



VIGYAN PRASAR

(An autonomous organisation of Department of Science and Technology)

A-50, Institutional Area, Sector-62, Noida (UP)

www.vigyanprasar.gov.in

VP/1897/IT>CD/DST Project Recruitment/2017

Date: 28.08.2019

Applications are invited for positions in **VIGYAN PRASAR** at Delhi office for its project **Communicating Developments in Science & Technology through Digital & Social Media Outreach of DST** on purely contractual basis from amongst professionals fulfilling the eligibility conditions as prescribed below. **The last date for receipt of application is 6 September, 2019.**

Two positions for DST Communication Project with Consolidated Salary and Eligibility Conditions:

S.N.	Professional Position/ Designation	No. of post	Consolidated Salary Per Month	Eligibility	Job Description
1.	Web Developer	01	Rs.40,000- Rs.50,000	Essential Qualifications & Experience: i) MCA / B. Tech. in Computer Science or equivalent OR Graduate from a recognized University/Institutions and a full time Diploma in Computers/Networking of duration not less than 1 year (SEO Courses is not permissible) ii) At least 3 years' experience as web developer & website maintenance on large drupal platform. iii) Proven experience of co-ordination with NIC. iv) Familiarity with web standards; knowledge of website management tools & government web guidelines.	<ol style="list-style-type: none">1. Regular uploading and 24 hours maintenance of website2. Page creation on website3. Co-ordination with NIC and Cloud management support4. Trouble shooting5. Other technical work necessary

				<p>Desirable:</p> <ul style="list-style-type: none"> i) Knowledge of web analytics and SEO, metatagging, Google analytics and increasing visibility of the portal/website ii) Strong troubleshooting and analytical abilities, iii) Proficient in drupal operation, strong networking skills, Cloud Management, Server Maintenance. iv) Knowledge of C++, HTML/CSS, XML; knowledge of SQL and Javascript is preferred v) Ability to maintain, configure and troubleshoot servers vi) Ability to ensure site security by setting up firewalls and login pages, optimize loading speeds and capacity 	
2.	Project Assistant	01	Rs.30,000	<p>Essential Qualifications: Graduate in Science</p> <p>Experiences:</p> <ul style="list-style-type: none"> i) One year experience in the content collection and content development ii) Co-ordinate with various stakeholders to ensure of work for collection of inputs and follow-up iii) Knowledge of Internet Search iv) Coverage of Scientific events and preparation of reports <p>Desirable: Knowledge of Computer MS Office, MS Excel & Adobe Photoshop</p>	<ol style="list-style-type: none"> 1. Content collection 2. Content development 3. Follow-up co-ordination with autonomous institutions and other stakeholders 4. Background research 5. Event coverage

Other Terms and Conditions:

1. Application will be accepted in prescribed format only. Application may be sent by post or by hand to **The Registrar, Vigyan Prasar, A-50, Institutional Area Sector-62, Noida (UP) 201309**, within **10 days from the date** of the publication of the advertisement. All applications should be sent only through Registered/Speed Post. Applicants should clearly note that Vigyan Prasar will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever.
2. Only Indian nationals are eligible for applying.
3. Engagement of professionals will be on full time basis and their place of work will be New Delhi/ Noida.
4. The prescribed qualifications and experience should be acquired on or before date of advertisement.
5. The selection process will be based on academic qualifications, experience and performance in interview. Eligible candidates will have to appear for skill Test / Personal Interview.
6. Candidates working in Government organization / PSU/ must route their application through proper channel, if their department rule requires so.
7. Attach photocopy of all educational, experience certificates for supporting your essential and desirable qualifications and age. Documents to prove qualification, experience and Age etc. have to be produced in original as and when called for interview.
8. Maximum Age limit: not more than 40 years as on date of advertisement. However emphasis will be to select young professionals for the project. Director, Vigyan Prasar will have the discretion to relax the age limit and experience of deserving candidates.
9. In case of false or insufficient information / lack of proof to ascertain the eligibility of the applicant, their candidature will summarily be rejected at any stage of the selection process.
10. **Candidates are informed that mere submission of applications shall not give them any right to be called for interview / selection. Call letters and intimations connected with this recruitment will be sent to shortlisted candidates by e-mail only. Applicants should ensure that the e-mail ID given in the online application is maintained active.**

11. Only short-listed candidates will be called for interview. Merely fulfilling the eligibility criteria does not entitle candidate to be called for Interview.
12. The appointment against the above positions will be purely on contractual basis initially for the period of six months. The contract will be renewed every year based on the performance of the candidates and requirement of work.
13. The above ranges of the professional fee are on consolidated basis and are inclusive of all allowances, etc.
14. Reservation where applicable will be considered as per norms in vogue.
15. Vigyan Prasar reserves the right to cancel/withdraw/postpone this recruitment notice.
16. Rules related to working hours/leave/medical/increment/allowances etc. will be applicable to all selected candidates as per Vigyan Prasar rules.
17. **The last date of receipt of application is 6 September, 2019.**



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APPLICATION PROFORMA

Photograph

Application for the Post of _____

Project Name _____

1.	Name in full (in block letters)	
2.	Father Name	
3.	Date of Birth	
4.	Age on 1 st January 2019	
5.	Nationality	
6.	Category : (GEN/OBC/SC/ST)	
7.	Correspondence Address	
8.	Permanent Address	

9.	E-mail ID :			
10.	Phone Number (Mobile & Landline) :			
11.	(i) Essential Educational Qualifications :in chronologically order (Class 10 to above)			
	Degree/Diploma/Certificates	Board/University/Institutions		Year of passing
(ii) Desirable Qualifications: in chronologically order				
12.	Professional Experience:			
	Organizations	From	To	Nature of duties

Total number of years of relevant experience – Last salary drawn :				
13.	Details of Awards / Recognitions			
14.	Details of completed Projects /Assignments/ Articles/Reports if any (Attached separate in Annexure)			
15.	Any other information. :			

16. I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case, I have given wrong information, or suppressed any material fact or factual information, then my services are liable to be terminated without giving any notice or reasons thereof. I am not aware of any circumstances which might impair my fitness for employment under Government.

17. Signature of the candidate with date

Date:
Place:

Signature