

No2/5/ 016-Ed.II
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
PUBLICATIONS DIVISION
SOOCHNA BHAWAN, CGO COMPLEX,
LODHI ROAD, NEW DELHI - 110 003.

Dated: 3/4/2018

**Hiring services of 05 Editors under the Plan Scheme Component
of 'Creation of Digital Archives and preparation of E Books'**

The Directorate of Publications Division (DPD), Ministry of Information & Broadcasting invites applications from suitable candidates for engaging 05 Editors, purely on contract basis.

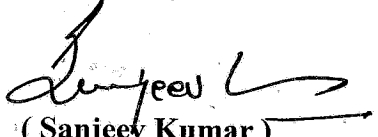
2. The details, including terms and conditions, duties, remuneration, etc. regarding above engagement are available in Annexure-II of the Notice Inviting Applications (NIA) on the website of DPD, i.e., at www.publicationsdivision.nic.in

3. Eligibility and Qualification

- i. Graduate Degree from a reputed institution, which is recognized by the Government, along with suitable experience in the field of journalism/ publishing/ e-publishing/ digital archives.
- ii. The candidate must have excellent command over language for which they are applying. Candidates well versed in Hindi or regional languages (as per list given at Annexure III of the NIA on DPD website) may apply, for engagement as Editor for the respective languages.
- iii. The candidate must have excellent Computer and IT skills.
- iv. Knowledge of Government rules and procedures is preferable.
- v. Knowledge of e-publishing, digitization is preferable.
- vi. Applicants must be below the age of 50 years of age on the date of issue of advertisement. However, age limit is relaxable for retired employees of the Government/ Autonomous bodies under the Government of India, who have experience in the field of editing/ publishing/ journalism.

4. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed Pro Forma as given in Annexure-I in an envelope super-scribed, **"Application for engagement as 'Editor for Creation of Digital Archives and e Books'"** which should reach by speed post/by hand/by email to this office by 25th April, 2018 at the following address: **Director (IT), Room No 669, Soochana Bhavan, Lodhi Road, New Delhi-110003.** The applications may also be mailed at: **editorial.dpd@gmail.com**

5. Please attach photocopies of qualifications and experience along with 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.


(Sanjeev Kumar)
DEPUTY DIRECTOR (ADMN.)
TEL: 2436 2932

Annexure-I

PRO FORMA

**Application for engagement of Editor on contract basis in Publications Division,
Ministry of Information and Broadcasting**

1. Name in Full (Block Letters)
2. Date of Birth
3. Complete residential address with phone number /mobile no./e-mail
4. Nationality
5. Educational Qualification
6. Professional Qualification
7. Language Proficiency: Hindi/English/Regional Language.*
8. Brief particulars of work experience
9. Additional relevant information, if any in support of your suitability for the said engagement, attach a separate sheet, if necessary
10. Knowledge of IT skills
11. Aadhar Number / Voter ID Card No / Driving Licence –
12. 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 Editor.

(Signature of the candidate)

Place:

Date:

- Preference will be given to the candidates having proficiency in Regional Language in addition to Hindi or English.

Annexure-II

Terms and Conditions

1. Background and context

The Directorate of Publications Division (DPD), a media unit of the Ministry of Information and Broadcasting, Govt of India, is one of the leading publishing houses in the country and the largest in the public sector. It aims at publishing quality titles on a wide variety of subjects including arts, literature, culture, science, environment, India's national heritage as also children's literature.

Publications Division has been directed to digitally archive its publications and publish a series of E Books under a Scheme of Creation of Digital Archives. These books are bound by a very tight time schedule and deadlines, and require highly professional editorial and IT skills for which it is proposed to engage dedicated and skilled Editors.

For this purpose, DPD is looking for professionals having editorial skills in Hindi, English and selected regional languages. A good knowledge of IT usage, experience in digitization of publications, creation of digital and e books and any other experience in e-publishing is also essential

2. Duties of Editors on contract basis may include the following:

- Understanding and assimilation of the provided content.
- Coordinating for selection of books/publications to be archived and converted into E Books .
- Working closely with the Editorial team and technical team to scrutinize the content of the digital book and ensure that it is a faithful replica of the print book.
- Working closely with a hired private agency to technically scrutinize the digital book/ publication.
- Dealing with authors/ writers, picture researchers, photographers, stylists and illustrators
- Work closely with the Marketing Wing to ensure promotion of print and electronic books
- Assist in establishing a comprehensive archival and retrieval system
- Work in collaboration with the private agencies and ministry in-house production team and to oversee flawless operational execution to meet the deadlines using computers for word processing, desktop publishing and email, dealing with phone and email queries, e.g. from writers and the public, and other administrative tasks like filing.
- Any other work assigned by Publications Division.

3. Selection Procedure: Editors will be selected after an interview/personal interaction before a Selection Committee, and after scrutiny of qualifications and experience related documents. The Committee, on the basis of qualification, work experience and suitability of the candidate will prepare a panel of candidates. The recommendation of the Selection Committee will be placed before the competent authority. The decision of the DPD shall be final and cannot be challenged.

4. Reporting and Monitoring Arrangements: The consultant will report to Senior Editors or above in the Publications Division. Monitoring will be done through monthly progress reports and reviews with senior officers of DPD.

5. Fees/ remuneration: The Editorial consultant will be paid a consolidated remuneration of Rs. 30,000/- (Rupees Twenty-five thousand only) per month lump-sum. No DA, HRA or any other relief or allowance will be admissible on the consolidated remuneration.

6. 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 TDS Certificate(s) Service Tax, as applicable shall be payable extra, at the prevalent rates will be issued.

7. 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 consultant may be required to work beyond duty hours depending on work exigency.
- b. No facility for using internet/telephone at residence to consultants will be provided by the office.
- c. The Editors hired will not be entitled to residential accommodation from the central government pool, telephone, transport, Staff car facility however all logistic support such as office space and equipment etc. will be provided to facilitate the work as per norms of DPD.
- d. Editors hired will not be permitted to take up any other assignment during the period of engagement with the Publications Division.
- e. The appointment of Editors is contractual and temporary (non-official) in nature against the specific assignment. This does not confer to the consultant any legal right for Ad hoc/regular/ temporary/permanent employment with the Government.

8. Duration of the Project: The contract will be signed for 12 months initially and may be extended further as per requirement.

9. Termination of Contract: The Organisation may terminate the contract by giving fifteen days' notice to the consultant without assigning any reason.

Annexure III

List of Regional Languages and Other Sub-Categories for which Editors are required

- i. Editors for the following Languages *
 - English
 - Hindi
 - Urdu
 - Punjabi
 - Other Regional Language.

(Note * Candidates must have documents showing suitable experience and qualifications in having worked in the above languages)

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: