

**No.17020/52/2020-SCD-VI/DAIC
Dr. Ambedkar International Centre
Ministry of Social Justice and Empowerment
Government of India**

**15, Janpath, New Delhi - 110001
Dated: 2nd June, 2020**

Subject: Publishing the circular of content writer in Employment News.

Please find enclosed a copy of circular relating content writers at Dr. Ambedkar International Centre (DAIC) for publishing in the Employment News urgently.



(Vikas Trivedi)
Director (DAIC)

Deputy Director (Media)
Ministry of Social Justice and Empowerment
Shastri Bhawan, New Delhi-110001.

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Dr. Ambedkar International Centre
15, Janpath, New Delhi
Ministry of Social Justice and Empowerment
Government of India**

Dated: 1 June, 2020

Empanelment of the Content Writers and Editors

Online applications through email are invite are invited for empanelment of content writers and editors/proof readers for various jobs at DAIC and DANM. The detail regarding eligibility criteria, role and responsibility, experience, Nature of Job, remuneration, etc. for the applicant is as given below-

a. Eligibility and Experience

- i. The applicant must have a graduate degree from a recognized university in any discipline with Hindi/English as core or Main/Optional/Elective Subject.
- ii. The applicant must have appropriate experience of content writing with copywriting knowledge.
- iii. The application must have Excellent communications skills with command over verbal and written skills and great hold over the English and Hindi languages.
- iv. The application must have good knowledge of HTML, Photoshop, Dreamweaver, MS- Front, Page setting, etc.
- v. Working knowledge of content management systems will be given preference.
- vi. The applicant must be proficient in all Microsoft Office applications.
- vii. The applicants with a portfolio of published articles will be given preference.
- viii. The applicant must have sense of adaptability according to requirements, managing different strategies and ideas and management of work with time.

b. Role and Responsibilities

Based on the requirements of DAIC, the content writer/editor needs to

- i. Create and provide fresh contents which are on different niche and of various forms for a broad spectrum including articles, blogs, press releases, promotional web content, books, brochures, guidelines, policy documents, journal, magazine, reports etc. to suit the specific requirements of DAIC.
- ii. Rewrite the existing content or edit and proofread the content.
- iii. Manage and develop content with unique ideas for web content.
- iv. Understand the objectives of the organization, the target audience, administrative requirement for development of simple, easy-to-understand and user friendly content.
- v. Complete editing/proof reading of the content properly before publication of the content.
- vi. Create informative and engaging content which may enable the readers to get their information promptly and efficiently.
- vii. Maintain the desired confidentiality of the content before publication.
- viii. Strictly avoid using the same content in personal writings and while providing content to other organisations else it will be considered as a punishable offence.
- ix. Sign an undertaking for maintaining desired confidentiality.

c. Nature of Job

The impaneled candidates will not be the part of DAIC and DANM at all. Their services will be hired purely on contractual and rotation basis subject to availability of work.

d. Procedure of Empanelment

Applications received till last date will be scrutinized and listed candidates will be given a writing and editing task either online or offline as per the prevailing conditions. The selected candidates on the basis of the task will be empaneled for 2 years. 10-15 candidates may be empaneled. The final decision on number of empaneled candidates and duration will be taken by DAIC.

e. Remuneration

Rs. 4000 for 5000 words already approved (copy attached with Note # 1 above) and the Rs. 3000 for 5000 words to the editors separately. No other allowances like TA/DA etc will be paid to the content writers and the editors.

f. Method of Applying and last date for receiving application

Eligible and interested candidates may send their application on a plain paper with latest resume to dir-daic-msje@gov.in by 30.06.2020.

3. Therefore, in view of the series of publication in May 2020, it is requested that the terms and conditions mentioned in para 2 (from a. to f.) above may be approved and uploaded on the website of DAIC and MSJE.


(Vikas Trivedi)

Director (DAIC)