

F.No. A-59011/11/2025-ESTT.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals

Shastri Bhawan, New Delhi-110001
Dated the 30th May, 2025

Notice- Hiring of Media Consultant

Subject: Engagement of Media Consultant in the Department of Department of Chemicals & Petrochemicals on contract basis-regarding.

Department of Chemicals & Petrochemicals invites applications from eligible and interested candidates/ individuals for engagement of Media Consultant on contractual basis in this Department.

2. The detailed terms of reference and proforma for submission of application for the above stated position are attached herewith (**Annexure-I**).

3. This Department reserves the right to accept or reject the applications on the subject without assigning any reasons whatsoever.

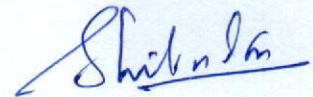
4. Eligible & interested candidate may send application with necessary documentary proof through email at **estt-cpc@gov.in** or send it by speed post in enclosed proforma addressed to the **Under Secretary (Admin), Department of Department of Chemicals & Petrochemicals, Room No. 434, C Wing, Shastri Bhawan, New Delhi-110001**. The last date of submission of the application is 30 June 2025 up to 5.30 pm.

5. Department shall send all communication to the candidates through email only. In case, a person does not have a valid personal email ID, he/she should create the same before applying for the advertised post.

6. The terms and conditions for issues related to Media Consultant shall be regulated by this Department's guidelines regarding appointment of consultant as framed and modified from time to time. Any provision not specified in ToR and guidelines issued by this Department but required to process the selection process at any stage will be dealt in the light of instructions/ provisions contained in the latest edition of GFR and Manual on Manual for Procurement of Consultancy & Other Services issued by Ministry of Finance.

7. Any modification / subsequent information regarding advertisement, if any, will be uploaded on the website of this Department viz. <https://chemicals.gov.in/> for information of the users/ candidates.

Encls: as above



(Shibu Das)
Under Secretary to the Government of India
Tel No. 23386013

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Department of Chemicals & Petrochemicals

Terms of Reference for engaging Media Consultant

1.	Name of the Post	Media Consultant (01 post)
2.	Period of engagement	Initially for a period of 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and requirement of the Department.
3.	Nature of engagement	The engagement will be purely on contractual basis and the Department reserves the right to terminate the same at any time without prior notice and without assigning any reason with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in normal course it will provide one month's notice to the individual consultant and vice versa.
4.	Scope of duties/ nature of work to be performed	<ul style="list-style-type: none"> a. Handling all types of Media activities of this Department through social media, electronic and print media, Outdoor media activities etc. b. Processing Media proposals in the Department c. Design creative graphics, illustrations, and visuals for social media platforms d. Manage the aesthetics and layout of digital content across various platforms e. Collaborate with the team to execute social media campaigns effectively. f. Ensure consistency with the organization's branding and messaging g. Any other work incidental and consequential to the above duties may be instructed from time to time.
5.	Job Location	Department of Chemical & Petrochemicals, Shastri Bhawan, New Delhi
6.	Eligibility and Educational Qualifications of candidate	Post Graduation/ Master Degree in Mass Communication/ Journalism and equivalent degree/diploma. Should have working knowledge of making Media creatives; Computers particularly in use of MS Word, MS Excel, MS Power Point, Proficiency in graphic design software (Adobe Suite, Canva,

		CorelDraw, Illustrators, etc.), Strong understanding of social platforms, and tools etc.
7.	Age Limit	Not more than 40 years (as on 31.3.2025)
8.	Experience	Minimum 5 years' experience of handling all types of Media Activities of a Programmed i.e. social media, Electronic and Print Media, Outdoor Media Activities etc. in Central or State Government Ministry/ Department/ PSUs/ Autonomous Bodies/ Reputed Mass Media Organization.
9.	Remuneration & Entitlements	Consolidated monthly remuneration of Rs. 70,000/- per month . The contractual employee will not be entitled to any other allowances
10	Leave	The contractual employees shall be entitled to avail Casual Leave @1.5 days for each completed month. The unavailed leave during the contract of one year will neither be carried forwarded to next year nor can be encashed.
11	Termination of Contract	The Department reserves the right to terminate the contract at any time in in the following case: <ul style="list-style-type: none"> I. The contractual employee is unable to satisfactorily complete the assigned tasks; II. The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; III. The contractual employee is absent from duty without authorization; IV. The Department considers not to renew the contract at the end of the initial period of engagement; V. Any other reason whatsoever to protect interest of the Department.
12	Requirement of prior notice for termination of contract	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days' notice to the Department
13	Confidentiality clause	I. During the period or engagement with the Department, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Department to anyone who is not authorized to have the same.

		<p>II. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</p> <p>III. The contractual employee shall in no case work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the Department on any matter during the period of his/her engagement with the Department.</p>
14	Conflict of Interest	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for its employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning, his/her duties are liable to be terminated/discontinued without assigning any reason thereof.
15	Working hours	Consultant requires to observe the normal working hours as prescribed for the Department (i.e 09.00 AM to 05.30 PM from Monday to Friday). However, in view of the exigency, he/she has to stay beyond prescribed officer hours or come to office on holidays to complete time bound work as assigned by senior officers. Attendance would be made through Biometric Attendance System.

Selection Process:

- I. The department will constitute a Selection Committee to evaluate the applications received from the candidates. The decision of the Selection Committee in the evaluation of responses to the notice shall be final.
- II. The shortlisted candidates after initial screening will be invited for interview before the Selection Committee. During the interview, if required, a candidate may be asked for making a presentation on roadmap and usage of multimedia for various activities performed by D/o Chemicals and Petrochemicals.
- III. Final assessment of the qualified candidates will be prepared on the basis of qualification, past experience, interview, presentation (if any) etc.

**Application for Media Consultant in Department of Chemicals &
Petrochemicals**

A. Position Applied for:

(Please mention the name of the position applied for)

B. Personal Information of applicant:

1.	Full Name (in Block Letters)
2.	Father's/Husband's Name
3.	Address for Communication
4.	Telephone/Mobile No.
5.	E-mail ID
6.	Date of Birth of applicant
7.	Age as on 31.03.2025
8.	Aadhaar No.
9.	Educational Qualification from 10 th Standard onwards (Please enclose copy of relevant Certificate/Mark Sheet as proof)
10.	Professional Qualification
11.	Any other relevant document /information

C. Details of previous employment/experience with valid documentary evidence of the applicant (in Chronological Order)

S. N	Organization details	Period of Employment with date	Nature of Assignment Undertaken	Remuneration received for job

- D.** Certified that the information furnished above is true to the best of my knowledge and belief. I understand that in case, any of the information furnished above is found to be false, at any stage before or after engagement, my appointment shall be liable to be cancelled assigning any reasons and suitable legal action can be taken against me.

Enclosures:

Signature of the applicant

Date: _____