No.A-12013/1/2015- Admn.-I
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
PUBLICATIONS DIVISION
SOOCHNA BHAWAN, CGO COMPLEX, NEW DELHI – 3.
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Dated: 15th February 2017

Subject:- Engagement of one Editorial Consultant and one Sales Consultant on contract basis in DPD

The Directorate of Publications Division (DPD), Ministry of Information & Broadcasting invites applications from suitable candidates for engaging one Editorial Consultant and one Sale Consultant purely on contract basis.

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

3. Key Qualifications and Experience for Editorial Consultant
   a. Experience in publishing, national and international, including content creation and editing and quality assurance for design and production.
   b. Strong command over English language, creative writing skills and good understanding of literature and publishing.
   c. Demonstrated experience in effective project management.
   d. Strong partnership and coordination skills with the ability to forge synergies across a range of departments and organizations.

Key Qualifications and Experience for Sales Consultant
   a. Graduate from a recognized University in any discipline with at least 3 years experience in Sales and Marketing, preferably in a publishing house.
   b. Those with higher qualifications or marketing related qualifications such as MBA, Post Graduate Diploma in Marketing, etc. will be preferred.
   c. Retired/ Retiring Government servants preferably having experience in Government publishing house and having at least 10 years of handling Government Business.

4. The period of engagement will be 12 months. The application form may be downloaded from DPD website.

5. Interested candidates, who fulfill the eligibility criteria, may submit their typed application in the prescribed Pro Forma as given in Annexure-I in an envelope super-
scribed, “Application for engagement as ‘Editorial Consultant/ Sales Consultant’ which should reach by speed post/by hand to this office by 8th March 2017 at the following address:- Director (Admn.), Soochana Bhawan, Lodhi Road, New Delhi-110003.

6. Please attach self attested photocopies of educational qualification and experience certificates 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. Incomplete applications will be liable to be rejected.

(SANJEEV KUMAR)
DEPUTY DIRECTOR (ADMN.)
TEL: 2436 2932
PRO FORMA
Application for engagement of Editorial Consultant/ Sales Consultant on contract basis in Publications Division, Ministry of Information and Broadcasting

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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:
Government of India
Ministry of Information and Broadcasting
Publications Division

Terms and Conditions for engagement of Editorial Consultant on Contract basis in DPD @ Rs. 60,000/- P.M.

1. Background and context

Publications Division (DPD), Ministry of Information and Broadcasting, Govt. of India, is one of the leading publishing organisations in the country and the largest in the public sector. It publishes titles of national importance on a wide variety of subjects including arts, literature, culture, science, environment, India’s national heritage as also children’s literature. and has created a repository of quality books, at affordable price, highlighting India’s rich and diverse cultural heritage.

Due to paucity of English editorial personnel at Publications Division, it is proposed to engage an Editorial Consultant to provide editorial oversight through the year. He/she will also need to work closely with important stakeholders right from the content acquisition phase through the other publishing phases.

(1) Key responsibilities

- Understand and assimilate the provided content.
- Coordination to foster partnerships with important content providing organisations such as IGNCA, NFAI, and IIMC to name a few.
- Organize and edit the provided content to achieve the intent of publication.
- To work with the design resource(s) / teams, in-house production and business teams to ensure flawless operational execution to meet the deadlines and not compromise on the high standards.
- To set up collaborative processes and use effective project management to streamline DPD’s ability to consistently produce high-quality output.

(2) Key Qualifications and Experience

The Editorial consultant must have:

- Experience in publishing, national and international, including content creation and
editing and quality assurance for design and production.

- Strong command on English language, creative writing skills and good understanding of literature and publishing.
- Demonstrated experience in effective project management.
- Strong partnership and coordination skills with the ability to forge synergies across a range of departments and organizations.

(3) Period of Engagement: The period of engagement will be 12 months with effect from the date of joining.

(4) Rules/Instructions applicable for Engagement: The engagement will be hired as an Editorial Consultant on contract basis as per Rule 176 of GFR, 2005. This engagement is purely contractual and temporary (non-official) in nature and it does not confer to the Editor 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 consultant will be governed by the rules and regulations of Government of India.

(5) Fees/ remuneration: The Editor hired on contract basis will be paid a consolidated remuneration of Rs. 50,000/- (Rupees Fifty 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. TDS Certificate(s) will be issued.

(7) Reporting and Monitoring Arrangements: This will be done by periodical reports and reviews by senior officers of DPD.

(8) Termination of Contract: The contract can be terminated by either side by giving fifteen days’ notice or pay in lieu thereof without assigning any reason.

(9) Leave: The Editor hired on contract basis can avail 8 days of Leave during the period of 12 months engagement on prorata basis. Therefore, He/She may not draw any remuneration in case of absence beyond 8 days (Calculated on prorata basis.)

(10) 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 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 the Consultant hired on contract basis will be provided by the office.

c. The Consultant 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 Consultant will not be allowed to take up any other assignment during the period of engagement with the Publications Division.

e. No TA/DA would be admissible for joining this assignment or on its completion.
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION AND BROADCASTING
PUBLICATIONS DIVISION

Terms and Conditions for engagement of Sales Consultant on Contract basis in DPD @ Rs. 40,000/- P.M.

1. Background and context

Publications Division (DPD), Ministry of Information and Broadcasting, Govt. of India, is one of the leading publishing organisations in the country and the largest in the public sector. It publishes titles of national importance on a wide variety of subjects including arts, literature, culture, science, environment. India’s national heritage as also children’s literature, and has created a repository of quality books, at affordable price, highlighting India’s rich and diverse cultural heritage.

Due to paucity of English editorial personnel at Publications Division, it is proposed to engage an Editorial Consultant to provide editorial oversight through the year. He/she will also need to work closely with important stakeholders right from the content acquisition phase through the other publishing phases.

(i) Key responsibilities

a) Liaisoning with the wholesale agents, retailers, Ministries, State Governments, Departments, PSUs, Educational Institutions, libraries etc. for procuring orders from them for our publications including reference Annual – India/Bharat 2017, preparing print order, intimation of price of the book, collecting advance payment from them and making arrangements to deliver the publications including reference annual to various stake holders, as mentioned above, as well as Sales Emporia across the country.

b) Helping DPD in organizing Sales and Display of publications in the allotted pavilion in various Book Fairs for example New Delhi World Book Fair 2017, preparing the list of books to be displayed, receiving them from feeder store and displaying the books in the stall, sale of books during the Book Fair and preparing a report on the proceeds of the sale as well as settlement of drawn book account and financial – on account advance settlements.

c) The officer shall be required to look after Book Gallery sales counter, B.II (Trade) Section. Regular interaction with all the stake holders, sending Performa Invoice bills and maintenance of records in respect of payments, follow ups through telephone as well as in person.

d) Undertaking marketing and sales of Supreme Court’s Book and Rashtrapati Bhawan Book Series.
(e) Regular interaction with stakeholders, sending proforma invoices and maintenance of the records of payments, follow-ups through telephone as well as in person.

(f) Attending to grievances received through telephone, email and letters.

(ii) **Key Qualifications and Experience**

(a) Graduate from a recognized University in any discipline with at least 3 years experience in Sales and Marketing, preferably in a Publishing House. Those with higher qualifications or marketing related qualifications such as MBA, Post Graduate Diploma in Marketing, etc. will be preferred.

(b) Retired/Retiring Government servants preferably having experience in Government publishing house and having at least 10 years of handling Government Business can also be considered.

(iii) **Period of Engagement:**

The period of engagement will be 12 months with effect from the date of joining.

(iv) **Rules/Instructions applicable for Engagement:**

The engagement will be hired as a Sales Consultant on contract basis as per Rule 176 of GFR, 2005. This engagement is purely contractual and temporary (non-official) in nature and it does not confer to the Sales Consultant 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 Consultant will be governed by the rules and regulations of Government of India.

(v) **Fees/remuneration:**

The Consultant hired on contract basis will be paid a consolidated remuneration of Rs. 40,000/- (Rupees Forty thousand only) per month lump-sum. No DA, HRA or any other relief or allowance will be admissible on the consolidated remuneration.

(vi) **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. TDS Certificate(s) will be issued.

(vii) **Reporting and Monitoring Arrangements:**

This will be done by periodical reports and reviews by senior officers of DPD.
(viii) **Termination of Contract:**

The contract can be terminated by either side by giving fifteen days' notice or pay in lieu thereof without assigning any reason.

(ix) **Leave:**

The Sales Consultant hired on contract basis can avail 8 days of Leave during the period of 12 months engagement on prorata basis. Therefore, he/she may not draw any remuneration in case of absence beyond 8 days (calculated on pro-rata basis.)

(x) **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 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 the Consultant hired on contract basis will be provided by the office.

(c) The Consultant 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 Consultant will not be allowed to take up any other assignment during the period of engagement with the Publications Division.

(e) No TA/DA would be admissible for joining this assignment or on its completion.
Annexure-III

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: