Media Units.

3.7.2 In the event of the death, injury or illness of the Young Professional which is attributable to the performance of services on behalf of Ministry of Information & Broadcasting and its Media Units under the terms of the Contract while the Young Professional is traveling at Ministry of Information & Broadcasting or its Media Units' expense or is performing any services under the Contract in any offices or premises of Ministry of Information & Broadcasting, its Media Units or Government of India, the Young Professional or the Young Professional's dependents, as appropriate, shall not be entitled to any compensation.

### **3.8 Force Majeure and other Conditions:**

3.8.1 Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Young Professional .

3.8.2 The Young Professional acknowledges and agrees that, with respect to any obligations under the Contract that the Young Professional must perform in or for any areas in which Ministry of Information & Broadcasting and its Media Units are engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself constitute force majeure under the Contract.

3.9 **Termination:** The Ministry of Information & Broadcasting can terminate the contract at any time without prior notice and without providing any reason for it. However, in normal course, termination of contract may be done by giving one month's notice/salary, as the case may be, without providing any reason for it. The Young Professional can also seek for termination of the contract upon giving one month's notice to the Ministry of Information & Broadcasting.

3.10. **Audits and Investigations:** Each invoice paid by Ministry of Information & Broadcasting and its Media Units shall be subject to a post-payment audit by auditors, whether internal or external, of Ministry of Information & Broadcasting, its Media Units



or by other authorized and qualified agents of Ministry of Information & Broadcasting and its Media Units at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. Ministry of Information & Broadcasting and its Media Units shall be entitled to a refund from the Young Professional for any amounts shown by such audits to have been paid by Ministry of Information & Broadcasting and its Media Units other than in accordance with the terms and conditions of the Contract. The Young Professional acknowledges and agrees that, from time to time, Ministry of Information & Broadcasting and its Media Units may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Young Professional generally relating to performance of the Contract. The right of Ministry of Information & Broadcasting and its Media Units to conduct an investigation and the Young Professional's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Young Professional shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Young Professional's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to Ministry of Information & Broadcasting and its Media Units access to the Young Professional's premises at reasonable times and on reasonable conditions in connection with such access to the Young Professional's personnel and relevant documentation.

**3.11 Settlement of Disputes:** Ministry of Information & Broadcasting and its Media Units and the Young Professional shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.

**3.12 Arbitration:** Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the Secretary, Ministry of Information & Broadcasting for arbitration. The Secretary, Ministry of Information & Broadcasting may appoint an arbitrator for the settlement of the controversy.

**3.13 Conflict of Interest:** The Young Professional shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Young Professional are not found satisfactory or found in conflict with the interests of the Ministry of Information & Broadcasting, its Media Units or Government of India, his/her services will be liable for discontinuation without assigning any reason.

#### **4. Terms of reference**

The tasks to be performed by the Young Professionals shall be decided as per requirements as deemed necessary by Secretary (I&B) and Heads of Media Units where the Young Professionals will be posted.

#### **5. General Terms & Conditions**

**5.1. Tenure:** Engagement will be for a period not exceeding three years; continuation beyond first and subsequent year to be contingent on satisfactory annual performance review.

**5.2** The Young Professionals will be appointed on full-time basis and would not be permitted to take up any other assignment during the period of work with Ministry of Information & Broadcasting and its Media Units.

**5.3** The appointment of Young Professionals is of a temporary nature and the Ministry of Information & Broadcasting can cancel the appointment at any time without providing any reason for it.

**5.4 Number of Young Professionals:** A total of 35 Young Professionals will be engaged by Ministry of Information & Broadcasting and its Media Units, which may be scaled up as per requirements.

**5.5 Place of Posting:** Delhi

#### **6. Educational Qualifications, Age, Experience and Remuneration**

**6.1 Educational Qualification:** In general following qualifications are required:

**Essential** - Master's Degree/Diploma in relevant subject

**Desirable** — Master's Degree in Journalism/ Mass Communication/Visual Communication/Information Arts/MBA/ Animation & Designing/ Literature and Creative writing.

##### **6.2 Experience, Basic Skills, Age and Remuneration:**

**Desirable:** Minimum one-year work experience after Master's Degree/Diploma, preferably in the field of Communication, designing, marketing, e-commerce, animation, editing and book publishing.

Candidates must possess strong analytical, communication (written and verbal), interpersonal skills; proficiency in using MS Office; good command over English and Hindi or a regional language

The upper Age Limit for applicants is of 32 years (as on closing date of advertisement).

The remuneration provided to the Young Professionals will be Rs. 50,000/- per month (fixed). The consolidated remuneration will be inclusive of all applicable taxes. No allowances such as Dearness Allowance, Residential Telephone, House Rent Allowance, CGHS, Medical reimbursement etc. are admissible.



7. **TA/DA** – TA/DA is allowed for travel in the country in connection with official work, subject to approval of Competent Authority. The permissible mode of journey may be via Air in Economy Class or by Rail in AC Two Tier. Hotel accommodation of up to Rs. 2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

#### 8. Selection Process

8.1 The selection of Young Professionals shall be made in accordance with the provisions contained in GFR 2017 under Rules 177 to 196 and Chapter 7 — Selection of Individual Consultant /Service Provider (para 7.1 and 7.2) Chapter — 6 (para 6.5) of Manual for Procurement for Consultancy and Other Services 2017.

8.2 The requirement of Ministry of Information & Broadcasting will be advertised on its website as well as in at least one newspaper (both Hindi and English).

8.3 The applications received shall be placed before a Screening Committee with following composition:

Joint Secretary (P&A), M/o I&B	Chairman
One ADG level Officer	Member
Dy. Secretary (Admin.), M/o I&B	Member Convener

8.4 The Screening Committee shall shortlist the applicants based on qualification, age and experience enumerated under para 6.

8.5 The panel of Shortlisted applications shall be placed before a Selection Committee with following composition:

Secretary (I&B)	Chairman
AS&FA, M/o I&B	Member
Joint Secretary (P&A), M/o I&B	Member
One Pr.DG/DG	Member

8.6 The Selection Committee may devise its own method for selection of suitable candidates as per requirement. The Selection Committee may recommend a panel of names for keeping in reserve list.

9. **Payment:** The payment will be released by Ministry of Information & Broadcasting within one week after completion of the month based on the biometric attendance



registered by the Young Professional or on certification by concerned Competent Authority in case the Young Professional has been deputed on tour.

10. **Leave** – The Young Professionals shall be entitled to leave of 8 days in a year on pro rata basis. Further, the absence up to one month may be considered without remuneration. Apart from this, the women Young Professionals may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour and Employment vide no S-36012/03/2015-SS-1 dated 12<sup>th</sup> April 2017.

11. **Tax Deduction at Source:** 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 of Information & Broadcasting will issue TDS Certificate/s. Goods and Service Tax, as applicable shall be admissible to the Young Professionals. The Ministry of Information & Broadcasting undertakes no liability for taxes or other contribution payable by the Young Professional on payments made under this contract.

12. **Police Verification:** Police verification of the Young Professionals shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of Young Professional shall cease to exist with immediate effect without any notice.

13. **Training:** After joining, three days induction training program may be organized for all the Young Professionals by the Ministry and Media Units where they are posted.

14. **Relaxation:** Where the Union Minister of Information & Broadcasting is of the opinion that it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules.

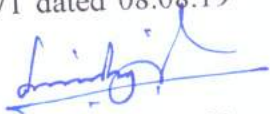
15. **How to apply:** The eligible and interested applicants should duly fill in the prescribed application form [Annexure-I] and forward the same within the prescribed time period given in the advertisement.

Under Secretary (Admn.), M/o Information and Broadcasting

Room No. 544, Á wing, Shastri Bhawan, New Delhi

The duly filled application form may also be sent through email within the stipulated period at [soadmn4-moib@nic.in](mailto:soadmn4-moib@nic.in). For any clarification, you may contact the undersigned.

16. This issues with the concurrence of AS&FA vide Dy. No. 112971 dated 08.08.19 and approval Competent Authority.



(Rajendra Singh)

Deputy Secretary to the Govt. of India

011-2338 4484

Email: [rsingh.dhfw@nic.in](mailto:rsingh.dhfw@nic.in)

**Last date for receipt of applications: 14.09.2019**

**Application for the post of Young Professional**

Paste the recent  
Passport size  
photograph

1. Name in full (in Block letters): \_\_\_\_\_
2. Father's/Husband's Name: \_\_\_\_\_
3. Permanent Address \_\_\_\_\_  
\_\_\_\_\_
4. Address for correspondence: \_\_\_\_\_  
\_\_\_\_\_
5. Phone No.: (Mob.) \_\_\_\_\_ (Landline) \_\_\_\_\_
6. (a) Date of Birth : Date : \_\_\_\_\_ Month: \_\_\_\_\_ Year : \_\_\_\_\_  
(Attested copy of proof of age to be attached)  
(b) Age as on .....: Year \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_
6. Whether SC/ST/OBC/GEN :  
(If SC/ST/OBC, documentary proof to be furnished)
7. Nationality : \_\_\_\_\_
8. (a) Educational Qualifications\* :

Name of the Institution/ Board/University	Year of Passing	Subjects studied	Division/% of marks obtained



(b) Professional/Technical Qualifications\* :

Name of the Institution/ Board/University	Year of Passing	Subjects studied	Division/% of marks obtained

(\* The procedure and guidelines for engagement of Young Professionals may please be read carefully at Ministry's website : [www.mib.gov.in](http://www.mib.gov.in))

9. Work Experience in the relevant fields:

Name & address of Employer	Period of service From To		Designation of post & scale of pay	Total length of service	Nature of work & level of responsibilities

(A brief write-up to be given at the end indicating the relevance of past experience to the Post applied for)

10. Languages known with proficiency : \_\_\_\_\_
11. Whether presently in any job. If yes then job is in Govt./PSU/Autonomous Institutions/Private : \_\_\_\_\_
11. Whether permanent/temporary/ad-hoc in the present job: \_\_\_\_\_
12. Any other information relevant: \_\_\_\_\_

**Declaration & Certificate**

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understand that this position is purely temporary on contract basis, if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place..... Signature of the Candidate.....

Date..... Name.....