



Vigyan Prasar

(An Autonomous organisation under the department of Science & Technology, Govt. of India)

VP/SCICOM/2032/ISNFS/Recruitment/2016

Date -17.3.2018

Advertisement for the post of Training Coordinator (Producer)

Applications are invited from the eligible candidates of Indian origin for engagement as Training Coordinator for Vigyan Prasar, New Delhi on contract basis initially for a period of six months as per details given below:

1	Designation	Training Coordinator (Producer)
2	Period of engagement	Initially for six months from the date of appointment, further extendable upto project/programme period.
3	No. of post	One
4	Place of posting	Vigyan Prasar office (New Delhi/Noida)
5	Remuneration per month	Rs. 60,000/- (Consolidated).
6	Age limit	Minimum 35 years and less than 60 years
7	Eligibility	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
8	Nature of Duties	Organize and conduct media training to journalism students, science students etc, orientation programmes to journalists. In addition to the above he/she will also will be required to 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. They may also be tasked to cover events and write stories.

9	How to apply	<p>Interested candidates may submit their applications in the prescribed proforma given at Annexure I. 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 "Training Coordinator (Producer)"" in Vigyan Prasar and addressed to:</p> <p>Project in charge (Indian science News Feature Service) Vigyan Prasar NCMRWF Campus, A-50 Institutional Area Sector 62, NOIDA-201309, U.P.</p> <p>Last date for submitting applications is 06.04.2018. 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>
10	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 have to bring their original documents pertaining to relevant degree, work experience, portfolio of work etc. It is likely that the interview might be held during last week of April, 2018 and will be communicated accordingly.</p>

APPLICATION FOR THE POST OF “TRAINING COORDINATOR (Producer)”

Affix
passport
size
photo

1. Name: _____
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):

S No.	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 covering/reporting of Science and technology (attach documentary proof)

(c) Experience in media training (give details)

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

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

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. Checklist

- (a) Self attested copies of Educational Certificates
- (b) Experience certificates
- (c) Passport size photograph

14. 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)