

No. 9/1/2020-Ed  
Govt. of India  
Ministry of Information and Broadcasting  
Publications Division  
Soochana Bhawan, CGO Complex, New Delhi-3.

Dated. 22/01/2021

**Subject: Empanelment of Casual professionals i.e. Editors and Casual Assistant Editors and Steno/Typists for its various professional functions in English, Hindi and Urdu at the Publications Division Headquarters and Employment News.**

Publications Division (DPD) Ministry of Information and Broadcasting, Soochana Bhawan, Lodhi Road, New Delhi-3 intends to **form a panel of Casual Editors/Casual Assistant Editors and Steno/Typists for its various professional functions in English, Hindi and Urdu units at its Headquarters and Employment News.**

Accordingly, applications are invited from eligible and willing persons. Retired IIS Officers with relevant experience as well as exceptionally qualified professionals in the relevant field may also apply for empanelment.

**The applications in prescribed pro forma (Annexure-I) should reach to:**

Shri Rakeshreneu  
Deputy Director (Ed)  
Room No. 659  
Publications Division, VI Floor,  
Soochana Bhawan, CGO Complex,  
Lodhi Road, New Delhi-110003

by 15<sup>th</sup> February 2021 (5.30 P.M.) positively. The applications should be sent by Registered Post/Speed Post/By Hand only with envelope superscribed by "Application for Editors and Casual Assistant Editors and Steno/Typists in DPD". Applications sent through any other mode will not be accepted.

**Qualifications and Experience required for Casual Editors/Casual Assistant Editors:**

**I. Qualifications for Casual Editors and Casual Assistant Editors:**

**Essential:**

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

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**Desirable:**

Proficiency in typing and use of on line editing tools in concerned language.

**Experience:**

- (i) The Candidates applying for empanelment of Casual Editors with typing ability on computer in the concerned language must have at least 3 years or more experience of editing/ journalism / public relations / media work in any publishing house/ newspaper/ news agency/ electronic media house.
- (ii) The Candidates applying for empanelment of Casual Assistant Editors with typing ability on computer in the concerned language should have 2 years or more experience of editing/ journalism / public relations / media work in any publishing house/ newspaper/ news agency/ electronic media house.
- (iii) Experience in translation/ proofreading / handling office work will be an added qualification.

**II. Qualifications for Steno/Typist:**

**Essential:**

- (i) He/she must have passed 12th standard/ intermediate from any recognized Education Board, with English/Hindi/Urdu as one of the subjects.
- (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/ Urdu language and 35 w.p.m. in English.
- (iii) He/she should be proficient in internet operations (browsing).

**JOB REQUIREMENTS**

**Casual Editors/Casual Assistant Editors:**

Casual Editors/Casual Assistant Editors will be responsible for editing/proof reading work assigned to him/her by the officer (s) at the DPD Headquarters/Employment News. Besides, he/she will be required to provide all editorial/professional assistance to the In- Charge/Head of the unit, in his/her day-to-day official work. Casual Editors/Casual Assistant Editors will have to perform duty for 8.30 hours (each day) in the office for the number of days booked by the DPD Hq and 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.

**Steno/Typist:**

Steno/typist engaged for casual assignment will be responsible for typing the matter on computer in MS office in respective language (English/Hindi/Urdu) in which he/she is engaged. He/she will have

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to perform duty for 8.30 hours (each day) in the office for the number of days booked by the DPD Hq and Employment News.

### RATES FOR CASUAL ASSIGNEES

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

#### **Casual Editors**

Casual Editors having experience of 3 years or more along with typing ability on computer in the concerned language will be paid @ Rs 1900/- per day.

#### **Casual Assistant Editors**

Casual Assistant Editors having experience for 2 years with typing ability on computer in the concerned language will be paid @ Rs 1500/- per day.

#### **Steno/typists**

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

#### **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. However retired IIS eligible officers and exceptionally qualified professionals in the relevant field are exempted from any proficiency test/ appearing for 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. The recommendation of the Selection Committee will be placed before the competent authority for approval. The decision of the Publications Division 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 and the maximum limit to engage any casual Editor/casual Assistant Editor/Steno/typist will be **15 days in a month**.
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 performance and attendance of the casual assignee will be done by the officer of the DPD, Hq /Employment News who has engaged the casual assignee.
5. The Income Tax at source will be liable to be deducted, as per the prevailing rules.

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6. Normally, the Panel will be valid for two years from the date of its approval. However, if required, there may be periodic revision and addition/modification/deletion depending upon the requirement of the office and availability of more suitable candidates at any point of time.
7. If the performance of an assignee is not found up to the mark, his/her empanelment could be terminated.
8. No TA/DA would be admissible for attending proficiency test/personal interaction and for joining duty or after completion of the assignment.
9. Normal duty hours is between 9.30 a.m to 6.00 p.m. Each casual assignee has to perform his/her duty 8.30 hours on the days for which he/she is engaged.

  
 (B.K. Biswas)  
 Deputy Director (Admn)

<p>Phone number, mobile no. etc.</p> <p>Mail address</p> <p>Qualification</p> <p>Employment History</p> <p>Work Experience</p> <p>Graduation</p> <p>Post Graduation</p> <p>Any other</p> <p>Employer</p> <p>Work Date</p> <p>Period</p> <p>Remarks</p> <p>(Recent list if no experience info write NA)</p> <p>Additional relevant information in any support of your suitability for the said engagement, attach a separate sheet, if necessary</p> <p>Qualification Experience in IT</p> <p>Names of References from Government Officers, reputed persons of local</p>	
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## PROFORMA

Application for engagement of Casual Editor/ Casual Assistant Editor/Steno/typist on casual basis in Publications Division, (Headquarter) and Employment News, Ministry of Information and Broadcasting

1.	Name in Full (Block Letters)			
2.	Name of the engagement and language applied for			
3.	Date of Birth			
4.	Complete residential address with phone number, mobile no. and e-mail address			
5.	Nationality			
6.	Educational Qualification# (with percentage / Grade) Certificate to be attached from class X onwards			Marks / % / Grade* obtained
		Class X		
		Graduation		
		Post Graduation		
7.	Brief particulars of Work Experience# (Recent first, if no experience, may write -/NA)	Employer	Work Dealt	Period
8.	Additional relevant information, if any in support of your suitability for the said engagement, attach a separate sheet, if necessary			
9.	Qualification/ Experience in IT			
10.	Names of References from Gazetted Officers / Reputed persons of local area			

\* 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.

Place:

(Signature of the Candidate)

Date: