
Employment News, Publications Division (DPD) Ministry of Information and Broadcasting, Soochana Bhawan, Lodhi Road, New Delhi-3 which publishes the career weekly Employment News in English, Hindi and Urdu, invites applications from the eligible and willing persons for preparing a panel of Casual Editors, Translators, Proof Readers and Steno/Typists.

The applications in prescribed pro forma (Annexure-1) should reach Deputy Director (Admn.), Employment News by 27th Oct., 2017 (5.00 P.M.).

Qualifications and Experience required for Casual Editors/Translators/Steno/typists:

I. Qualifications for Casual Editors:

Essential:

(i) Degree in any discipline from a recognized University or equivalent.
(ii) The Candidate should have studied Hindi/English/ up to 12th standard. However the educational qualification which is only indicative will not be the sole criteria for empanelment. The candidate should have thorough knowledge and experience of Editing,
(iii) He/she should be well versed with computers.

Desirable:

Proficiency in typing in concerned language.
Experience:

(i) The Candidate should have at least 3 years experience of editing/journalism / public relations / media work in any publishing house/newspaper/news agency/electronic media house.

(ii) Experience in translation/proofreading/handling office work will be an added qualification.

II. Qualifications required for Translators:

Essential:

(i) Degree in any discipline from a recognized University or equivalent.

(ii) The Candidate should have studied Hindi/English/regional language concerned up to 12th standard. However, the educational qualification, which is only indicative, will not be the sole criteria for empanelment. He should have thorough knowledge and experience of source language and target language as required for good translator.

Desirable: Proficiency in typing in the target language will be an added qualification.

Experience:

(i) The Candidate should have at least 3 years experience of translation from English/Hindi to regional language selected and vice-versa in any publishing house/newspaper/news agency/electronic media house etc.

III. Qualifications required for Proof Readers:

(i) The candidate should be Graduate in any discipline.

(ii) The candidate should have at least 3 years experience of Proof reading in the language applied for in a Govt./Private Media house/Newspaper/News agency. Must be well versed in proof reading signs.

IV. Qualifications for Steno/Typist:

Essential:

(i) Degree in any discipline from a recognized University or equivalent.
(ii) The Candidate should have proficiency in computer typing and computer application (having sufficient knowledge of MS office) with a minimum speed of 30 w.p.m. in Hindi/regional language and 35 w.p.m. in English.

(iii) He should be proficient in internet operations (browsing).

JOB REQUIREMENTS

A) Casual Editors:

Casual Editors will be responsible for editing/proof reading work assigned to by the Chief Editor/Editor of Employment News.

Casual Editors will have to perform duty for 8.30 hours (each duty) in the office for the number of days booked by the Employment News. If required, he/she may also have to visit press and assist In Charge of the Unit in preparing CRC of the matter to be printed. He/She may also be required to attend Press Conference in respect of important schemes/plans of Govt. to collect information for an Editorial articles.

B) Translators:

Contractual Translators will be responsible for translating the text provided by officers of Employment News from source language (English) into the respective target language i.e. Hindi and Urdu or vice versa.

C) Proof Reader:

Proof Readers shall be responsible for reading the text and carrying out corrections to make the matter error-free.

D) Steno/Typist:

Steno/Typist engaged for casual assignment will be responsible for typing out the matter on computer in MS Office in the respective language. He/ She will have to perform duty for 8.30 hours (for each duty) in the office for the number of days booked by the Employment News. He/ She will have to assist officers of Employment News in other related functions, if required.

RATES FOR CASUAL ASSIGNEES

Engagement of Casual Editors and Steno/Typists will be on casual and purely day to day assignment basis as per the following rages:
Casual Editors

(i) Casual Editors having experience of 3 years or more along with typing ability will be paid @ Rs 1900/- per day.
(ii) Casual Editors having experience of 3 years or more without typing ability will be paid @ Rs 1600/- per day.

Steno Typists

(i) They will be paid @ Rs 850/- per day.

Translators:
Translators will be engaged on assignment basis and will be paid according to the number of words translated by them. The rate for translation from English to Urdu and vice versa is Rs 650 per 1000 words and from English to Hindi and vice versa is Rs 600 per 1000 words.

Proof Readers:
The rates for proof reading are Rs. 100 per thousand words.

1. Procedure for empanelment:

After scrutiny of qualifications and experience related documents, a list of suitable candidates will be prepared, who may be called for a proficiency test/personal interaction in front of a Selection Committee.

The Committee, on the basis of qualification, work experience and suitability of the candidate will recommend the names of the candidates for inclusion in the panel for engagement in duty. The recommendation of the Selection Committee will be placed before the competent authority for approval. The decision of the GM, Employment News shall be final and cannot be challenged.

General Terms and Conditions
1. Mere inclusion of the name of a candidate in the panel does not confer any legal right to get the assignment. Assignment will be given as and when required.
2. The empanelled candidate will not be entitled to claim any kind of extension in his assignment/absorption in the government job.
3. No other facilities except the fixed rates will be payable to the casual assignee.
4. Regular monitoring of the work of the casual assignee will be done by the In charge/Head of the Regional Unit.
5. The payment to the Translators/Proof Readers shall be made as per rates decided by the Ministry of I & B from time to time. Casual Editors/Steno Typist shall be paid as per PIB’s present rates for the same work.
6. The Income Tax at source will be liable to be deducted, as per the prevailing rules.
7. Panel will be subject to periodic revision and addition/modification/deletion will be done depending upon the requirement of the office and availability of more suitable candidates at any point of time.
8. If the performance of an assignee is not found up to the mark, his/her empanelment could be terminated.
9. The empanelled casual Editors/Steno Typists will be required to mark their attendance in Attendance Register daily, failing which they will be treated absent from duty and their pay of that day is liable to be deducted.

10. No TA/DA would be admissible for attending proficiency test/personal interaction and for joining duty or after completion of the assignment.

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Annexure-I

PROFORMA/TRANSLATOR/PROOF READERS/STENO TYPIST
On Casual basis in Employment News, Publications Division, Ministry of Information and Broadcasting

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<td>Post Applied For</td>
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<td>Name in Full (Block Letters)</td>
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<td>Date of Birth</td>
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<td>4.</td>
<td>Complete residential address with phone number, mobile no. and e-mail address</td>
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<td>8.</td>
<td>Additional relevant information, if any in support of your suitability for the said engagement, attach a separate sheet, if necessary</td>
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<td>9.</td>
<td>Qualification/ Experience in IT</td>
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<td>10.</td>
<td>Names of References from Gazetted Officers / Reputed persons of local area</td>
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* Attach self certified copies of the documents. Originals will be checked at the time of proficiency test/personal interaction.

# Educational Qualifications and Experience should be supported by documentary proof.

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: