



VIGYAN PRASAR

(An autonomous organisation of Department of Science and Technology)

A-50, Institutional Area, Sector-62, Noida (UP)

www.vigyanprasar.gov.in

Applications are invited for engagement of various professionals in **VIGYAN PRASAR** at Noida /Delhi office for its new project i.e. **India Science, Technology and Innovation (ISTI) Portal** on purely contractual basis from amongst professionals fulfilling the eligibility conditions as prescribed below. The monthly professional fee payable for contractual positions is negotiable and shall be determined on the basis of applicants' expertise, experience and professional standing.

Vacancy Positions for ISTI Portal with consolidated Salary, Professional Compensation and Eligibility Conditions

S.N.	Professional Position/ Designation	No of Post	Consolidated Salary/Professional Fee per Month	Eligibility
1.	Project Scientist (Content creation & Conversion)	03	Rs.60,000 –80,000	Essential Qualifications: (i) Master's degree in Natural/Applied Sciences, Engineering, Environment, Medicine or equivalent from a recognized University with first division in the qualifying degree level. (ii) at least 5 years experience of /writing/editing content on science and technology; (iii) At least 2 Research Papers or 6 Popular Science Articles in Reputed Journals, Magazines, News Papers and Digital Media.

				<p>(iv) A proven background of carrying out background research for Scientific content.</p> <p>(v) Excellent communication and writing skills in English and good computer knowledge.</p> <p>Desirable Qualifications:</p> <p>(i) Ph.D Degree in Physical/Chemical/Life Sciences or equivalent subjects from a recognized University.</p> <p>(ii) At least 3 years experience of working in research or content development</p>
2.	Senior Project Officer (Feature writing, story writing)	02	Rs.55,000 –60,000	<p>Essential Qualifications:</p> <p>(i) Masters in Science /Journalism& Mass Communication /Science with Graduate from a recognized University/Institution in Science/ Engineering; and</p> <p>(ii) At least 3 years experience in reporting /writing/editing content on science and technology in reputed newspapers, journals/ digital platform.</p> <p>(iii) Excellent communication and writing skills in English and good computer knowledge.</p> <p>Desirable Qualifications:</p> <p>(i) At least four science articles in media of repute</p>
3.	Senior Project Assistant (content editing & proofing)	02	Rs.45,000 – 55,000	<p>Essential Qualification</p> <p>(i) Graduate from a recognized University/Institution in Science or Engineering</p> <p>(ii) At least 3 years experience of /writing/editing content on science and technology;</p> <p>(iii) Excellence in written and verbal communication in English</p> <p>(iv) Meticulous editing and proofreading capabilities</p> <p>(v) Strong fact checking</p> <p>Desirable Qualifications:</p> <p>(i) Degree/Diploma in Journalism or Mass Communication or Digital Media</p> <p>(ii) Experience in writing and</p>

				editing for digital, print in Hindi or/and English etc.
4.	Assistant Manager (Graphics and Visualiser)	01	Rs. 60,000 – 80,000	<p>Essential Qualifications</p> <p>(i) Graduate from a recognized University or equivalent in science</p> <p>(ii) 5 years experience in electronic /digital media and at least 3 years experience in graphic designing work, infographics creation, data visualization, banner and slider creation and good skills in: Flash, Corel Draw, Adobe Illustrator, Adobe Photoshop, Adobe flash, Adobe Dreamweaver, Illustrator, in design etc.</p> <p>Desirable Qualifications:</p> <p>(i) Post graduate degree/diploma in Graphic designing and Multimedia And should have a knowledge of social media posting like face book & you tube, designing of banners, calendar, Logos, Websites & design logo, digital campaign, mailers, sequential ad, images etc.</p>
5.	Assistant Manager (IT)	01	Rs.60,000 – 80,000	<p>Essential Qualifications</p> <p>(i) MCA / BTech in Computer Science or equivalent</p> <p>(ii) At least 6 years proven experience as WebMaster that includes Knowledge of web analytics and SEO, metatagging, google Analytics and increasing visibility of the portal; Familiarity with web standards; knowledge of website management tools & Strong troubleshooting and analytical abilities, government web guidelines.</p> <p>(iii) Proficient in C++, HTML/CSS, XML; knowledge of SQL and Javascript is preferred</p> <p>(iv) Maintain, configure and troubleshoot servers</p> <p>Ensure site security by setting up firewalls and login pages</p> <p>Optimize loading speeds and capacity</p>

6.	Senior Project Officer (Web Developer)	01	Rs.55,000-60,000	<p>Essential Qualifications:</p> <p>(i) MCA/M.Sc in Computer Science / BTech from any recognized University / Institution</p> <p>(ii) At least 4 years of experience in Web Application Development and back-end (web server) programming and scripting and</p> <p>(iii) At least 2 years of specific experience of the task required in relevant platform.</p> <p>(iv) Knowledge & Experience of PHP, Drupal, Wordpress and open-source e- platforms</p> <p>(v) Proficiency in coding, scripting of HTML5, CSS and CMS.</p> <p>(vi) Good grasp of Java script and jQuery library</p>
7.	Project Assistant (Scientific Content Aggregating)	02	Rs.35,000 – 45,000	<p>Essential Qualification:</p> <p>(i) Master's degree in Natural/Applied Sciences/ Environment, or Graduate in Engineering, Medicine or equivalent from a recognized University with first division in the qualifying degree level.</p> <p>(ii) Sound knowledge about scientific organisations and scientific developments and knowledge of content collection, aggregation and data storage.</p> <p>(iii) Excellent written and verbal communication in English/Hindi.</p>
8.	Junior Project Associate	02	Rs.25,000 –35,000	<p>Essential Qualifications:</p> <p>(i) Graduate from a recognized University or equivalent</p> <p>(ii) At least 03 years' experience in office management and secretarial assistance ship, maintaining files,</p> <p>(iii) Proficiency in computers and software's like MS Office, formatting, excel operations</p> <p>(iv) Knowledge of English and Hindi Typing</p> <p>Desirable Qualifications:</p>

				<p>(i) Working knowledge of maintaining records and files, preparing simple drafts and support for holding meetings, conferences, preparing minutes, taking dictations etc.</p> <p>(ii) Well versed in computer applications, MS office, Excel, Power Points.</p>
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Other Terms and Conditions:

1. Application will be accepted in prescribed format only. Application may be sent by post or by hand to **The Registrar, Vigyan Prasar, A-50, Institutional Area Sector-62, Noida (UP) 201309**, within 21 days from the date of the publication of the advertisement. All applications should be sent only through Registered/Speed Post. Applicants should clearly note that Vigyan Prasar will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever.
2. Only Indian nationals are eligible for applying.
3. Engagement of professionals will be on full time basis and their place of work will be New Delhi/ Noida.
4. The prescribed qualification and experience should be acquired on or before date of advertisement.
5. The selection process will be based on academic qualifications, experience and performance in interview. Eligible candidates will have to appear for skill Test / Personal Interview.
6. Candidates working in Government organization / PSU/ must route their application through proper channel, if their department rule requires so.
7. Attach photocopy of all educational, experience certificates for supporting your essential and desirable qualifications and age. Documents to prove qualification, experience and Age etc. have to be produced in original as and when called for interview.
8. Maximum Age limit: not more than 55 years as on date of advertisement. However emphasis will be to select young professionals for the project. Director, Vigyan Prasar will have the discretion to relax the age limit and experience of deserving candidates.

9. In case of false or insufficient information / lack of proof to ascertain the eligibility of the applicant, their candidature will summarily be rejected at any stage of the selection process.
10. Candidates are informed that mere submission of applications shall not give them any right to be called for interview / selection. Call letters and intimations connected with this recruitment will be sent to shortlisted candidates by e-mail only. Applicants should ensure that the e-mail id given in the online application is maintained active.
11. Only short-listed candidates will be called for interview. Merely fulfilling the eligibility criteria does not entitle candidate to be called for Interview.
12. The appointment against the above positions will be purely on contractual basis initially for the period of six months. The contract will be renewed every year based on the performance of the candidates and requirement of work.
13. The above ranges of the professional fee are on consolidated basis and are inclusive of all allowances, etc.
14. Reservation where applicable will be considered as per norms in vogue.
15. Vigyan Prasar reserves the right to cancel /withdraw /postpone this recruitment notice.
16. Rules related to working hours/leave/medical/increment/allowances etc will be applicable to all selected candidates as per Vigyan Prasar rules.
17. The last date of receipt of application is 15th February,2019.



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APPLICATION PROFORMA

Application for the Post of _____

Photograph

Project Name _____

1.	Name in full (in block letters) :	
2.	Father Name :	
3.	Date of Birth	
4.	Age on 1 st January 2019	
5.	Nationality	
6.	Category : (GEN/OBC/SC/ST)	
7.	Permanent Address	
8.	Correspondence Address:	

9.	E-mail ID :			
10.	Phone Number (Mobile & Landline) :			
11.	(i) Essential Educational Qualifications :in chronologically Order (Class 10 to above)			
	Degree/Diploma/Certificates	Board/University/Institutions	Year	
(ii) Desirable Qualifications: in chronologically Order				
12.	Professional Experience:			
	Organizations	From	To	Nature of duties

Total number of years of relevant experience –	
Last salary drawn :	
13.	Details of Awards / recognitions
14.	Details of completed Projects /Assignments/ Articles/Reports if any (Attached separate in Annexure)
15.	Any other information. :

16. I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case, I have given wrong information, or suppressed any material fact or factual information, then my services are liable to be terminated without giving any notice or reasons thereof. I am not aware of any circumstances which might impair my fitness for employment under Government.

17. Signature of the candidate with date:
