

F.No. A-42018/28/2021-Estt.  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
(Establishment Section)

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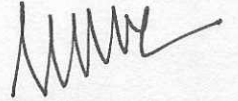
5<sup>th</sup> Floor, B-I Wing, Pt. Deen Dayal Antyodaya Bhawan,  
CGO Complex, New Delhi-110003  
Dated 10<sup>th</sup> February, 2025

**NOTICE**

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Applications are invited for engagement of a Senior Media Consultant in the Department of Empowerment of Persons with Disabilities (Divyangjan) initially for a period of one year, purely on contract basis.

2. Detailed information regarding eligibility criteria and other terms and conditions may be seen at Department's website: [www.depwd.gov.in](http://www.depwd.gov.in). Interested and eligible candidates may send their application in the prescribed proforma within 21 days from the date of publication of the advertisement in the Employment News to [vacancyconsultant20@gmail.com](mailto:vacancyconsultant20@gmail.com).



(Sureksha Sharma)

Under Secretary to the Government of India

To:

1. All Central Government Ministries/Department.
2. Wide publicity through Website of the Department (i.e. [www.depwd.gov.in](http://www.depwd.gov.in).)
3. Deputy Secretary (Media) of the Department-with a request to publish the advertisement in one leading National Newspaper of English Language and Weekly Employment Newspaper.

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CGO Complex, New Delhi-110003  
Dated 10<sup>th</sup> February, 2025

**Subject: Engagement of Senior Media Consultant in the Department of Empowerment of Persons with Disabilities (Divyangjan) on contract basis-regarding.**

Department of Empowerment of Persons with Disabilities (Divyangjan) invites applications from eligible individuals for contractual appointment in the Department as under:

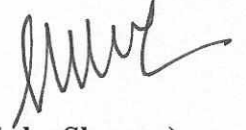
S. No	Detail of Post	Essential Qualifications	Experience	Monthly remuneration
1.	Senior Media Consultant (01)	MA in Mass Communication/ Journalism and equivalent degree/diploma. Should have working knowledge of making Media creatives; Computers particularly in use of MS Word, MS Excel, MS Power Point, Proficiency in graphic design software (Adobe Suite, Canva, CorelDraw, Illustrators, etc.), Strong understanding of platforms, and tools etc.	Minimum 10 years' experience of handling all types of Media Activities of a Programme i.e. Social Media, Electronic and Print Media, Outdoor Media Activities etc in Central or State Government Ministry/ Department.	Consolidated monthly remuneration of Rs. 75,000/- (Rs. 70,000/- + 5,000/- as conveyance)

2. The detailed terms of reference for the advertised post are attached herewith.
3. The Department of Empowerment of Persons with Disabilities (Divyangjan) reserves the right to accept or reject the applications without assigning any reasons.
4. The terms and conditions for issues related to Consultants shall be regulated by Department's Guidelines as framed and modified from time to time.
5. Interested candidate may apply through mail at [vacancyconsultant20@gmail.com](mailto:vacancyconsultant20@gmail.com) in enclosed proforma addressed to The Under Secretary (Establishment), Department of Empowerment of Persons with Disabilities (Divyangjan), Room No. 519, 5<sup>th</sup> Floor, B-II Wing, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003.
6. The applicant should have a valid personal email ID, which should be kept active at least till the completion of this engagement process. Department shall send all communication to the said email ID. In case, a candidate does not have a valid personal email ID, he/she should create one before applying for the advertised post.



7. The last date for receipt of applications is 21 days from the date of publication.

**Encls:** Detailed Terms of Reference for the advertised post and Pro forma for application.



(Sureksha Sharma)

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### Terms of Reference for engaging Senior Media Consultant

1.	Name of the Post	: Senior Media Consultant (01 post)
2.	Period of engagement	: Initially for a period of 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and requirement of the Department.
3.	Nature of engagement	: The engagement will be purely on contractual basis and the Department reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in normal course it will provide one month's notice to the individual consultant. The Individual Consultant can also seek for termination of the contract upon giving two month's notice to the Department or immediately in lieu of two months' salary.
4.	Scope of duties	: <ul style="list-style-type: none"> <li>a. Handling all types of Media activities of a programme i.e. Social Media, Electronic and Print Media, Outdoor Media activities etc. in the Department.</li> <li>b. Processing Media proposals in the Department</li> <li>c. Design creative graphics, illustrations, and visuals for social media platforms</li> <li>d. Manage the aesthetics and layout of digital content across various platforms</li> <li>e. Collaborate with the team to execute social media campaigns effectively.</li> <li>f. Ensure consistency with the organization's branding and messaging</li> <li>g. Any other work incidental and consequential to the above duties may be instructed from time to time.</li> </ul>
5.	Job Location	: Department of Empowerment of Persons with Disabilities (Divyangjan), CGO Complex, New Delhi
6.	Eligibility and Educational Qualifications	: MA in Mass Communication/ Journalism and equivalent degree/diploma. Should have working knowledge of making Media creatives; Computers particularly in use of MS Word, MS Excel, MS Power Point, Proficiency in graphic design software (Adobe Suite, Canva, CorelDraw, Illustrators, etc.), Strong understanding of platforms, and tools etc.
7.	Age Limit	: Not more than 45 years.
8.	Experience	: Minimum 10 years' experience of handling all types of Media Activities of a Programme i.e. Social Media, Electronic and Print Media, Outdoor Media Activities etc in Central or State Government Ministry/ Department.
9.	Remuneration & Entitlements	: Consolidated monthly remuneration of Rs. 75,000/- (Rs. 70,000/- + 5,000/- as conveyance)
10.	Allowances	: The contractual employee will not be entitled to any other allowances.



11. Leave	:	The contractual employees shall be entitled to avail 12 days Casual Leave on prorata basis. The unavailed leave during the contract of one year will neither be carried forwarded to next year nor can be encashed.
12. Termination of Contract	:	<p>The Department reserves the right to terminate the contract an any time in case:</p> <ol style="list-style-type: none"> <li>a. The contractual employee is unable to satisfactorily complete the assigned tasks;</li> <li>b. The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;</li> <li>c. The contractual employee is absent from duty without authorization;</li> <li>d. The Department chooses not to renew the contract at the end of the initial period of engagement;</li> <li>e. Any other reason.</li> </ol>
13. Requirement of prior notice	:	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 60 days' notice to the Department or two months' salary in lieu of the notice period.
14. Confidentiality Clause	:	<ol style="list-style-type: none"> <li>a. During the period or engagement with the Department, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Department to anyone who is not authorized to have the same.</li> <li>b. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</li> <li>c. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the Department on any matter during the period of his/her engagement with the Department.</li> </ol>
15. Conflict of Interest	:	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning, his/her duties are liable to be terminated/discontinued without assigning any reason thereof.
16. Working hours	:	Consultants may follow the normal working hours as prescribed (i.e. 09.00 AM to 05.30 PM from Monday to Friday). However, as per the exigency one has to sit late or come to office on holidays to complete time bound work as assigned by senior officers. Attendance would be made through Biometric Attendance System.



**Pro forma for the Position of Senior Media Consultant in Department of Empowerment of Persons with Disabilities (Divyangjan)**

**BIO-DATA**

Affix latest  
passport size  
photograph

**A. Position Applied for:**  
(Please mention the name of the position applied for)

**B. Personal Information:**

1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Address for Communication	
4.	Telephone/Mobile No.	
5.	E-mail ID	
6.	Date of Birth	
7.	Age as on 31.01.2025	
8.	Educational Qualification from 10 <sup>th</sup> Standard Onwards (Please enclose copy of Certificate/Mark Sheet)	
9.	Professional Qualification	
10.	Any other relevant document(s)/information	

C. Details of previous employment/experience with valid documentary evidence (in Chronological Order)

Organization Detail	Period of Employment	Nature of Assignment Undertaken	Last Salary Drawn

D. Certified that the information furnished above are true to the best of my knowledge and belief. I understand that in case, any of the information furnished above is found to be false, at any stage before or after appointment, my appointment shall be liable to be cancelled and suitable legal action can be taken against me.

Enclosures:

Signature of the applicant

Date: