

F. No. Estt-40020/1/2023-Estt-MoMA
GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110003.

Dated: 30th October, 2024

ADVERTISEMENT NOTICE

Sub.: Invitation of Online applications for engagement of One (01) post of Consultant (Media Lead) in the Ministry of Minority Affairs, purely on contractual basis.

Ministry of Minority Affairs invites online application from eligible and desirous candidates for engagement as Consultant (Media Lead) in Media Division in the Ministry of Minority Affairs for an initial period not exceeding one year which is extendable by another period up to one year on full time contractual basis as per details given below:

i.	Nature of Post	Media Lead
ii.	Requirement	1 (One)
iii.	Initial Period of engagement	One year which may be extended by another period up to one year
iv.	Eligibility criterion	<p><u>Essential:</u></p> <p>(a) Master's degree in journalism and / or mass communication from a recognized university or equivalent</p> <p>(b) Minimum 20 years' experience of working in the field of media / mass communication.</p> <p><u>Desirable:</u></p> <p>(a) Excellent oral and written communication skills in English and Hindi;</p> <p>(b) Knowledge of Excel, PowerPoint, etc and excellent knowledge of print/electronic media;</p> <p>(c) Experience of working in Government set-up;</p> <p>(d) Work experience of handling and development of content for social media platforms such as X (formerly Twitter), Instagram, Facebook for issues of social, national or governance importance</p>
v.	Age Eligibility	Not more than 58 years on the last date of submission of application

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vi.	Scope of work	<p>(a) To assist Media Division for raising awareness / dissemination of information of policies / programmes / activities pertaining to minority welfare and schematic intervention among the general public through print media / electronic media / social media / outdoor publicity / exhibition, publication of booklets and other forms of dissemination of information;</p> <p>(b) To assist Media Division in ideation and creation of suitable content for various media platforms, handling social media accounts of the Ministry, planning and executing social media strategy;</p> <p>(c) Coordination within the Ministry (including with entities within the jurisdiction of Ministry) and with other Ministries, media persons / media agencies;</p> <p>(d) Enhancing the presence and reach of Ministry on social media.</p>
vii.	Allowances	The Consultant shall not be entitled to any kind of allowance or accommodation facility, such as Dearness Allowance, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.
viii.	TA/DA	No TA/DA shall be admissible for joining the assignment or upon its completion.
ix.	Remuneration	Rs. 1,50,000/- per month (Fixed).
x.	Leave	The Consultant shall be eligible for Paid leave of absence at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a Calendar year shall not be allowed. No remuneration for period of absence in excess of admissible leave will be paid.
xi.	Allowances	Consultant shall not be entitled to any kind of allowance or accommodation facility, e.g., Dearness Allowance, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.

2. TA/DA

Consultants shall not be entitled to any kind of allowance or accommodation facility. However, should they require to undertake domestic tours in connection with the official work of the Ministry, TA/DA admissible subject to approval of the competent authority at the following rates: -

Mode of Journey	Reimbursements
Air in Economy class or by rail in AC three tiers	Reimbursement for hotel accommodation/ guest house of up to Rs. 2,250/- per day, Reimbursement of non-AC taxi charges of up to Rs 338/- per day for travel within the city, reimbursement of food bills not exceeding Rs. 900/- per day.



3. The above engagement is purely on temporary and contractual basis. The selected candidate will not have any right to seek regularization in any post in this Ministry.
4. Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.
5. The Consultant shall sign an agreement of confidentiality with the Ministry of Minority Affairs containing a clause of Ethics and Integrity.
6. Eligible candidates, in good health may submit their applications indicating the post for which the candidate wishes to apply. The application should be submitted only through online by visiting the website of the Ministry at <https://minorityaffairs.gov.in/en/careers> on or before 04th November, 2024. No offline application will be accepted.
7. Ministry of Minority Affairs reserves the right to increase/ decrease/ cancel the vacancy as per requirement without any notice.
8. Applications received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Shortlisted candidate will be called for interview. However, this Ministry reserves the right to reject any or all applications without assigning any reasons.



(Vikas Mohan)

Under Secretary to the Government of India

To

NIC, MoMA – with a request to upload this circular on the website of the Minister

PROFORMA

Application for appointment of Consultant (Media Lead) in Media Division on contract basis in Ministry of Minority Affairs

1.	Name in full (Block Letters)				
2.	Date of Birth (dd/mm/yyyy)				
3.	Educational Qualification				
4.	Complete Residential Address				
5.	Telephone/ Mobile No.				
6.	Email ID				
S.No.	Organization where served and designation	Scale of Pay & Pay	From	To	Nature of Work performed

2. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.

DECLARATION

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect, my candidature is liable to be rejected. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of Consultant.

Name & Signature of the applicant

Place & Date:

Enclosures:

- Educational Qualification
- Aadhar Card
- PAN Card
- Bank Details