

**46011/1/REV/ENA/CASH/17-18-Pt**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF INFORMATION & BROADCASTING**  
**PUBLICATIONS DIVISION**  
SOOCHNA BHAWAN, CGO COMPLEX, NEW DELHI – 3.

Dated: 08/05/2018

**NOTICE INVITING APPLICATIONS**

**Engaging Services of 4 contract personnel for sales, marketing, & account functions of Employment News**

Employment News under the Publications Division (DPD), Ministry of Information & Broadcasting invites applications from citizens of India with suitable qualifications for engaging 4 personnel, purely on contract basis for the post of Sales Representative (Advt.), Business Executive (Distribution), Accountant (Advt) and Accountant (Circulation) .

1. The details, including terms and conditions, duties, remuneration, etc. regarding above engagement are available in Annexure-II of the Notice Inviting Applications (NIA) on the website of Employment News, & also on DPD i.e., at [www.publicationsdivision.nic.in](http://www.publicationsdivision.nic.in)
2. Interested candidates, who fulfil the eligibility criteria, may submit their typed application in the prescribed Proforma as given in **Annexure-I** in an envelope superscribed, **“Application for engagement as contract personnel for sales, marketing, & account functions of Employment News”** which should reach by speed post/by hand to this office at the following address:- **Vijay Singh, Dy. Director, Employment News, Room No 763, 7<sup>th</sup> Floor Soochna Bhavan, Lodhi Road, New Delhi-110003** latest by **28/05/2018**
3. Please attach self attested photocopies of educational qualification and experience certificates along with the application. Original documents / certificates along with one set of self attested photo copies in support of date of birth, educational and professional qualifications, work experience, etc. are required to be produced at the time of interview/personal interaction.
4. **Incomplete applications are liable to be rejected.**

**(Vijay Singh)**  
**Dy. Director**

**Annexure-I**

PRO FORMA

**Application for engagement of 4 contract personnel for Sales, Marketing, & Account  
functions of Employment News**

1.	Post applied for		Photo	
2.	Name in Full (Block Letters)			
3.	Postal Address			
4.	E-mail and Mobile No.			
5.	Date of Birth			
6.	Nationality			
7.	Educational Qualification ( with percentage / Grade) Certificate to be attached from class X onwards		Marks / % / Grade obtained	
		Class X		
		Graduation		
		Post Graduation		
8.	Brief particulars of Work Experience (Recent first, if no experience, may write -/NA)	Employer	Work Dealt	Period
9.	Additional relevant information, if any in support of your suitability for the said engagement, attach a separate sheet, if necessary			
10.	Qualification/ Experience in the relevant position			
11.	Names of References from Gazetted Officers / Reputed persons of local area as mentioned in Annexure IV			

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this document and ready to accept all the terms & conditions for engagement of Personnel.

(Signature of the candidate)

Place:

Date:

## Annexure - II

### Details of engaging 4 personnel in Employment News

S.No	Name of the Post	Number of post	Eligibility Criteria	Nature of required duties/responsibilities	Consolidated Remuneration per month
1.	Sales Representative (Advt.)	1	Graduate in any discipline with minimum 70% marks and two years experience.	<ul style="list-style-type: none"> <li>• Coordination with DAVP/ Ad Agencies/Agents for procuring Ads</li> <li>• Scrutiny of Advertisement materials,</li> </ul>	Rs 25,000
2.	Business Executive (Distribution )	1	Graduate in any discipline with minimum 70% marks and two years experience.	<ul style="list-style-type: none"> <li>• Sales promotion</li> <li>• Dispatch Monitoring</li> <li>• Grievance addressal</li> <li>• Preparing Print Order</li> <li>• Getting bulk orders</li> </ul>	Rs 25,000
3.	Accountant ( Advt.)	1	B.com with 75% marks and minimum 2 years experience.	<ul style="list-style-type: none"> <li>• Maintenance of Individual Accounts of Agencies and clients</li> <li>• Preparing bills of Agencies and other client organizations</li> </ul>	Rs 25,000
4.	Accountant (Circulation)	1	B.com with 75% marks and minimum 2 years experience.	<ul style="list-style-type: none"> <li>• Processing bills of agents</li> <li>• Preparation of Dispatch bills</li> <li>• Entries of CBS/online payments</li> <li>• Correspondence with agents/Dispatcher</li> <li>• Acceptance and release of Security Deposits</li> <li>• Monitoring Dispatch of EN</li> <li>• Coordination with Railways/dispatcher</li> <li>• Monitoring of outstanding payments</li> <li>• Preparation of Advt &amp; Publicity bills</li> </ul>	Rs 25,000

## Annexure-III

### Terms and Conditions

#### 1. **Background and context**

Employment News is the flagship weekly job journal of Ministry of Information and Broadcasting, Government of India. It was launched in 1976 with a view to provide information on employment opportunities to the unemployed and under employed youth of the country. The job journal is published in English, Hindi (Rozgar Samachar) and Urdu (Rozgar Samachar).

The job journal provides information related to job vacancies, job oriented training programmes, admission notices related to job oriented exams and results of recruitment exams in respect of (a) Ministries/Departments/Offices/organizations/ autonomous bodies/societies/PSUs of the Central Government, State Government and UT Administrations (b) Nationalised banks/ RRBs /UPSC/SSC/ Constitutional and statutory bodies and (c) Central/State Governments Universities/ Colleges/Institutes recognised by the UGC/AICTE. In addition to this, Employment News also provides editorial content on socio-economic issues and career guidance that helps youth in broadening their horizons. The job journal serves as a guide to the youth, especially those in rural areas, by helping them gain an understanding of job market and the plethora of employment opportunities that otherwise go unnoticed. The weekly educates the young people to make an informed decision about their careers. The journal is available throughout the length and breadth of the country.

For this purpose, Employment News is looking for professionals having skills in Sales, Marketing and Accounts Areas. This proposal for contractual manpower for a limited period of six months, to begin with, is primarily aimed at increasing sales and marketing and account function so that the role and visibility of Employment News could be increased comprehensively.

#### 2. **Duties and Responsibilities of Contractual personnel shall be as per Annexure II**

#### 3. **Selection Procedure:**

After scrutiny of qualifications and experience related documents, a list of suitable candidates will be prepared, who will be called for an interview/personal interaction in front of the Selection Committee. The Committee, on the basis of qualification, work experience and suitability of the candidate will recommend panel of candidates to be engaged. The recommendation of the Selection Committee will be placed before the competent authority. The decision of the Employment News shall be final and cannot be challenged.

**4. Rules/Instructions applicable for Engagement:** The engagement will be as a hired Personnel on contract basis as per relevant rules pertaining to procurement of services under chapter Six( Rule 177-196) of GFR, 2017. This engagement is purely contractual and temporary (non-official) in nature and it does not confer to the Personnel hired on contract basis any legal right for extension of the contract and / or ad-hoc/regular/ temporary/permanent or any other employment with the Government. In all service matters such as Conduct, discipline etc, the personnel will be governed by the rules and regulations of Government of India.

**5 Monitoring Mechanism:** Monitoring will be done through monthly progress reports and reviews with senior officers of Employment News.

**6. Fees/ remuneration:** The Contractual personnel will be paid a consolidated remuneration as per the attached Annexure II per month lump-sum. No DA, HRA or any other relief or allowance will be admissible on the consolidated remuneration.

**7. 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.

**8. Duration of the Project:** Initially for six months from the date of Joining.

**9. Leave:** The personnel hired on contract basis can avail 4 days of Leave during the period of 6 months engagement on prorata basis. Therefore, He/She may not draw any remuneration in case of absence beyond 4 days (Calculated on prorata basis.)

**10. Termination of Contract:** The contract could be terminated by either side by giving fifteen days' notice or pay in lieu thereof without assigning any reason.

**11. Other terms and conditions:**

- a. The normal office is five days in a week and working hours is 9.30 a.m to 6.00p.m; but the Personnel hired on contract may be required to work beyond duty hours depending on work exigency and they may also be required to attend office on Saturday and Sunday, if required.
- b. No facility for using internet/telephone at residence to Personnel hired on contract basis will be provided by the office.
- c. The Personnel hired on contract basis will not be entitled to residential accommodation from the central government pool, telephone, transport, Staff car and medical facilities. However all logistic support such as office space and equipment etc. will be provided to facilitate the work as per norms of DPD.
- d. The Personnel hired on contract basis is required to mark their attendance in Attendance Register daily, failing which he/she will be treated absent from duty and his/her pay of that day is liable to be deducted.
- e. Personnel hired on contract basis will not be allowed to take up any other assignment during the period of engagement with the Publications Division.
- f. No TA/DA would be admissible to you for attending interview / personal interaction and joining this assignment or on its completion.

**Annexure-IV**

Undertaking

TO WHOMSOEVER IT MAY CONCERN

This is to certify that I know Shri/ Smt./ Kumari\_\_\_\_\_ Son/  
Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ for the last \_\_\_\_\_ years.  
Shri/ Smt./ Kumari \_\_\_\_\_ bears good moral character and to the  
best of my knowledge there is nothing against him/ her which debars him/ her to take up any  
government assignment and he/ she is not involved in any criminal activity and no legal case  
is pending against him/ her.

(Signature)

Name:  
Address:  
Contact No.:  
E-mail: