



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An Autonomous Institute under Department of Science and Technology, Govt. of India)
Paschim Boragaon, Vigyan Path, Garchuk, Guwahati-781035

Notice Inviting Quotations (NIQ)

Advt. No: 390

Date: 10/01/2023

ENGAGEMENT OF MEDIA CONSULTANT

Applications are invited from eligible persons for engagement as Media Consultant at IASST, Guwahati on purely contractual basis from amongst professionals fulfilling the eligibility conditions as prescribed below.

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

1. Job Profile

The Consultant shall be engaged to look after the work related to speeches, talking points, messages, twitter, facebook account, science stories and any other miscellaneous work relating to IASST and The Director, IASST. Accordingly, the Consultant shall not be treated as an employee borne on the regular cadre for any purpose unless specified otherwise. He shall be engaged on a full time basis and will not be allowed to take up any other assignment during the period of their engagement with IASST.

2. Duty Hours: As per IASST norms.

3. Period of Engagement

The Consultant shall be engaged initially for a period of 11 months, which may or may not be extended. His 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 IASST or continued engagement.

4. Age Limit

Only Indian citizens between the age of 25 years to 62 years as on the last date of receipt of application shall be made eligible.

5. Fee

The fee of the Media Consultant engaged shall be Rs. 35,000/- p.m. (consolidated).

6. Reporting

The duties assigned to the position 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.

7. TA/DA, Transport and Telephone

The Consultant shall not be entitled to TA/DA, Residential accommodation, Personal Staff, CMS, Medical Reimbursement, Transport and Telephone facilities except on official duties.

8. Leave

The Consultant shall be eligible for the following leave: -

Casual Leave (CL): 18 days in a year.

Compensatory Holiday (CH): Compensatory Holiday can be granted in lieu of duty performed on Sundays/Holidays. Maximum 02 days CH may be availed at a time and has to be approved in advance.

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.

9. Residential Accommodation

No residential accommodation shall be provided.

10. Termination of Engagement

- 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;
- Without notice by the IASST, in case the performance is found to be unsatisfactory; and
- 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 Consultant shall hand over all office property in his/her possession and obtain a 'Clearance Certificate' in the prescribed format.

11. Conduct Rules

During the period of engagement, the Consultant shall be governed by the Conduct Rules of the Institute as amended from time to time.

12. Marital Status

The Consultant will have to submit declaration in the prescribed form about his/her marital status and in the event 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.

13. Oath of Allegiance

The Consultant 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.

14. Residuary

The decision of the competent authority of IASST will be final in respect of all matters not specifically provided for.

15. How to Apply

The applications are to be submitted online in the link provided below within a period of 21 days from the date of issue of this advertisement.

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

Also, the applicants are advised to keep on visiting the website <http://iasst.gov.in> from time to time for information relating to:-

- Cancellation or addendum or corrigendum to this Advertisement, if any;
- Date(s) of Personal Interview;
- Announcement of Result of the examination process.

Annexure 'A'

Position / No. of Position / Eligibility Condition(s) –

| Sl, No. | Position | No. of Position | Educational Qualification(s)/ Experience(s) & Skill(s) |
|---------|------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Media Consultant | 01 | <p><u>Minimum Educational Qualification(s):</u> Master's degree in mass communication and journalism, public relations or related field. Candidates pursuing Bachelor's degree in science will be preferred; However, this is not an absolute requirement.</p> <p><u>Work Experience(s) and Skill(s):</u> Minimum 2 years of work experience in Social Media management including experience in designing and implementing successful digital marketing campaigns, photo, video, and text editing tools. Retired Govt. Officials recently retired from their service preferably from the Govt. Dept. such as DAVP/DIPR or any other Central Govt./State Govt./Autonomous Bodies/PSU/PSE having experience in media/publicity work along with proficiency in MS Office-Excel, PowerPoint and Word in recognized Institutions may also apply.</p> <p><u>Desirable:</u> Writing skill on Hindi and Assamese will be preferred.</p> |

Annexure - 'B'
General Instructions

1. Applicants are required to apply strictly as per the prescribed application format as given in the website. Applications not in the prescribed format are liable to be rejected.
2. Self-attested copies of documents/certificates vis-à-vis educational qualifications, experience, etc. are required to be attached with the application. On being selected for engagement, selected professionals shall bring original certificates/documents for verification at the time of joining.
3. 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.
4. The experience certificate should clearly depict that the applicant possesses the required experience in the prescribed field.
5. All eligibility conditions will be reckoned as on the last date of the application.
6. 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 IASST for any professional position even in the future.
7. Shortlisted applicants will be intimated through mail/e- mail/telephonic message for interview.
8. No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.
9. 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 IASST for any professional position even in the future.
10. Applicants called for interview shall not be entitled for payment of any TA/DA.
11. IASST reserves the right to cancel the process of engagement of Consultant or alter the number of positions required at any stage without any notice and without assigning any reason(s) therefore.
12. Applicants should clearly note that IASST 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.

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