

ADVERTISEMENT NOTICE

File No. A-36011/31/23-Admn

14 November, 2023.

**ENGAGEMENT OF CONSULTANT(S) AND YOUNG PROFESSIONAL
IN PRESIDENT'S SECRETARIAT**

The Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India, invites applications from eligible persons for engagement of various Consultants and Young Professional in President's Secretariat, on purely **contractual basis** from amongst professionals fulfilling the eligibility conditions as prescribed below. The applications should reach in the **O/o Under Secretary (Admn)**, President's Secretariat, Rashtrapati Bhavan, New Delhi on **29.11.2023** up to **5.00 P.M.** The application form can also be downloaded from Rashtrapati Bhavan website <http://rashtrapatibhavan.gov.in/user>

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

(A) Criteria and Number of Consultants and Young Professionals

Consultants and Young Professionals shall be engaged to look after the work mentioned under the heading "Responsibility" against each of the positions in para 4 below relating to Press Wing of President's Secretariat and **shall not be appointed for the regular work of the Secretariat.** Accordingly, these Consultants(s) and Young Professionals shall not be treated as an employee borne on the regular cadre of the President's Secretariat for any purpose. They shall be engaged on **contract basis** on a full time basis and will not be allowed to take up any other assignment during the period of their engagement with President's Secretariat.

(B) Period of Engagement

The Consultant(s) and Young Professionals 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 same terms and conditions mutually agreed upon and subject to satisfactory performance. Their 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) 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.

(D) Remuneration

The remuneration of the Consultant(s) and Young Professionals in various positions shall be as follows:-

Sl. No.	Description of items	Remuneration (in Rs.)
(i)	Consultant (Social Media)	55,000/- per month
(ii)	Consultant (Graphic Designer)	40,000/- per month
(iii)	Young Professionals in Library	30,000/- per month

(i) The President's Secretariat shall be paid a fixed remuneration as mentioned above on monthly basis. For any fraction of a month, the President's Secretariat will be paid on pro rata basis (number of days, taking 30 days in a month).

(ii) No other allowances etc. shall be admissible to the Consultants and Young Professionals. The remunerations shall be paid by direct bank transfer or through account payee cheque.

(iii) The aforesaid consolidated amount shall be paid to the party of the first part of such time as he shall serve under this agreement and actually perform his duties commencing from the aforesaid date and ceasing on the date of his quitting service or on the date of his discharge there from or on the expiration of his terms of service under this Contract Agreement or on the day of his death if he shall die whilst in service.

(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 Social Media Executive (Consultant) shall carry out such additional work and with the prior authorization of the Client. No additional fee for such additional work shall be paid.

(E) Reporting

The Consultants and Young Professionals shall be posted in Press Wing of President's Secretariat. Further, the duties assigned to the position(s) are such that they shall be called upon to come to/ 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.

(F) Health Cover

The Consultants and Young Professionals shall be eligible for availing medical facilities from President's Estate Clinic.

(G) T/DA, Transport and Telephone

The Consultants and Young Professionals shall not be entitled to T/DA, Transport and Telephone facilities.

(H) Leave

The Consultants and Young Professionals shall be entitled to leave as follows:-

- (i) Entitled to 12 (twelve) days leave on pro-rata basis of one day leave for work of each month and will also be allowed to take half day Leave from his entitled

- leave during the agreement period of 1 year.
- (ii) There shall be no remunerations for the period of absence beyond 12 days calculated on pro-rata basis, President's Secretariat would be free to terminate the services in case party of the first part remains absent for more than 10 days beyond the entitled leave.
 - (iii) Any non availed leave during the agreement period shall not qualify for encashment.
 - (iv) In the event of absence on the ground of sickness, they shall be required to submit a proper medical and fitness certificate. However, any leave including the leave on Medical grounds beyond cumulative 06 days shall be without salary.
 - (v) Station Leave Permission shall be mandatory before leaving the station, even on a holiday.

However, leave cannot be claimed as a matter of right. Further, if excess leave is taken, salary deduction would be made accordingly. Salary would also be deducted for habitual late comers. Long Leave, even if on medical grounds, has to be sanctioned before the individual proceeds on leave.

(I) Residential Accommodation

No residential accommodation shall be provided from the President's Estate Pool of Accommodation.

(J) Termination of Engagement

- (i) By either side, after giving one month notice or on depositing an amount equal to one month fee, if he/ she wishes to terminate the engagement;
- (ii) Without notice, in case the performance is found to be unsatisfactory; and
- (iii) If any declaration/ information furnished in the bio-data is found to be false or if it is detected that some material/ facts has been suppressed willfully, his/ her engagement will be terminated at any point of time.

Prior to acceptance of resignation, the Consultants and Young Professionals shall hand over all office property in his/ her possession and obtain a 'No Demand Certificate' in the prescribed format. Further, no claim of pensionary benefit on account of this contractual engagement shall be admissible.

(K) Marital Status

The Consultants and Young Professionals will have to submit declaration in the prescribed form about his/ her marital status and in the vent of candidate is 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.

(L) Oath of Allegiance

The Consultants and Young Professionals 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.

(M) Residuary

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

(N) Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption

(O) Proposal Evaluation

- (i) From the time the applications are opened to the time the Contract is awarded, the Consultants/ Young Professionals should not contact the Employer on any matter related to his/ her applications. Any effort by Consultants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the applications.
- (ii) The employer shall constitute a Consultant Selection Committee (CSC) which will carry out the entire evaluation process.

(P) Taxes and Duties:

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

(Q) Conflict of Interest

Employer requires that Consultants/ Young Professionals provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. Consultants/ Young Professionals have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultants/ Young Professionals during selection process or the termination of its Contract during execution of assignment.

(R) Confidentiality

The Consultants/ Young Professionals will maintain confidentiality and discretion as directed by Press Wing.

(S) Fraud and Corruption

- (i) It is the Employer's policy to require that Employers as well as Consultants observe the highest standard of ethics during the

execution of the Contract. In pursuance of this policy, the Employer defines, for the purpose of this provision, the terms set forth below as follows: (a) —corrupt practice means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution; (b) —fraudulent practicell means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract; (c) —collusive practicesll means a scheme or arrangement between two or more consultants, with or without the knowledge of the Employer, designed to establish prices at artificial, non competitive levels; (d) —coercive practicesll means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

- (ii) The Employer may terminate the contract if it determines at any time that representatives of the consultant were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract, without the consultant having taken timely and appropriate action satisfactory to the Employer to remedy the situation;
- (iii) The Employer may also sanction against the Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Employer-financed contract;
- (iv) At the time of execution of this Contract, the Consultants shall disclose any commissions or fees that may have been paid or are agreed to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

(T) Liquidated Damages

- (i) The parties hereby agree that due to negligence of act of the contracted party, if the employer suffers losses/damages, the quantification of which may be difficult, the amount specified hereunder shall be construed as a reasonable estimate of the damages. The employer is not liable to pay any of the damages as mentioned hereunder or anywhere in the agreement, as per the provisions of this Contract.
- (ii) The amount of liquidated damages under this Contract shall not exceed 10% (ten percent) of the total value of the contract.

(U) Artibration

In the case of dispute arising upon or in relation to or in connection with the contract between the Employer and the Consultant, which has not been settled amicably, such dispute regarding any matter under contract will 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 will be within Delhi. The language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

How to Apply

3. The applications are to be submitted in the prescribed format as given in Annexure-B. Applications complete in all respect may be sent to **Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi – 110004** within a period of **15 days** of advertisement.

4. **Position/ No. of Position/ Eligibility Conditions.**

Sl. No.	Position	No. of Position	Educational Qualification(s)/ Experience(s) & skills
(i)	Consultant (Social Media)	01	<p><u>Minimum Educational Qualification(s)</u></p> <ul style="list-style-type: none"> ➤ Diploma/ Bachelors in Mass Communication or Journalism <p><u>Work Experience(s) and Skills</u></p> <ul style="list-style-type: none"> ➤ Minimum experience of five years in Social Media for a reputed organization. ➤ Proficiency in drafting Hindi and English languages for social media and speech related work. ➤ Experience in digital analytics and implementing successful social media campaigns. ➤ Proficiency in office and google docs editors suites <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> ➤ Live streaming on X/Facebook/instagram, etc. ➤ Drafts and posts on all social media platforms. ➤ Monitoring content and topical issues on social media handles. ➤ Compiling Social and Digital media reports. ➤ Any other works required by the

			Supervising staff of President's Secretariat.
(ii)	Consultant (Graphic Design)	01	<p><u>Minimum Educational Qualification(s)</u></p> <ul style="list-style-type: none"> ➤ Diploma/ Degree in the field of Graphic Design. <p><u>Work Experience(s) and Skills</u></p> <ul style="list-style-type: none"> ➤ Minimum experience of two years in the field of Graphic Design. ➤ Excellent communication and organizational skills. ➤ Ability to create unique content. ➤ Proficiency in Adobe Creative Suite (illustrator, Photoshop, In Design, After Effects), Final Cut Pro: Motion Graphics and Video Editing <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> ➤ Production of graphics for Rashtrapati Bhavan. ➤ Design Quality graphic content, illustrations and infographics for messages of different occasions for different social media channels. ➤ Develop fresh concepts based on President's Secretariat requirement and current social media trends. ➤ Present ideas and drafts to the team. ➤ Ensure that all the graphic elements that they create are presented on different devices flawlessly. This includes providing the best possible user experience for the large chunk of audience that consists of mobile users. ➤ Provide suggestions on what can be improved. ➤ Editing of videos. ➤ Any other works provided by the Supervising staff of President's

			Secretariat.
(iii)	Young Professionals in Library	03	<p><u>Minimum Educational Qualification(s)</u></p> <ul style="list-style-type: none"> ➤ Diploma/ Degree in Library Science. <p><u>Work Experience(s) and Skills</u></p> <ul style="list-style-type: none"> ➤ Minimum experience of 2 years in the field of Library Science. ➤ Excellent communication and organizational skills. ➤ Library and Information Science. <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> ➤ To maintain vibrant reading culture in Library. ➤ Activities related to catalogue of books ➤ To propose useful books for readers including children ➤ Work related to membership of the Library and issue of books ➤ To organise regular activities for children (group discussions, quiz prog. etc.) ➤ To look-after overall maintenance of library ➤ Digitization of rare books of Main Library. ➤ Any other works provided by the Supervising officers of President's Secretariat.

Eligible candidates will have to appear for Personal Interview/ written test before Interview Board. The applicant, once selected, will not be allowed to withdraw his/ her candidature subsequently. He/ She will be required to join immediately.


 (Davinder Kohli)
 Under Secretary (Admn)

PROFORMA FOR APPLICATION FORM

(Applicants must read the general instructions as given in Annexure-'B' 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 (essential & desirable conditions to be indicated separately):

	Prescribed for the post	Possessed by the candidate

Essential	1.	
	2.	
	3.	
	4.	
	5.	
Desirable	1.	
	2.	
	3.	
	4.	
	5.	

12. The last date of submission of application : 29th November, 2023 at 1700 hrs

DECLARATION

I declare that I fulfill 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: _____

Annexure 'B'

1. Applicant are required to apply strictly as per the prescribed application format as given in Annexure 'A'. Applications not in the prescribe format are liable to be rejected.
2. Applications should be typewritten in A4 sheet. The applicants are advised to scan the application form along with the supporting documents and send the same to email id: soadmn@rb.nic.in. The name of the professional position should be clearly mentioned in the **subject line** of the **email**, which may read as "**Application for Engagement as _____ in President's Secretariat on Contract basis**" before **last date** of submission.
3. Applicants applying for more than one position are required to send separate application for each position.
4. 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.
5. The name of the candidate(s) and their parents in the curriculum vitae submitted by them should be exactly the same as reflected in the certificates/ documents attached with the application.
6. The experience certificate should clearly depict that the applicant possess the required experience in the prescribed field.
7. All eligibility conditions will be reckoned as on the last date of the application.
8. Any misrepresentation or concealment of fact or submission of false information on the part of any applicant shall render him/ her ineligible/ disqualified for engagement in President's Secretariat for any professional position even in the future.
9. Shortlisted applicants will be intimated through mail/e-mail/telephonic message for interview/ written test.
10. No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.
11. Applicants are strictly advised against canvassing in any form or manner. Any canvassing for or on behalf of any applicant shall render him/ her ineligible/ disqualified for being considered for engagement in President's Secretariat for any professional position even in the future.
12. Applicants called for interview/ written test shall not be entitled for payment of any TA/DA.
13. After selection of candidates, an agreement on non-judicial stamp paper of Rs.10/- is required for completion of contract agreement. The cost of non-judicial stamp paper will be borne by the selected candidates.

14. President's Secretariat reserves the right to cancel the process of engagement of Consultants and Young Professionals or alter the number of positions required at any stage without any notice and without assigning any reason(s) therefore.

15. Applicants should clearly note that President's Secretariat will 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 online application by the prescribed date.



(Davinder Kohli)
Under Secretary (Admn)