

M-11015/3/2018-PB
Government of India
Ministry of Panchayati Raj

9th Floor, Tower II, Jeevan Bharti,
Connaught Circle, New Delhi
Dated: 28th September, 2025

29th

Subject: Hiring of Senior Consultant for editorial and other publicity material development in the MoPR.

Ministry of Panchayati Raj (MoPR) invites applications for the services of one professional for engagement as Senior Consultant from open market, on full time basis in addition to existing approved/ already hired consultants with the following educational qualifications, experience & job description:

1. Post and General Condition	Senior Consultant (Editor) - 1	Senior Consultant (Editor) would be engaged for a fixed period for providing editorial and other publicity material development work to the MoPR. He/she will handle independently daily Media related requirements of the Ministry of Panchayati Raj.
2. Eligibility Conditions / Qualifications	Educational Qualification and Experience	Master's Degree in Mass Communication/Journalism Working experience as a journalist in leading Media houses or newspapers and associated with Print/Electronic media for the last 20 years. Journalists who have handled the work of editing, translation, designing the layout of documents, writing articles in leading English and Hindi newspapers. Proficient in Hindi and English.
	Desirable	Persons with published analytical articles/papers on rural centric Government schemes and programmes in leading newspapers would be given preference.
	Working Knowledge	Adequate knowledge of MS office, ICT tools, good command over English and Hindi with translation between the two. Excellent verbal skills and ability for independent handling of work
	Responsibility of the Position	The primary responsibility-is to raise the visibility of the Ministry's programmes. Senior Consultant (Editor) will work in Media Division of MoPR and is expected to do the work of compilation of content, editing, writing of articles/books any other form of material for printing/uploading on website and net presence. Development of content relating to schemes and programs, writing original articles for the newsmagazine/website, handling social media, work

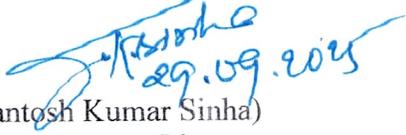
J. Singh

		relating to publicity and awareness generation among the rural masses. Work of editing and translation into Hindi and English of 'GRAMODAY SANKALP', a quarterly magazine.
	Fee	Rs.1,15,000/- – Rs.1,70,000/- per month plus Rs. 7,000/- as local conveyance.
	Age Limit	The maximum age limit for engagement shall be 65 years
	Maximum period of engagement	Senior Consultant (Editor) will be engaged for a fixed period of ONE YEAR and subsequent extension(s) if any, shall be considered depending on the requirements of a specific job, satisfactory Annual Performance Review, recommendations of the concerned Wing Head and approval of the Secretary. The maximum period of engagement will be five years.

2. The applications should be in the format enclosed at Annexure and supported with self-attested copies of educational qualifications/ experience certificate(s). The selection process for the aforesaid category will involve personal interaction/ interview by the Consultancy Evaluation Committee (CEC).

3. Envelope should be marked as "Application for engagement as Senior Consultant (Editor)". Incomplete application not supported with self-attested educational qualification/ skill qualification/ experience certificates will not be entertained.

4. The applications should reach Deputy Director (Media), Ministry of Panchayati Raj, 9th Floor, Tower II, Jeevan Bharti, Connaught Circle, New Delhi –110001 within 21 days from the date of uploading of the advertisement on the official website.


 (Santosh Kumar Sinha)
 Deputy Director
 Tele.: 011-23725304
 Email: sinha.santosh@gov.in

Annexure

Format for Application for engagement as Senior Consultant (Editor) in the Ministry of Panchayati Raj, New Delhi

1. Name :
2. Father's/Spouse Name :
3. Date of Birth :
4. Nationality :
5. Mailing Address (with Mob.No. & E-mail address):

6. Permanent Address :

7. Educational Qualifications & Year of Passing:

Sl. No.	Course	Subject(s)	University/Institute	Year of Passing	Division/Class

8. Experience (from latest)

Sl. No.	Organization /Institute	Experience	Nature of Work	Remarks

(Self-attested copies of certificates supporting educational qualifications and experience should be enclosed)

9. Details of publications, if any:

10. Any other relevant Information:

11. References:

(i)

(ii)

12. Small write up on "Effective use of IEC by MoPR in development of Panchayats" in English along with its translation in Hindi (250 words)

Date:

(Signature)

