

Govt. of India  
Ministry of Information and Braodacasting  
New Media Wing  
Soochana Bhawan, CGO complex New Delhi-110003  
Dated:25.09.2019

**Subject: Hiring of Senior Editor (One) and Junior Editor (Two) in New Media Wing, New Delhi for compilation of India Annual Reference-2020.**

New Media Wing (NMW) under Ministry of Information and Broadcasting compiles India Annual Reference 'BHARAT' in Hindi and 'INDIA' in English. NMW invites application for the purpose of compiling the Annual Reference for the year 2020, from the eligible and willing persons for preparing a panel to select **One Senior Editor and Two Junior Editors for Five months**. Retired IIS Officers with relevant experience as well as exceptionally qualified candidates (with at least 10 years experience in academics or in editing and compilation) may also apply for empanelment.

**The applications in prescribed pro forma (Annexure-1) should reach the NMW, by 03 October 2019. (6:00.P.M.)**

Qualification and Experience required for Senior Editors/Junior Editors

**(A) Qualification for Senior Editors (01) :**

**Essential:**

- (i) Degree in any discipline from a recognized University or equivalent.
- (ii) The Candidate should have studied Hindi/English language up to 12<sup>th</sup> standard. However the educational qualification is only indicative.
- (iii) He/ She should be well versed with computers.
- (iv) Maximum age limit for candidate will be 65 years (with 2 years relaxation in case of compelling reasons).

**Experience:**

- (i) The Candidate should have at least 10 years experience of editing/journalism/public relations/media work from any publishing house/newspaper/news agency/election media house.
- (ii) Experience in translation/proofreading/editing/ handling office work will be an added qualification.

**(B) Qualification for Junior Editors (02) :**

**Essential:**

- (i) Degree in any discipline from a recognized University or equivalent.
- (ii) The Candidate should have studied Hindi/English language concerned up to 12<sup>th</sup> standard. However the educational qualification is only indicative.
- (iii) He/ She should be well versed with computers.
- (iv) Maximum age limit for candidate will be 65 years (with 2 years relaxation in case of compelling reasons).

**Experience:**

- (i) The Candidate should have at least 5 years experience of editing/journalism/public relations/media work from any publishing house/newspaper/news agency/election media house.
- (ii) Experience in translation/proofreading/editing/ handling office work will be an added qualification.

**JOB REQUIREMENTS**

**Senior Editor:**

Senior Editors will be responsible for editing/compilation/proof reading work assigned to by the In-charge/Head of Office. Besides he/she will be required to provide all editorial/ professional assistance to the In-Charge/Head of the Office, in his day to day official work.

Senior Editors will have to perform duty for 8.30 hours (each day) in the office for minimum 22 days in a month for 5 months.

**Junior Editor:**

Junior Editors will be responsible for editing/compilation/proof reading work assigned to by the In-charge/Head of Office. Besides he/she will be required to provide all editorial/ professional assistance to the In-Charge/Head of the Office, in his day to day official work.

Junior Editors will have to perform duty for 8.30 hours (each day) in the office for the minimum 22 days in a month for 5 months. If required, he/she may also have to visit different Ministry and departments for pursuing the material for India Annual Reference-2020.

**RATES FOR CASUAL ASSIGNEES**

Engagement of Senior Editor and Junior Editor will be on casual and purely day to day assignment basis as per the following rates:

**Senior Editor/Junior Editors**

- (i) Senior Editor having experience of 5 year or more along with computer ability will be paid @1900/-per day
- (ii) Junior Editor having experience of 3 year or more along with computer ability will be paid @1600/-per day

**Procedure for empanelment:**

After scrutiny of Qualification and Experience related documents, a list of suitable candidates will be prepared, who may be called for a proficiency test/personal interaction in front of a Selection Committee.

The Committee, on the basis of qualification, work experience and suitability of the candidate will recommend the names of the candidates for inclusion in the panel for engagement in duty. The recommendation of the Selection Committee will be placed before the competent authority for approval. The decision of the competent authority shall be final and cannot be challenged.

**General Terms and Conditions:**

- 1. Mere inclusion of the name of a candidate in the panel does not confer any legal right to get the assignment. Assignment will be given as and when required.
- 2. The empanelled candidate will not be entitled to claim any kind of extension in his assignment/absorption in the government job.
- 3. No other facilities except the fixed rates will be payable to the casual assignees.
- 4. Regular monitoring of the work of the casual assignee will be done by the In Charge/Head of Office.
- 5. The Income Tax at source will be liable to be deducted as per the prevailing rules.
- 6. Panel will be subject to maximum Five Months period.
- 7. If and performance of as assignee in not found up to the mark, his/her empanelment could be terminated.
- 8. The empanelled senior/junior Editors will be required to mark their attendance in the Attendance Register daily, failing which they will be treated absent from duty and their pay of that day is liable to be deducted.
- 9. No TA/DA would be admissible for attending proficiency test/personal interaction and for joining duty or after completion of the assignment.

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Name and postal address of the Officer to whom applications should be addressed is given below.

**Sh. Sayyid Rabeehashmi**

**Deputy Director,**

**New Media Wing, Ministry of I&B,**

**Room No. 1069, 10<sup>th</sup> Floor,**

**Soochana Bhawan, CGO**

**Complex, Lodhi Road, New Delhi-110003,**

**PROFORMA**

**Application for selection of Senior/Junior Editors on contract basis in New Media Wing,  
Ministry of Information and Broadcasting.**

1. Name in Full: \* (Block Letters)
2. Date of Birth:\*
3. Complete residential address:\*
4. Phone number:  
Mobile Number
5. E-mail address:
6. Nationality:
7. Education Qualification: #  
(Certificate to be attached of Class X, Class XII, Graduation/Diploma, Post -Graduation based on the qualification of the candidate)
8. Brief particulars of Work Experience\*  
(In case of no experience may write-N/A)

S.no	Organization	Duration	Designation

(In case of lack of space, work experience information in the above format may be attached with the application form separately)

9. Additional relevant information, if any in support of your suitability for the said engagement  
(attach a separate sheet, if necessary):

10. Qualification/Experience working in Basic Computer

\*Attached self-certified copies of the documents. Originals will be checked at the time of proficiency test/personal interaction.

#Education Qualifications and Experience should be supported by documents proof.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this documents and ready to accept all the terms and conditions for engagement of Senior/Junior Editor.

(Signature of the Candidate)

Place:

Date: