

President's Secretariat
(Administration Section)

File No. A-36011/01/25-Admn/22485

23²⁴ June, 2026

ADVERTISEMENT NOTICE
FOR ENGAGEMENT OF MARKETING ASSOCIATE IN
RASHTRAPATI NIWAS, MASHOBRA (SHIMLA)

The Under Secretary (Admin), President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India, invites applications from eligible persons for engagement of a Marketing Associate for Rashtrapati Niwas, Mashobra, Shimla, on purely contractual basis from amongst professionals fulfilling the eligibility conditions as prescribed below. The application form can also be downloaded from Rashtrapati Bhavan website <http://rashtrapatibhavan.gov.in/vacancy-circulars>

2. The terms and conditions for engagement shall be as under:

(A) **Criteria**

The Marketing Associate shall be engaged to look after the work mentioned under the heading "Responsibility" against the positions in para 4 below relating to Rashtrapati Niwas, Mashobra, Shimla and **shall not be appointed for the regular work of the Secretariat**. Accordingly, Marketing Associate shall not be treated as an employee borne on the regular cadre of the President's Secretariat for any purpose. He/She shall be engaged on contract on a full-time basis and will not be allowed to take up any other assignment without prior approval of this secretariat during the period of his/her engagement with President's Secretariat.

(B) **Period of Engagement**

The Marketing Associate shall be engaged initially for a period of 01 year from the date of joining. The contract may be extended for further period of one year on the same terms and conditions mutually agreed upon and subject to satisfactory performance. His/her services shall be terminated without notice in case the performance is found to be unsatisfactory. The said engagement shall also not vest any right whatsoever to claim regular appointment in the President's Secretariat or continued engagement.

(C) **Job Responsibilities**

1. To manage the Scholar Guides working in Rashtrapati Niwas, Mashobra, Shimla.
2. To assist the Manager, Rashtrapati Niwas Mashobra for hosting functions in Rashtrapati Niwas, Mashobra.
3. To Assist Manager, Rashtrapati Niwas, Mashobra, liaise with officials of Himachal Pradesh Govt. for outreach program of Rashtrapati Niwas, Mashobra, Shimla.

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4. To Assist the Manager, Rashtrapati Niwas Mashobra, Shimla to liaise with different agencies / departments for promotion of Rashtrapati Niwas Mashobra, Shimla.
5. To provide social media contents related to Rashtrapati Niwas Mashobra, Shimla to PRO (Museum).
6. To coordinate with and manage Social Media Influencers to publicize Rashtrapati Niwas Mashobra, Shimla to a wider digital audience.
7. To assist the Manager in ideating and executing other innovative marketing campaigns related to Rashtrapati Niwas Mashobra, Shimla.
8. To assist the concerned State Department and PRO (M) in the design of all marketing collaterals for Rashtrapati Niwas Mashobra, Shimla.
9. Any other work provided by the Supervising staff of President's Secretariat/ Rashtrapati Niwas, Mashobra, Shimla.

(D) Position/ No. of Position/ Eligibility Conditions.

Position	No. of Position	Educational Qualification(s)/ Experience(s) & skills
Marketing Associate	01	<u>Minimum Educational Qualification(s)</u> 1. Graduation in any stream from a recognised Institution. 2. Fluent in English and Hindi.
		<u>Work Experience(s) and Skills</u> Minimum one year working experience in similar nature of work which may also comprise of Experience in Social Media, Event management experience, Experience to liaise with Govt. Departments and Good Knowledge of tourism, preferably of Himachal Pradesh.

(E) Age Limit

Only Indian citizens between the age of 22 to 40 years as on the last date of receipt of application shall be made eligible.

(F) Remuneration

The monthly remuneration of the Marketing Associate shall be as detailed below:

(i) The Marketing Associate shall be paid a fixed remuneration of ₹50,000/- (Rupees Fifty Thousand only) per month from the date of commencement of agreement with this Secretariat. For any fraction of a month, the Marketing Associate will be paid on pro rata basis. Remuneration shall be calculated taking 30 days in a month. The remuneration shall be paid by direct bank transfer or through account payee cheque.

(ii) No other allowances shall be admissible to the Marketing Associate during his/her engagement on contract basis in this Secretariat.

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(iii) The aforesaid remuneration shall be paid to the Marketing Associate of such time as he/she shall serve under this agreement and actually performs his/her duties. In the event of his/her quitting service or on the date of his/her discharge there from or on the expiration of his/ her terms of service under this Contract Agreement or on the day of his/ her death while serving in this secretariat under this agreement.

(iv) If in the opinion of the President's Secretariat, it is necessary to carry out work outside the Terms of Reference for some purpose in addition to the services, the Marketing Associate shall carry out such additional work and with the prior authorization of this Secretariat. No additional fee for such additional work shall be paid.

(G) Duty Place and Timing

The Marketing Associate shall be posted in the Rashtrapati Niwas, Mashobra, Shimla of President's Secretariat and shall report to the Manager, Rashtrapati Niwas, Mashobra, Shimla. Further, the duties assigned to the position is such that he/ she shall be called upon / stay in office before / beyond normal working hours and on Sundays / Holidays, whenever required in the exigencies of work, for which no additional remuneration shall be admissible.

(H) TA/DA, Transport and Telephone

The Marketing Associate shall not be entitled for TA/DA, Transport and Telephone facilities.

(I) Leave

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond tenure of the contract shall not be allowed. Leave cannot be claimed as a matter of right. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment shall not be permissible on unspent leave. Unspent leave shall lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case, he/she remains absent from duty beyond entitled leave, a proportionate deduction from the remuneration, as applicable, shall be made.

(J) Residential Accommodation

No residential accommodation shall be provided from the President's Estate Pool of Accommodation to the Marketing Associate being engaged.

(K) Termination of Engagement/ Resignation

- i. By either side, after giving one month notice. However, either side shall terminate the contract on payment of an amount equal to one month remuneration forthwith.

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- ii. If any declaration/ information furnished in the application form is found to be false or if it is detected that some material/ facts has been suppressed wilfully, his/ her engagement will be terminated at any point of time without notice and without any compensation thereof.
- iii. Prior to acceptance of resignation, Marketing Associate shall hand over all office property in his/ her possession to the Manager, Rashtrapati Niwas, Mashobra (Shimla) and obtain a 'No Demand Certificate' before resignation. Further, no claim of pensionary benefit on account of this contractual engagement shall be admissible.

(L) Marital Status

The Marketing Associate will have to submit declaration in the prescribed form about his/ her marital status and in the event of candidate having more than one wife/husband living, the engagement will be subject to his/ her being exempted from the requirement of the rules in this behalf.

(M) Oath of Allegiance

The Marketing Associate will have to take an oath of allegiance/ faithfulness to the Constitution of India or make solemn affirmation to this effect in the prescribed form.

(N) Residuary

The decision of the Secretary to the President will be final in respect of all matter in respect of engagement of the Marketing Associate, not specifically provided for.

(O) Confidentiality

Marketing Associate shall maintain absolute integrity and confidentiality at all time.

(P) Proposal Evaluation

- (i) The President's Secretariat shall constitute a Selection Committee which will carry out the entire selection process.
- (ii) All eligibility conditions will be reckoned as on the last date of the application.
- (iii) From the time the applications are opened to the time the selection is finalized, the applicant should not contact the President's Secretariat on any matter related to his/ her application. Any effort by the applicant to influence the President's Secretariat in the examination, evaluation, ranking of Proposals and recommendation for award of Contract may result in the rejection of the application.

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(Q) Taxes and Duties

The Marketing Associate shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

(R) Conflict of Interest

The President's Secretariat requires that Marketing Associate shall carry out his assignment professionally, objectively and impartially and at all times hold the President's Secretariat's interests paramount, strictly avoid conflict. Marketing Associate has an obligation to disclose any situation of actual or potential conflict that impacts his/her capacity to serve the best interest of President's Secretariat, or that may reasonably be perceived as having this effect. If the Marketing Associate fails to disclose said situations and if the President's Secretariat comes to know about any such situation at any time, it shall lead to the disqualification of the Marketing Associate during selection process or the termination of his/her Contract during the assignment.

(S) Fraud and Corruption

The President's Secretariat shall declare Marketing Associate disqualified either indefinitely or for a stated period of time, for being considered for engagement in President's Secretariat, if at any time, it is determined that Marketing Associate directly or through an agent, has engaged in corrupt, fraudulent, collusive or coercive practices.

(T) Liquidated Damages

If President's Secretariat suffers losses/damages due to negligence of Marketing Associate, he/she shall be liable to pay the damages to be decided by the President's Secretariat.

(S) Arbitration

In the case of dispute arising upon or in relation to or in connection with the contract between the President's Secretariat and Marketing Associate, which has not been settled amicably, such dispute regarding any matter under contract shall be decided by the Secretary to the President, who may appoint an arbitrator for the settlement of the dispute/ controversy. The jurisdiction of the court of law shall be within Delhi. The language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

3. Eligible shortlisted candidates shall have to appear for Personal Interview/ before Interview Board for which they shall be intimated through mail/email. The applicant, once selected, shall not be allowed to withdraw his/ her candidature subsequently. He/ She shall be required to join immediately.

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4. How to Apply:

(a) The application is to be submitted in the prescribed format as given in Annexure-A. Applications, in any other format, are liable to be rejected. Applications typewritten in A4 sheet and complete in all respect alongwith the supporting documents should be sent to email id: **soadmn@rb.nic.in** within a period of 15 days of advertisement i.e. on or before 07 July, 2026 upto 05:00 PM. Subject line of the email, shall read as **“Application for Engagement as Marketing Associate in President’s Secretariat on Contract basis”**.

(b) Self-attested copies of documents/ certificates vis-à-vis educational qualifications, experience, etc. are required to be attached with application. On being selected for engagement, selected professionals shall bring original certificates/ documents for verification at the time of joining.

(c) The name of the candidate and his/her parents in the application form submitted by him/her should be exactly the same as reflected in the certificates/ documents attached with the application.

(d) The experience certificate should clearly depict that the applicant possess the required experience in the prescribed field.

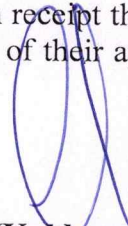
(e) It is the responsibility of the candidates to ensure that they fulfil the eligibility conditions in terms of educational qualifications and experience.

(f) No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.

5. Candidates already in a job should come with a “No objection Certificate” from the employer, without which the candidate shall not be allowed to appear for the interview.

6. President’s Secretariat reserves the right to cancel the process of engagement of Marketing Associate or alter the number of positions required at any stage without any notice and without assigning any reason(s) thereof.

7. Applicants should clearly note that President’s Secretariat shall in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure the receipt of their application by the prescribed date.


(Kuldeep Chaudhary)
Under Secretary (Admin)

23/06/2026

PROFORMA FOR APPLICATION FORM

(Applicants must read the Advertisement Notice before filling up the application form)

Recent
passport
size self-
attested
photograph

Professional Position applied for: _____

1. **Name:** _____
2. **Father's/Husband's Name:** _____
3. **Date of Birth:** _____ **Age:** _____ **Yrs. Sex :** _____
4. **Nationality :** _____
5. **Residential Address:**

Temporary: _____

District: _____ **State:** _____ **Pin:** _____

Permanent: _____

District: _____ **State:** _____ **Pin** _____

6. **Telephone No:** _____ **Mobile No:** _____

(with STD)

7. **E-mail ID:** _____

8. **Educational Qualifications** (Matriculation onwards):

Sl. No.	Description of Qualifications	Year of Passing	Board/ University	% of marks/ CGPA

9. Professional Experience:

Sl. No.	Description of Experience	Organization	Duration	
			From	To

10. Any other information:

11. Qualifications/ experience prescribed for eligibility to the professional position applied for vis-à-vis qualifications/ experience of the applicant :

	Prescribed for the post	Possessed by the candidate
Educational Qualifications	1. Graduation in any stream from a recognised Institution.	
	2. Fluent in English and Hindi.	
Experience	Minimum one year working experience in similar nature of work which may also comprise of Experience in Social Media, Event management experience, Experience to liaise with Govt. Departments and Good Knowledge of tourism, preferably of Himachal Pradesh.	

12. The last date of submission of application: 07 July, 2026 upto 05:00 PM.

DECLARATION

I declare that I fulfil the eligibility conditions as prescribed for the position applied for by me and that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I, understand that in the event of any information being found false or incorrect at any stage, my candidature/ engagement is liable to be cancelled/ terminated.

Place: _____

(Applicant's Signature)

Dated: _____