Subject:- Tender notice for engagement of Media Consultant in Ministry of Tribal Affairs –reg.

Applications are invited from citizens of India, who fulfill the following conditions for appointment as Media Consultant on purely contractual basis initially for a period of Six months extendable for a further period of one more year starting with effect from the date of engagement in the Ministry of Tribal Affairs.

2. The prospective candidates should be in possession of the following qualifications:-

<table>
<thead>
<tr>
<th>Name of Post</th>
<th>Emoluments</th>
<th>Maximum age</th>
<th>Essential Qualification</th>
<th>Desirable Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Consultant</td>
<td>Rs. 48,000 per month consolidated</td>
<td>55 Years</td>
<td>Graduation in Any subject. Preference will be given to candidates having Degree/Diploma in Graphic Design/IT/Computer Engineering/Science or experience in journalism.</td>
<td>Proficiency in MS Office, knowledge of software programme like Adobe Photoshop, infographics and other contemporary IT skills currently in use in the Media sector.</td>
</tr>
</tbody>
</table>

3. **Nature of duties**: (1) **Media Consultant** - The Media consultant is required to do assigned work of monitoring of Social Media network, monitoring of print / electronic media to keep track of all news items pertaining to the Ministry of Tribal Affairs and coordination with the concerned State Governments to address the issue, content writing, developing stories on best practices and projects done by the Ministry, covering a program and function, drafting of Press releases and advertisements, preparation of power point presentations, information brochures and handouts as per requirements of the Media Division of the Ministry.

Details of terms of reference for engagement of Media Consultant are as per ANNEXURE I.
4. **Procedure to apply**

Interested candidates may send their applications in the prescribed format in **pdf file** as per ANNEXURE- II addressed to the Under Secretary (TRI & Media Division), Jeevan Tara Building, Ground Floor, 5, Parliament Street, New Delhi -110001. The application may be sent through speed post/mail at the email: tri-tribal@nic.in by **30.09.2020 (5.30 P.M.)** Application sent by fax or courier will not be considered. Applications received after the last date shall not be entertained.

5. Candidates may satisfy themselves about their eligibility for the post before applying as per the conditions given in para-2 above. Receipt of an Interview letter from the Office should not be taken as Ministry’s approval of their eligibility for the post.

6. **Selection Procedure:** The shortlisted candidates meeting the prescribed qualifications will be called for interview in the Ministry. No TA/DA will be provided by the Ministry for this purpose. The communication in this regard shall be made on the postal address furnished in the application and/or through e-mail ID given by the candidates.

7. In the matter of any dispute, between the parties regarding terms and conditions of the contract an execution thereof, the matter shall be referred to Arbitrator (s) as may be decided by the Secretary, Ministry of Tribal Affairs for arbitration under the Arbitration & Conciliation Act, 1996. The Consultant shall not question the decision of the Arbitrators (s) on the ground that the Arbitrator(s) is/are Government Servants(s). The decision of the Arbitrator(s) shall be final and binding on the parties. The place of arbitration will be New Delhi only.

(Nadeem Ahmad)
Under Secretary to the Govt. of India
Tele:23343708

**Copy to:-**

Technical Director (NIC) for uploading the tender document on this Ministry’s website.
1. Terms of reference for engagement of Media Consultant

   a) Dissemination of information on various schemes / programmers implemented for the benefits of STs through advertisement in newspaper, press releases through PIB etc. from time to time.
   b) Monitoring of Social Media network.
   c) Monitoring of print / electronic media to keep track of all news items pertaining to the Ministry of Tribal Affairs and coordination with the concerned State Government to address the issue.
   d) The responsibility of media consultant shall be on a continuing basis to insure a steady flow of inputs to the print, visual and virtual media.
   e) Assisting in Organization of Photographic Competition, Tribal festival at national level, National Tribal Awards etc.
   f) Any other work as assigned by the concerned officers.

2. Other terms and conditions

A. Period of Engagement

1. The initial engagement as consultant will be for a period of 6 (six) months, thereafter, the engagement will be reviewed and it shall not exceed one year at a time.

2. The appointment of Consultants shall be on full-time basis and they shall not be permitted to take up any other assignment during the period of Consultancy with the Ministry of Tribal Affairs.

3. The appointment of Consultants is of a temporary (non-official) nature against specific jobs. The appointment can be cancelled at any time by the Ministry without assigning any reason.

B. Allowances

The Consultant shall not be entitled to any allowance/benefits such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.

C. Working facilities to be provided

No facility for using internet/telephone at residence to consultants shall be provided by the Ministry.

D. Leave

Consultant shall be eligible for 8 days’ leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also, un-availed leave in a calendar year cannot be carried forward to the next calendar year. The Ministry shall be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave during a calendar year.
E. **TA/DA**

No TA/DA shall be admissible for joining the assignment or on its completion Consultant will not be eligible for foreign visit. However, Consultant shall be allowed for conveyance charges and boarding & lodging for their travel inside the country in connection with the official work after approval of competent authority. The reimbursement of conveyance charges in performing duties and boarding & lodging on tour shall be permitted to consultant other employees Government servant, at the same rates as admissible to regular employees receiving similar remuneration and retired Government servant, appointed as Consultant, would be entitled as per his/her last entitlement drawn at the time of retirement.

F. **Intellectual Property Rights/Copyright**

The Intellectual Property Rights (IPR)/Copyright of the data collected as well as the deliverables produced for the office shall remain with this Ministry. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceeding or information collected for the purpose of this assignment or during the course of the assignment for the Ministry, without the expressed written consent. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the Ministry. The consultant should also enter into a non-disclosure agreement with the Ministry.

G. **Working Hours**

Consultant may follow the normal working hours as prescribed (i.e.) from 9.00 AM to 5.30PM). However, as per the exigency of work one has to sit late or come early or attend on holidays to complete the time bound work. They will, however, not be eligible for overtime, transport, etc. for sitting late or attending officer on Saturdays, Sundays or holidays.

H. **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 will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

3. **Termination of Agreement**: The Ministry may terminate a contract to which these Terms apply if:

   I. The Consultant is unable to perform the assigned works.
   II. The Consultant refuses to follow direction/orders of the reporting/controlling officer or the Competent Authority.
   III. Quality of output on assigned works is not up to the satisfaction of the Ministry.
   IV. The Consultant fails in achieving the milestones within the timelines set by the Ministry.
   V. The Consultant is found lacking in honesty and integrity;

*The Ministry reserves the rights to terminate the contract, by giving fifteen days’ notice to the Consultant. Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days from the date of such notice.*

*******
APPLICATION FORM FOR MEDIA CONSULTANT ON PURELY CONTRACTUAL BASIS IN THE MINISTRY OF TRIBAL AFFAIRS

1. Name : 

2. Date of Birth : _____ / _____ / _____ (dd/mm/yyyy)

3. Sex : _____________________ (Male / Female)

4. Age as on 1st July 2020 : _______ Years _______ Months _______

5. Father’s / Husband Name 

____________________________________________________________

6. Postal Address for Communication with mobile number and email ID :

____________________________________________________________

____________________________________________________________

____________________________________________________________

7. Permanent Address : 

____________________________________________________________

____________________________________________________________

____________________________________________________________

8. Educational Qualification

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Level</th>
<th>Name of Institution/ College / University</th>
<th>Percentage (% of marks obtained)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12th</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Graduation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer related degree / Diploma/ Course, if any</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Educational Qualification</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE : Copy of certificates must be enclosed.
9. Language Known : (1) __________________ (2) __________________
   (3) __________________

10. Previous experience:

   _______________________________________________________

   _______________________________________________________

   _______________________________________________________

11. I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief.

   _______________________________________________________

   (Signature of the Applicant)

   Name of the Applicant _________________________________

   **********