

PARLIAMENT OF INDIA

LOK SABHA SECRETARIAT
(ADMINISTRATION BRANCH-I)

ENGAGEMENT OF CONSULTANT(S) IN LOK SABHA SECRETARIAT

Applications are invited for engagement of Consultants in Lok Sabha Secretariat, on purely contractual basis from amongst persons 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 speeches, talking points, messages, social media accounts and any other miscellaneous work relating to the Lok Sabha Secretariat. These Consultant(s) shall not be treated as employees borne on the regular cadre of the Lok Sabha Secretariat for any purpose. They shall be engaged on full time basis and will not be allowed to take up any other assignment during the period of their engagement with Lok Sabha Secretariat.

(B) Period of Engagement

The Consultant(s) shall be engaged initially for a period of 01 year, which may be extended subject to satisfactory performance for 02 more years. 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 Lok Sabha Secretariat or continued engagement.

(C) Age Limit

Only Indian citizens between the age of 22 to 58 years as on the last date of receipt of application shall be eligible to be considered for engagement.

(D) Fee

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

Sl.No.	Position	Fee (in Rs.)
1.	Social Media Marketing (Senior Consultant)	65,000/- p.m.
2.	Social Media Marketing (Junior Consultant)	35,000/- p.m.
3.	Senior Content Writer/Media Analyst (Hindi)	45,000/- p.m.
4.	Junior Content Writer (Hindi)	35,000/- p.m.
5.	Junior Content Writer (English)	35,000/- p.m.
6.	Social Media Marketing (Junior Associate)	30,000/- p.m.
7.	Manager (Events)	50,000/- p.m.

In case of deserving candidate(s), Lok Sabha Secretariat, 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. Further, the annual increment of the Consultant(s) may be decided by the Lok Sabha Secretariat on the basis of appraisal of performance of their work and conduct.

(E) Reporting

The Consultant(s) shall be deployed in the Social Media & Communications Unit under PPR Wing of Lok Sabha Secretariat. Further, the duties assigned to the position(s) may be 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 Consultant(s) will be extended the facility of health cover through appropriate medical insurance for which all expenses viz. cost of subscription, premium etc., will be borne by the Lok Sabha Secretariat.

(G) TA/DA, Transport and Telephone

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

(H) Leave

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

- Casual Leave (CL) - 12 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).
- Half Pay Leave (HPL) - 20 days in a year (10 days credited in advance for 06 months and calculated on the basis of 1.5 days per month for work put in)
- Maternity Leave - Female Consultant(s) with less than 02 surviving children will be granted Maternity Leave for a period of 180 days from the date of its commencement.
- Compensatory Holiday (CH) - Compensatory Holiday can be granted in lieu of duty performed on Sundays/Holidays and the same may be availed of within a period of 12 months from the date it becomes due. Maximum 02 days' CH may be availed at a time and has to be approved in advance. CH can be combined with CL or EL. However, grant of CH shall not be admissible during Parliament Session period(s). There would be no accumulation/carrying forward of CH. All requests for CH have to be compulsorily accompanied by the copy of the duty rosters signed by the respective department head.

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 Lok Sabha Secretariat Pool.

(J) Termination of Engagement

- (i) By either side, after giving one month notice or on depositing an amount equal to one month fee, if a Consultant wishes to terminate the engagement;
- (ii) Without notice by the Secretariat, in case the performance is found to be unsatisfactory; and
- (iii) 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 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.

(K) Conduct Rules

During the period of engagement, the Consultant(s) shall be governed by Lok Sabha Secretariat (Conduct) Rules, 1955 as amended from time to time.

(L) Marital Status

The Consultant(s) 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.

(M) Oath of Allegiance

The Consultant(s) 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 Lok Sabha Secretariat 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 shall be sent to:

**Administration Branch-I,
Room No. 619,
Lok Sabha Secretariat,
Parliament House Annexe,
New Delhi – 110001.**

4. The applicants shall send their applications within a period of 21 days from the date of issue of this advertisement i.e. the last date of receipt of applications will be reckoned as 11.10.2021.

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

6. Also, the applicants are advised to keep on visiting the website <http://www.loksabha.nic.in> → **Recruitment → 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.

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

Sl. No.	Position and Fees (per month)	No. of Position(s)	Educational Qualification(s)/ Experience(s) & Skill(s)
(1)	(2)	(3)	(4)
1.	Social Media Marketing (Senior Consultant)	01	<p><u>Minimum Educational Qualification(s):</u></p> <p>Bachelor's Degree in any discipline preferably in Engineering, Business Management, Marketing, Journalism, Public Relations or any other related field.</p> <p><u>Work Experience(s) and Skill(s):</u></p> <ul style="list-style-type: none"> • Minimum 2 years of work experience in Digital Communication and Social Media management including experience in digital analytics & social media reporting, designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools • Proficiency in MS office – Excel, PowerPoint and Word. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Ability to work in a fast-paced, high-pressure environment • Excellent Multi-tasking, analytical, project management, time-management, strong team management and communication (written and verbal) skills. • In addition to English, proficiency in the Hindi language (Read, Write & Speak) is expected
2.	Social Media Marketing (Junior Consultant)	01	<p><u>Minimum Educational Qualification(s):</u></p> <p>Bachelor's Degree in Business Management, Marketing, Journalism, Public Relations or any other related field.</p> <p><u>Work Experience(s) and Skill(s):</u></p> <ul style="list-style-type: none"> • Minimum 1 year of work experience in Digital Communication and Social Media Marketing/Management including experience in designing and implementing successful digital marketing campaigns,

Sl. No.	Position and Fees (per month)	No. of Position(s)	Educational Qualification(s)/ Experience(s) & Skill(s)
(1)	(2)	(3)	(4)
			<p>photo, video and text editing tools.</p> <ul style="list-style-type: none"> Proficiency in MS office – Excel, PowerPoint and Word.
3.	Senior Content Writer/Media Analyst (Hindi)	01	<p><u>Minimum Educational Qualification(s):</u></p> <p>Bachelor's Degree in Political Science/ Journalism/Law/Hindi language</p> <p><u>Work Experience(s) and Skill(s):</u></p> <ul style="list-style-type: none"> Minimum 2 years of work experience as a Content Writer/Media Analyst. Proficiency in political content writing in Hindi. Ability to gather political content and special features, create contents of the latest political happenings in India, review and edit written articles for grammar, verbiage, comprehensibility in order to make them error free and have skills to manage quality of content delivered by the content team. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> Experience with Social Media and Digital Communication. Good written and oral communication skills in Hindi and ability to comply with deadlines. Familiarity with MS office – Excel, PowerPoint, Word and related computer tools.
4.	Junior Content Writer (Hindi)	01	<p><u>Minimum Educational Qualification(s):</u></p> <p>Bachelor's Degree in any discipline.</p> <p><u>Work Experience(s) and Skill(s):</u></p> <ul style="list-style-type: none"> Minimum 1 year of work experience as a Content Writer. Proficiency in political content writing in Hindi. Ability to gather political content and special features, create contents of the latest political happenings in India, review and edit written articles for grammar,

Sl. No.	Position and Fees (per month)	No. of Position(s)	Educational Qualification(s)/ Experience(s) & Skill(s)
(1)	(2)	(3)	(4)
			<p>verbiage, comprehensibility in order to make them error free and have skills to manage quality of content delivered by the content team.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree in Political Science/ Journalism/Law. • Experience with Social Media and Digital Communication. • Good written and oral communication skills in Hindi and ability to comply with deadlines. • Familiarity with MS office – Excel, PowerPoint, Word and related computer tools.
5.	Junior Content Writer (English)	01	<p><u>Minimum Educational Qualification(s):</u></p> <p>Bachelor's Degree in any discipline.</p> <p><u>Work Experience(s) and Skill(s):</u></p> <ul style="list-style-type: none"> • Minimum 1 year of work experience as a Content Writer. • Proficiency in political content writing in English. • Ability to gather political content and special features, create contents of the latest political happenings in India, review and edit written articles for grammar, verbiage, comprehensibility in order to make them error free and have skills to manage quality of content delivered by the content team. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience with Social Media and Digital Communication. • Good written and oral communication skills in English and ability to comply with deadlines. • Familiarity with MS office – Excel, PowerPoint, Word and related computer tools.

Sl. No.	Position and Fees (per month)	No. of Position(s)	Educational Qualification(s)/ Experience(s) & Skill(s)
(1)	(2)	(3)	(4)
6.	Social Media Marketing (Junior Associate)	05	<p><u>Minimum Educational Qualification(s):</u></p> <p>Bachelor's Degree in any discipline.</p> <p><u>Knowledge and Skill(s):</u></p> <ul style="list-style-type: none"> • Knowledge in photo, video, and text editing tools. • Proficiency in MS office – Excel, PowerPoint, and Word. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree/Diploma in Information Technology, Electronics and Communication, Political Science, Journalism, Public Relations or any other related field with work experience. • Interest in research, analysis and documentation.
7.	Manager (Events)	01	<p><u>Minimum Educational Qualification(s):</u></p> <ul style="list-style-type: none"> • Degree / 3 years Diploma in Hotel Management/ Event Management or • Post Graduate Diploma / Degree in Management. <p><u>Work Experience(s) and Skill(s):</u></p> <ul style="list-style-type: none"> • Minimum 2 years experience in a reputed Hotel / Event Management company. • Excellent communication and organizational skills • Ability to manage events involving high level dignitaries and ceremonial protocols.

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. Eligible candidates have to apply for the post(s) in a typewritten application form.
3. Applicants applying for more than one professional position are required to send separate application for each position.
4. The name of the professional position should be clearly mentioned on the top of envelope, which may read as **"Application for Engagement as in Lok Sabha Secretariat on Contract basis"**.
5. Self attested copies of documents/certificates vis-à-vis educational qualifications, experience, proof of age, 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.
6. The name of the candidate(s) and their parents in the application form submitted by them should be exactly the same as reflected in the certificates / documents attached with the application.
7. The experience certificate(s) should clearly depict that the applicant possess the required experience in the prescribed field.
8. All eligibility conditions will be reckoned as on the last date of the application.
9. 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 Lok Sabha Secretariat for any professional position even in the future.
10. Shortlisted applicants will be intimated through mail/telephonic message for interview.
11. No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.
12. 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 Lok Sabha Secretariat for any professional position even in the future.
13. Applicants called for interview shall not be entitled for payment of any TA/DA.
14. Lok Sabha Secretariat reserves the right to cancel the process of engagement of Consultant(s) in part or full or alter the number of positions required at any stage without any notice and without assigning any reason(s) therefor.
15. Applicants should clearly note that Lok Sabha 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 application by the prescribed date.
16. Applications that do not conform to General Instructions or received after the last date or incomplete in any respect shall be summarily rejected.
