

No. 3/20/2017-IEPFA
Government of India
Ministry of Corporate Affairs
Investor Education and Protection Fund Authority

Jeewan Vihar Building, Parliament Street,
New Delhi-110001.

Dated: 14th March, 2018

CIRCULAR

Subject: Engagement of Media Consultant in Investor Education and Protection Fund Authority (IEPF Authority).

Applications from eligible candidates are invited for the post of Media Consultant in the IEPF Authority. The Authority has been inter-alia mandated by the Act to promote investors' education, awareness and protection.

2. As part of this mandate the IEPF Authority is taking various investor awareness initiatives from time to time. For taking care of the media related works, applications are invited for appointment of a Media Consultant in the Authority on contract basis. The eligibility criteria, responsibilities and experience details required are as under:

3. Duties and responsibilities of the Media Consultant:

- i. The Media Consultant shall be responsible for examining, advising and assisting in development of the communication materials like advertisements/pamphlets/posters/jingles etc. on investor awareness & protection and messages on the subject for various platforms like electronic media, print media, social media, outdoor media etc.
- ii. Implementing media plans and preparing press briefing material, handling electronic media, print media, social media, outdoor media etc.
- iii. He shall be responsible to suggest the measures for increasing the outreach of the awareness and protection programs.

4. Eligibility:

Essential Qualifications:

- (i) Degree in Mass Communication/Journalism/ Media. Persons with Bachelor's degree with Post Graduate Degree/Diploma in Mass Communication/Journalism from a recognized Institute/College/University can also apply.

(ii) Proficiency in Computer Applications particularly in use of MS Office, Photoshop, Corel Software etc. & good typing skills.

iii) **Experience :** Persons having at least five years' experience in the field of mass media handling work, organizing media campaigns and awareness programs and/or activities of similar nature preferably in Govt., autonomous bodies or public sectors.

5. **Other eligibility criteria** for the post are as follows:

i) Maximum age limit for engagement as Consultant will be 60 years.

ii) He/she should be able to handle work independently including processing of files, collection of materials/information, etc.

iii) He/she should have good communication skills and command over English language and proficiency in Hindi shall also be given preference as an additional qualification.

iv) He/she should not have any disciplinary issue in their previous organization.

6. The person engaged on Contract for the aforementioned jobs will be paid a consolidated Consultancy fee in the range of Rs. 70,000/- to 1,00,000/- including conveyance allowance keeping in view the experience and profile of the candidate.

7. **Period of engagement:**

7.1 The initial engagement of a person as consultant would be for a period of one year. Thereafter, the engagement would be reviewed and it would not exceed one year at a time.

7.2 The appointment of Consultant would be on full-time basis and he/she would not be permitted to take up any other assignment during the period of Consultancy with the IEPF Authority.

7.3 The appointment of Consultant is of a temporary (non-official) nature against the specific jobs.

7.4 The Consultant will **not** be entitled to any benefits like accommodation, PF, Pension, Gratuity, Medical Allowances, House Rent Allowance, CCA, Dearness Allowance, Transport Allowance or any other allowance and facilities such as regular transport/telephone connection.

8. **Procedure for selection of consultant:** For selection of consultant, a Committee under the Chairmanship of CEO, IEPF Authority and two officers of appropriate level would be constituted and the appointment will be made on their recommendation. The consultant may be asked to appear for interaction and make a presentation before the committee.

9. **Working Hours:** The normal working hours will be from 9.00 AM to 5.30 PM. However, as per the exigency one has to sit late to complete the time bound work.

10. **Tax deduction at source:** The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source effecting the payment, for which the Authority will issue TDS Certificate(s). GST/Service Tax, as applicable shall be payable extra, at the prevalent rates.

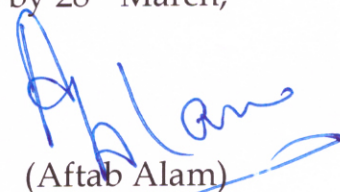
11. **Rights of the Authority:** The Authority has the right to cancel advertisement, and not to proceed in the matter for engagement of consultant, at any stage, accept or reject any or all applications, without giving any explanation, whatsoever.

12. **Termination of Agreement:** The Authority may terminate a contract to which these terms apply, if:

- i. The Consultant is unable to address the assigned works,
- ii. Quality of the assigned works is not to the satisfaction of the Authority.
- iii. The Consultant fails in timely achievement of the milestones as decided by the Authority.
- iv. The Consultant is found lacking in honesty and integrity.

The Authority reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant. Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

13. Interested and eligible candidates may forward their detailed resume, including details of educational qualifications and past experience, alongwith a recent passport size colour photograph and self-attested copies of documents in support of essential/desired qualification to **Shri Navneet Chouhan, General Manager, IEPF Authority, Ground Floor, Jeewan Vihar Building, 3, Sansad Marg, New Delhi-110001** so as to reach this office latest by 28th March, 2018. Model application Format is given at Annexure-I.



(Aftab Alam)

Assistant General Manager

Tele: 23361980

APPLICATION FOR THE POST OF MEDIA CONSULTANT

Government of India
Investor Education & Protection Fund Authority
Ministry of Corporate Affairs

1. Name of Applicant :
2. Father's/Husband's name :
3. Date of Birth :
4. Mailing Address, e-mail id and
Mobile No. :
5. Permanent Address, Phone No.
6. Academic Qualifications* :

S.No.	Educational Qualification	Board/University/ Institute	Division/Grade/ Percentage	Year of Passing

7. Experience*:

S.No.	Organization	Post Held	Period	Duties performed

- 1) Present Position :
- 2) Availability (Time required for joining):
- 3) List of enclosures

*Please attach photocopies of certificates and testimonials.

Signature