

NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

Position: Media Consultant

ELIGIBILITY:

1. (a) Qualifications:

Post graduate degree in Journalism/Mass Communication.

(b) Experience

(i) Essential:

- a) At least 05 years experience in the field of media/public relation;
- b) At least 02 years experience in preparation and dissemination of information related to social sector;

(ii) Desirable:

- (a) Proficiency in generating and editing content, writing press releases and news features
- (b) Experience in dealing with various print and electronic media houses;
- (c) Experience with concerned government setup and civil society organizations;
- (d) Proficiency in media management;
- (e) Excellent writing and verbal communication in English/Hindi;
- (f) Ability to conceptualise and execute different media strategies

2. Who can apply:

- (i) Consultants having qualifications and work experience as mentioned above
- (ii) Retired Government Officers of the level of Deputy Secretary and above having experience of working in the Ministry of Information and Broadcasting or its attached/subordinate organizations.

3. Job Requirement

- (i) To deal with media issues pertaining to Child Rights in NCPCR;
- (ii) To deal with all public relation matters in NCPCR;
- (iii) To prepare press notes in consultation with Members/Chairperson, NCPCR;
- (iv) To facilitate press releases;
- (v) To liaise with Media, PIB, DAVP and other organizations for publicity awareness;





- (vi) To facilitate preparation of Radio/TV messages/spots/booklets/pamphlets/posters to promote safe guards available for protection of child rights;
- (vii) To collect and collate relevant information and materials from all concerned and to prepare NCPCR's Newsletter;
- (viii) To collect and collate information, edit and finalize the Bi-Monthly and Annual Report of NCPCR;
- (ix) Any other work that may be assigned from time to time;

4. Remuneration Range:

Rs. 35,000/- to 60,000/- per month depending upon the competence and experience of the incumbent.

5. Terms and Conditions:-

- (i) It is purely a contractual offer and shall be valid for a limited period of one year. The offer may be extended subject to satisfactory performance, necessity and availability of funds. At no stage the incumbent will claim the status of a permanent employee and he/she will not be entitled to any benefits under the applicable laws.
- (ii) The remuneration as payable will be subject to deduction of TDS as per rules applicable from time to time;
- (iii) The incumbent will be entitled to re-imburement of TA/DA as per the applicable rules for the outstation official visits undertaken with the approval of the Competent Authority in the Commission through the Reporting Officer;
- (iv) The NCPCR will provide Local conveyance for field visits, failing which the incumbent will be entitled to claim the conveyance charges as per applicable rules;
- (v) The incumbent will be entitled to leave as per NCPCR's leave policy;
- (vi) The incumbent may be required to attend office on any Saturday/Sunday/Public Holiday. However, he/she will be entitled to compensatory leave in lieu thereof;
- (vii) The incumbent will maintain Confidentiality of the assigned work/files/records and will communicate only to the concerned officers in the channel;
- (viii) The incumbent will not take any hospitality from any source that may run contrary to the objectives of your position/work and/or mandate/reputation of NCPCR;
- (ix) Consultancy assignment can be terminated without giving any reason on one month's notice or with payment of one month's salary in lieu thereof. Similarly, the incumbent may quit the assignment by giving an advance notice of one month or by making payment of one month's remuneration to it;
- (x) The incumbent will be required to submit a work plan after joining and to furnish a monthly work report outlining the tasks performed vis-à-vis work plan through his/her Reporting Officer on the first working day of every month so as to enable Administration Section to release the monthly remuneration.



- (xi) The incumbent will be required to submit (a) official copy of last pay drawn; (b) no objection certificate from the previous employer; (c) proof of residence; and (d) PAN No. & UID No.
- (xii) The incumbent will be required to properly handover the charge/ papers/ documents/files/materials/records/folders/registers, etc., handled by him/her to a designated official before he/she quit NCPCR. However, he/she will be required to maintain the confidentiality of the information / records / data (to which he/she had access during his/her assignment / contract) even after he/she quit NCPCR.
- (xiii) The incumbent will not use the information/data/report (generated by him/her during his/her assignment/contract) for publication/dissertation/thesis or any other purpose without the prior approval of NCPCR, as such information/data/reports are the property of the Commission.
- (xiv) This is a short term contract and not a service contract and as such the incumbent will not have a claim over any other benefits from the NCPCR.

