



**Vigyan Prasar**  
**An Autonomous organisation under the Department of Science & Technology,**  
**Govt. of India**

VP/SCICOM/2032/ISNFS/Recruitment/2016

Date: 11/01/2017

**Application for the post of Training Coordinator, IT Head & Web Manager, Senior Copy Editor (Hindi/English)**

Applications are invited from the eligible candidates of Indian origin for the engagement on contract basis in Vigyan Prasar, New Delhi for the post as per details given below:

<b>1</b>	<b>Training Coordinator : One Post</b>	
	a. Period of engagement	Initially for six months from the date of appointment, further extendable upto project/ programme period.
	b. Remuneration per month	Rs. 60,000/- No other allowances permitted.
	c. Age limit	Above 35 years and less than 60 years (as on 01.01.2017)
	d. Eligibility conditions	Essential: I. Graduate from a recognised University/ Institution and II. At least 6 years experience in media (Print/Television) and experience in covering/reporting Science and Technology III. Experience in Media Training Desirable: I. Degree/Diploma from a recognized University/ Institution in Journalism or Mass Communication or Electronic Media; II. Full time /part time media training/ teaching experience
	e. Nature of Duties	Organize and conduct media training to journalism students of Journalism, science and etc, orientation programmes to journalists. In addition to the above the incumbent will also will be required to re-write, edit and finalize stories, tweets, social media messages, assist the Chief Editor/ Managing Editor, engage with the reporters and stories submitted by freelance writers. They may also be tasked to cover events and write stories.
<b>2</b>	<b>Senior Copy Editors: Two (one for English and one for Hindi)</b>	
	a. Period of engagement	Initially for six months from the date of appointment, further extendable upto project/programme period.
	b. Remuneration per month	Rs. 60,000/- No other allowances shall be

		admissible.
d. Age limit		Above 30 Year and less than 60 years (as on 01.01.2017)
e. Eligibility for Senior Copy Editor (English)		Essential: I. Graduate from a recognised University/ Institution and II. At least 6 years experience in media with at least 4 years experience of reporting of Science and technology in <b>English</b> Desirable: Degree/Diploma from a recognised University/ Institution in Journalism or Mass Communication or Media
f. Eligibility for Senior Copy Editor (Hindi)		Essential: I. Graduate from a recognised University/ Institution and II. At least 6 years experience in media with at least 4 years experience of reporting of Science and technology in Hindi; III. Experience in translation and ability to work with Hindi software and fonts especially unicode Desirable: 1. Degree/Diploma from a recognized University/ Institution in Journalism or Mass Communication or Media
g. Nature of Duties		Re-write, edit and finalise stories, tweets, social media messages, assist the chief editor/ managing editor, engage with the reporters and stories submitted by freelance writers. Copy editors would also be needed to cover events and write stories.
<b>3</b>	<b>IT Head &amp; Web manager : One Post</b>	
a. Period of engagement		Initially for six months from the date of appointment, further extendable upto project/programme period.
b. Remuneration per month		Rs. 42,000/- No other allowances shall be admissible.
c. Age limit		Less than 30 years (as on 01.12.2016)
d. Eligibility (English)		Essential Qualifications: (i) MCA/BE/B.Tech. in information Technology or Computer Engineering or Computer Science from a recognised University/Institution; and (ii) At least 2 years experience in providing technical support/assistance in server administration, /Web development
e. Nature of Duties		Establish, design and manage the web portal, essential management of computers and

		peripherals, web site management, day to day uploading of web pages, social media marketing, creating and managing social media channels like YouTube', 'tracking web analytics', liaison with service provider, web security, etc, mass e-mail & dissemination etc
4	Place of Posting	Vigyan Prasar, office (Delhi / Noida)
5	How to apply	<p>Interested applicants may submit applications indicating their interest in working for Vigyan Prasar as per proforma given at <b>Annexure I</b>. The applications should include a detailed bio-data listing the educational qualifications of the candidate, their areas of expertise, and any prior work experience. Self-attested copies of educational certificates and mark-sheets should be attached with the application. The envelope containing the applicants' details as mentioned above should be clearly labeled <b>"Application for the post of (write the name of post applied for.)"</b> in Vigyan Prasar and addressed to:</p> <p><b>Project in charge (Indian science News Feature service)</b>  <b>Vigyan Prasar</b>  NCMRWF Building,  A-50, Institutional Area Sector 62,  NOIDA-201 309 (U.P.)</p> <p>Last date for submitting applications is 31.01.2017. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.</p> <p><b>NOTE:</b> If any one applies for both the posts of Senior Copy Editor i.e. Hindi and English separate appropriate applications are to be</p>
6	Selection Procedure	<p>A committee from Vigyan Prasar will scrutinize the applications, and will shortlist candidates it considers suitable. The short-listed candidates will be called for Document Verification and Interview. The date, time and venue of the interview will be conveyed later. The final selection will be based on their performance in the interview. At the time of interview, short-listed candidates will submit original documents pertaining to relevant degree, work experience, portfolio of work etc. It is likely that the interview might be held tentatively on <b>09<sup>th</sup> February, 2017</b> and will be communicated accordingly.</p>

## Application Form

1. Name: \_\_\_\_\_

Affix passport  
size photo

2. Father's Name: \_\_\_\_\_

3. Address:

a) Permanent: \_\_\_\_\_

b) Present: \_\_\_\_\_

4. Telephone/Mobile and E-mail: \_\_\_\_\_

5. Date of Birth: \_\_\_\_\_

6. Nationality: \_\_\_\_\_

7. Education (enclose documentary proof):

SN.	Level of Exam	Board/Institution/ University	Year of Passing	% of marks obtained	Remarks

8. Work experience/Employment Record (enclose documentary proof)

Name of Department/ Institution/ Organisation	Post held	From	To	Total duration in year and month	Nature of duties performed

- 8 (a) Experience in media: (attach documentary proof)  
 (b) Experience of reporting of Science and technology (attach documentary proof)  
 (c) Experience in media training (give details)  
 (The above requirements are for the post of Training Coordinator)

- (d) Degree/Diploma from recognized university/institution in Journalism or Mass Communication or electronic media (attach documentary proof).
- (e) For Hindi Copy Editors only:- Experience in translation from English to Hindi (attach some copies of sample works)
- (f) Do you know to use computer word processing/office suite using Hindi UNICODE fonts – Yes/No
- (g) Attach five write ups/copy in any magazine/news paper with your by line. (The above requirements for the post of Sr. Copy Editor )
- (d) Specific experience in providing technical support/assistance in server administration, Web development (give details and attach documentary proof) in case of persons applying for the post of IT Head & Web Manager (It applies to only those candidates applying for the post of IT Head & Web Manager)

9. Languages known (For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing):

10. Membership of professional Associations (if any): \_\_\_\_\_

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11. Fellowship/awards etc

12. Additional information, if any, which you would like to mention in support of your suitability for the post (Attach separate sheet, if necessary).

13. Declaration: I, the undersigned, certify that to the best of my knowledge and belief, this application correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged

Place:

Date:

(Signature of candidate)