

Engagement of one Consultant (Media and Publicity) in the Archaeological Survey of India(ASI), New Delhi

The Archaeological Survey of India (ASI) under Ministry of Culture intends to engage one Consultant (Media and Publicity) for its Office at Dharohar Bhawan, 24, Tilak Marg, New Delhi on full time contract basis initially for a period of one year or until further orders, whichever is earlier. The minimum eligibility requirements for the Media Consultant are as under:-

Essential Qualification : Post Graduate Diploma or Degree in Journalism/Mass Communication from a Government recognized University.

Nature of job or services : Proficiency in content writing for media, communication and media networking, Public Relations work, organizing PR/Media events, Preparing Press Release, Features and invitations, compilation of Feedback Report, managing media activities for event, media crisis management and any other work related to media and publicity including coordination work.

Social media : Basic content generation for social media including posting pictures, tweets etc promptly; posts on social media for crisis management under supervision.

Computer Skill : Proficiency in computer programmes like MS Word, MS Excel and MS Power Point.

Language Proficiency : Proficiency in English and Hindi language and good communication skills required.

Experience : Minimum 10 years' experience in the task mentioned above. Specific details of tasks performed during each assignment/projects etc. should be mentioned.

Contact details (Fax/Phone and Contact Name & address) of employer/agency with whom worked during last 5 years, should be provided.

Consolidated remuneration : Rs. 50,000/- per month.


Other terms and conditions :

- i. Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc;
- ii. The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization;
- iii. The contract would initially be for a period of one year and may further be extended on year to year basis, subject to functional requirements, appraisal of the performance and medical fitness of the individual;
- iv. The Department may terminate the contract any time without giving any notice or assigning any reasons.

Leave:

- i. The Consultant shall be entitled to avail 08 days of leave in a calendar year.
- ii. The un-availed leave can neither be carried forward to next calendar year nor be entitled to leave encashment.

Interested candidates fulfilling the eligibility conditions may apply in the prescribed format to Director (Administration), ASI Hqrs., Dharohar Bhawan, 24, Tilak Marg, New Delhi - 110 001 **latest by 25th October, 2018.** The application may also be sent by e-mail at soadmone.asi@gmail.com


(P.G.Kaladharan)
Deputy Director (Administration)

To

1. Website Section for placing the advt. on Website
2. All Ministries/Departments
3. Notice Board.