

No.A.12034/04/2018-Estt.II
Government of India
Ministry of Social Justice & Empowerment
(Department of Social Justice & Empowerment)

Shastri Bhawan, New Delhi-01

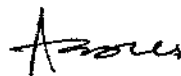
Date:- 29 June, 2018

CIRCULAR

Subject: Engagement of Consultant on temporary contract basis in the Department of Social Justice & Empowerment – reg.

It is proposed to engage a Consultant for Media Unit of this Department on purely temporary and on contract basis for an initial period of six months. The details of engagement are as under:-

1.	Designation	Consultant
2.	Period of engagement	Initially for six months from the date of joining which may be extendable further on the basis of requirement of the Department and performance of the selected person.
3.	No. of personnel required	One
4.	Place of posting	Media Unit of the Department of Social Justice & Empowerment at Shastri Bhawan, New Delhi
5.	Remuneration per month	Rs. 35,000/- (maximum) + Rs. 2,000/- Conveyance Allowance. (in respect of retired Government officials their remuneration will be fixed on the basis of their last pay drawn/ pension) for others on the basis of their qualification and experience.
6.	Age limit	Not beyond 65 years



7.	Eligibility	Persons having excellent knowledge of Print/ Electronic Outdoor & other media including social media Preference will be given to retired Govt. officers having similar experience/ retired Campaign officers of DAVP.
8.	Nature of duties	Giving wide publicity for the scheme of the Ministry through Print/ Electronics and Social Media.
9.	Closing date for submission of applications	Application in the prescribed proforma may be submitted by 20.07.2018
10.	Selection procedure	On the basis of Interview
11.	Application to be forwarded to	Under Secretary (Admn.), D/o Social Justice and Empowerment, Shastri Bhawan, Room No. 240, A-Wing, 2 nd Floor, New Delhi

2. The above said engagement is purely on temporary basis and on contract basis. The selected candidate will not have any right to seek regularization in any post in this Ministry. Further the selected person will be governed by the provisions in the guidelines for engagement of Consultants in this Department as amended from time to time.

Asokan P.K.
(Asokan P.K.)

Under Secretary to the Government of India

Tel: 011-23382184

To

1. All Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
- ✓ 2. NIC for publishing the vacancy in the Ministry's website.
3. DD (Media) with reference to the note dated 16.05.2018.
4. E-Office Notice Board/ Guard file.

PROFORMA

Application for appointment of Consultant in Department of Social Justice & Empowerment

1.	Name in full (Block Letters)				
2.	Date of Birth				
3.	Date of superannuation from Govt. Service (if applicable)				
4.	Educational Qualifications				
5.	Complete Residential Address				
6.	Telephone/ Mobile No.				
7.	E-mail ID				
8.	Position held since entry into service				
9.	Last pay drawn (Copies of LPC and PPO should be enclosed in case of retired Govt. servants)				
10.	Pension drawn (in case of retired Govt. servants)				
S.No.	Organisation where served and designation	Scale of Pay & Pay	From	To	Nature of work performed

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

Name & Signature of the applicant:

Place:

Date:

