

PARLIAMENT OF INDIA

SANSAD TELEVISION
(ADMINISTRATION & FINANCE)

ADVT. NO. 01/2021

ENGAGEMENT OF CONSULTANT(S) IN SANSAD TELEVISION

Applications are invited from eligible persons for engagement of various professionals in SANSAD TELEVISION, PARLIAMENT OF INDIA, on purely contractual basis from amongst professionals fulfilling the eligibility conditions as prescribed below:

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

(A) Criteria and Number of Consultant(s)

These Consultant(s) shall be engaged to look after the work related to personnel management and digital media and any other miscellaneous work relating to Sansad Television and shall not be appointed for the regular work of the Secretariat. Accordingly, these Consultant(s) shall not be treated as an employee borne on the regular cadre of the Sansad Television for any purpose unless specified otherwise. They 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 Sansad Television.

(B) Period of Engaqement

The Consultant(s) shall be engaged initially for a period of one (01) year, which may be extended 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 Sansad Television / Secretariat or continued engagement.

(C) Aqe Limit

Only Indian citizens between the age of 35 and 50years as on the last date of receipt of application shall be made eligible.

(D) Fee

The fee of the Consultant(s) engaged in various positions shall be as follows: -

Sl.No.	Position	Fee (in Rs.)
1.	HR Manager	1,50,000/- p.m.
2.	Digital Head	1,50,000/- p.m.

In case of deserving candidate(s), the CEO, Sansad Television, after taking into account the qualification, skill, experience, expertise, professional standing, existing emoluments (if any) and other relevant factors, may decide to grant a commensurate fee.

(E) Reporting

The Consultant(s) shall be posted in Sansad Television. 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) TA/DA, Transport and Telephone

The Consultant(s) shall not be entitled to TA/DA, Transport and Telephone facilities.

(G) Leave

The Consultant(s) shall be eligible for the following leave: -

Casual Leave (CL) - 8 days in a year. CL cannot be clubbed with EL.

Earned Leave (EL) - 30 days in a year
(15 days credited in advance for 06 months and calculated on the basis of 2.5 days per month for work put in).
EL cannot be clubbed with CL.

However, leave cannot be claimed as a matter of right. Further, if excess leave is taken, salary deduction would be made accordingly.

(H) Residential Accommodation

No residential accommodation shall be provided from the Lok Sabha Secretariat Pool.

(I) 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 Consultant(s) shall hand over all office property in his/her possession and obtain a 'No Demand Certificate' in the prescribed format.

(J) Residuary

The decision of CEO, SANSAD TELEVISION will be final in respect of all matters not specifically provided for.

How to Apply

3. The applications are to be submitted in the prescribed format as given in Annexure-B. Applications complete in all respects may be sent to Email ID: sansadvadvt@gmail.com within a period of 21 days from the date of issue of this advertisement.

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

Sl. No.	Position	No. of Position	Educational Qualification(s)/ Experience(s) & Skill(s)
(1)	(2)	(3)	(4)
1.	HR Manager	01	<u>Minimum Educational Qualification(s):</u> <ul style="list-style-type: none"> • MBA <u>Work Experience(s) and Skill(s):</u> <ul style="list-style-type: none"> • Minimum ten (10) years with at least two (2) years as HR Head of a medium size organization. Preference will be given to candidates, who have worked in Media companies.
2.	Digital Head	01	<u>Minimum Educational Qualification(s):</u> <ul style="list-style-type: none"> • B.Tech / MBA <u>Work Experience(s) and Skill(s):</u> <p>Minimum ten (10) years with at least two (2) Years as Digital Head of a medium size organization. Preference will be given to candidates, who have worked in Media companies.</p>

Eligible candidates will have to appear for Personal Interview before Interview Board constituted for the purpose.

4 Also, the applicants are advised to keep on visiting the website <http://www.loksabha.nic.in> and <http://www.rajyasabha.nic.in> regarding Recruitment E Advertisements and Notices from time to time for information relating to:-

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

PROFORMA FOR APPLICATION FORM

(Applicants must read the general instructions as given in Annexure - 'C' 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. Age : _____ Yrs. Date of Birth : _____ Sex _____

4. Nationality _____

5. Residential Address:

Temporary

District : _____ State : _____ Pin : _____

Permanent

District : _____ State : _____ Pin : _____

6. Telephone No. _____ Mobile No. _____
(with STD Code)

7. E-mail ID: _____

8. Educational Qualifications (Matriculation onwards) :

9. Professional Experience :

10. Total emoluments/fee drawn, if already employed: _____

11. Expected professional fee, if selected : _____

12. Any other information: _____

13. 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.	
Desirable	1.	
	2.	
	3.	
	4.	

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 : _____

Date _____

(Applicant's Signature)

General Instructions

1. Applicants are required to apply strictly as per the prescribed application format as given in Annexure - 'B'. Applications not in the prescribed format are liable to be rejected.
2. Applications should be typewritten in A4 sheet. The candidates are advised to scan the application form along with the supporting documents and send the same to the E-mail ID sansadvadvt@gmail.com. Applications that do not conform to general instructions, received after the last date or are incomplete shall be summarily rejected.
3. Applicants applying for more than one professional position are required to send separate application for each position.
4. All applications should be sent through E-mail only.
5. 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 Sansad Television on Contract basis".
6. Self-attested copies of documents/certificates vis-a-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.
7. 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.
8. The experience certificate should clearly depict that the applicant possess the required experience in the prescribed field.
9. All eligibility conditions will be reckoned as on the last date of the application.
10. 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 Sansad TV for any professional position even in the future.
11. Shortlisted applicants will be intimated through mail/e- mail/telephonic message for interview.
12. No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.
13. 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 Sansad Television for any professional position even in the future.
14. Applicants called for interview shall not be entitled for payment of any TA/DA.
15. Sansad TV Secretariat reserves the right to cancel the process of engagement of Consultant(s) or alter the number of positions required at any stage without any notice and without assigning any reason(s) therefor.
16. Applicants should clearly note that Sansad TV 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.
