



VP/SCICOM/2036/ISNFS/Recruitment/2017 Date: 07.03.2017

Application for the post of 1)social media manager 2) reporters (Hindi and 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:

1			Social Media Manager
	a)	Period of engagement	Initially for six months from the date of appointment, further extendable upto project/programme period.
	b)	No. of post	One
	c)	Place of posting	Vigyan Prasar office (New Delhi/Noida)
	d)	Remuneration per month	Rs. 30,000/- to Rs 48,000 depending on qualifications and experience. No other allowances permitted. The remuneration fixed by the selection committee will be final and binding on the candidate selected.
	e)	Age limit	Below 35 Years as on January 1, 2017
	f)	Eligibility (English)	<p>Essential:</p> <ol style="list-style-type: none">I. Graduate from a recognised University/ Institution andII. At least 4 years experience in a media organization, organizations engaged in new media, social media campaigns, or experience of handling communication work of a Science and technology institution; <p>Desirable:</p> <ol style="list-style-type: none">I. At least two years experience of print/television/digital media with focus on science and technology coverage (in Hindi and/or English)II. Technical knowledge of HTML, page making, social media platforms and all related softwareIII. Ability to handle social media in both English and Hindi

	g)	Nature of Duties	Report for social media on assigned events, actively engage audiences on social media platforms, facilitate flow of content on social media, work with editorial teams to generate content for social media, coordinate with media houses, keep track of analytics and generate periodic reports for top management and write stories on assigned topics/themes
2		Designation	Reporters
	a)	Period of engagement	Initially for six months from the date of appointment, further extendable upto project/programme period.
	b)	No. of post	Two (one for English and one for Hindi)
	c)	Place of posting	Vigyan Prasar office (New Delhi/Noida)
	d)	Remuneration per month	Rs. 24,000 to Rs 30,000, depending on qualifications and experience of candidate. No other allowances are permitted
	e)	Age limit	Below 30 years
	f)	Eligibility (English)	Essential: III. Graduate from a recognised University/ Institution and IV. At least 2 years experience of reporting in media with at least 1 year experience of reporting on science and technology; Desirable: IV. Degree/Diploma from a recognised University/ Institution in Journalism or Mass Communication or Media V. Experience of writing on science and technology (in Hindi and/or English)
	g)	Eligibility (Hindi)	Essential: I. Graduate from a recognised University/ Institution and II. At least 2 years experience of reporting in media with at least 1 year experience of reporting of science and technology; Desirable: I. Degree/Diploma from a recognised University/ Institution in Journalism or Mass Communication or Media II. Experience of writing on science and technology (in Hindi and/or English) III. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or one years experience of translation work from Hindi to English and vice versa in Central or State

			Government Offices including Government of India
	h)	Nature of Duties	Reporting on science and technology developments in research institutions, events, scientific conferences; writing news stories from research papers; interviewing scientists; engaging with social media platforms and working in a live newsroom environment

How to apply	<p>Interested applicants may submit applications indicating their interest in working for the Vigyan Prasar as per proforma given - Annexure I. 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 labelled “Application for the post of Reporter (Hindi)” or “Application for the post of Reporter (English) OR “Applications for social media manager” in the Vigyan Prasar” and addressed to:</p> <p>Project in charge (Indian science News Feature service) Vigyan Prasar NCMRWF Building, A-50 Sector 62 NOIDA-201309 U.P.</p> <p>Last date for submitting applications is March 20, 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>
Selection Procedure	<p>A committee from the 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 regarding degree, work experience, portfolio of work etc. It is likely that the interview might be held during late March 2017/ early April 2017 and will be communicated accordingly. Candidates are also advised to see the website of VP for the announcement of the interview date.</p>

Application for “Social Media Manager”

1. Name: _____
 2. Father’s Name: _____
 3. Address:
 a) Permanent: _____
 b) Present: _____



4. Telephone/Mobile and E-mail: _____
 5. Date of Birth: _____ Age as on Jan 1, 2017 : _____
 6. Nationality: _____
 7. Education: _____

S No.	Level of Exam	Board/Institution/ University	Year of Passing	% of marks obtained	Remarks

8. Work experience/Employment Record

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

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

10. Experience in reporting

SI No	Name of the organisation	Nature of work performed	Period of engagement (From -To)

11. Experience of print/television/digital media with focus on science and technology coverage (in Hindi and/or English), if any

12. Have you handled social media? If yes briefly provide your experience

13. Membership of professional Associations (if any): _____

14. Fellowship/awards etc

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

Declaration: I, the undersigned, certify that to the best of my knowledge and belief, this CV 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:

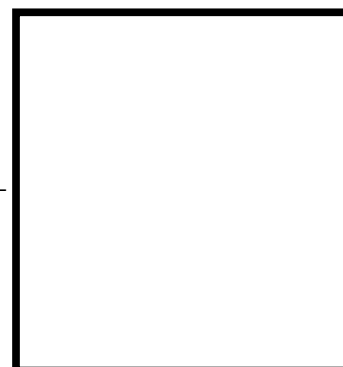
Date:

(Signature of candidate)

Application for “Reporters (Hindi/English)”

1. Name: _____
2. Father’s Name: _____
3. Address:
 b) Permanent: _____

 b) Present: _____



4. Telephone/Mobile and E-mail: _____
5. Date of Birth: _____ Age as on Jan 1, 2017 : _____
6. Nationality: _____
7. Education: _____

S No.	Level of Exam	Board/Institution/ University	Year of Passing	% of marks obtained	Remarks

8. Work experience/Employment Record

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

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

10. Experience in Media organization, organizations engaged in new media, social media campaigns, or experience of handling communication work of a Science and technology institution

Sl No	Name of the organisation	Nature of work performed	Period of engagement (From -To)

- 11. Experience of print/television/digital media with focus on science and technology coverage (in Hindi and/or English), if any
- 12. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or one years experience of translation work from Hindi to English and vice versa in Central or State Government Offices including Government of India, if any.
- 13. Membership of professional Associations (if any): _____

- 14. Fellowship/awards etc
- 15. Additional information, if any, which you would like to mention in support of your suitability for the post (Attach separate sheet, if necessary).

Declaration: I, the undersigned, certify that to the best of my knowledge and belief, this CV 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)