

Government of India
Ministry of Corporate Affairs
Investor Education and Protection Fund Authority
Jeewan Vihar Building, Parliament Street,
New Delhi-110001.

Dated: 15th March, 2019

CIRCULAR

Subject: Engagement of Media Advisor on contract in IEPF Authority.

Applications are invited for One post of Media Advisor in the IEPF Authority. The Authority has been inter-alia mandated by the Companies Act 2013 to promote investors' education, awareness and protection.

2. As part of this mandate, the IEPF Authority is taking various investor awareness initiatives from time to time. For taking care of the media related works, a Media Advisor is to be appointed in the Authority purely on contract basis. Details of eligibility criteria, responsibilities and experience required are as under:

3. Duties and responsibilities:

- i. Examining, advising and assisting in development of the communication materials like advertisements/pamphlets/posters/jingles/awareness videos etc. on investor awareness and protection and messages on the subject for platforms like electronic, print, social, outdoor media etc.
- ii. Implementing media plans, preparing press briefing material, handling electronic media, print media, social media, outdoor media etc.
- iii. Suggest measures to increase outreach of awareness and protection programs.

4. Eligibility:

Essential Qualifications:

- (i) Degree in Mass Communication/Journalism/Media. Persons with Bachelor's degree with Post Graduate Degree/ Diploma in Mass Communication/ Journalism from a recognized Institute/College/ University can also apply.
 - (ii) Proficiency in Computer Applications particularly in use of MS Office, Photoshop, Corel Software etc. & good typing skills.
 - iii) **Experience:** Minimum 5 years' experience in the field of mass media handling work, organizing media campaigns and awareness programs and/or similar activities in Govt., autonomous bodies or public sector.
5. **Other eligibility criteria** for the post are as follows:

- i) Maximum age limit for engagement as Media Advisor is 62 years. He/she should be able to handle work independently including processing of files, collection of materials/information, etc.
 - iii) Should have good communication skills and command over English and Hindi language. Proficiency in other languages would be preferred.
 - iv) Should not have any disciplinary issue in their previous organization.
6. Engagement for the aforementioned post is purely on Contract for one year, at a consolidated fee in the range of Rs. 70,000/- to 1,00,000/- including conveyance, based on the experience and profile of the candidate.
7. No other perks/allowances would be admissible to the person engaged.
8. **Period of engagement:**
- 8.1 The engagement of Media Advisor would be for a period of one year. After one year, there could be another engagement afresh for another year, based on satisfactory performance.
- 8.2 This appointment would be on full-time basis and he/she would not be permitted to take up any other assignment during this period of engagement.
- 8.3 The appointment of Media Advisor is of temporary (non-official) nature against the specific jobs and would in no way entitle the engaged person to claim regular employment with IEPF Authority.
- 8.4 The Media Advisor will not be entitled to any other benefit like accommodation, PF, Gratuity, Pension, Medical Allowances, House Rent Allowance, CCA, Dearness Allowance, Transport Allowance or any other allowance and facilities such as regular transport/telephone connection.
- 8.5. The engaged person maybe allowed 1 day leave for each calendar month of engagement. This leave could be accumulated during the period of 12 months.
9. **Procedure for selection:** For selection of Media Advisor would be done by a duly constituted Committee. The Media Advisor would be required to appear for interaction and make a presentation before the committee.
10. **Working Hours:** The normal working hours will be from 9.00 AM to 5.30 PM and exigency of work may require late sitting to complete time bound work.
11. **Tax deduction at source:** Income Tax or other taxes liable to be deducted, as per prevailing rules will be deducted at source effecting the payment, for which the Authority will issue TDS Certificate(s). GST/Service Tax, as applicable shall be payable extra, at the prevalent rates.

12. **Rights of the Authority:** The Authority has the right to cancel this advertisement, and not to proceed in the matter for engagement of Media Advisor, at any stage, accept or reject any or all applications, without giving any reason or explanation, whatsoever.

13. On receipt of Offer of appointment, the selected candidate would have to sign a contract with IEPFA.

14. The Authority reserves the right to terminate the contract, by giving two months' notice to the Advisor. Termination shall be effected by written notice served on the Advisor and shall take effect in 60 days of delivery of such notice. The Media Advisor would also be required to serve 60 days' notice to the Authority in case he/she wishes to discontinue the job. The termination will be without prejudice to either party's rights accrued before termination.

15. **Termination of Agreement:** The Authority may terminate the contract, at any point of time, if:

- i. The Media Advisor is unable to address the assigned works,
- ii. Quality of the assigned works is not to the satisfaction of the Authority.
- iii. The Media Advisor fails in timely achievement of the milestones as decided by the Authority.
- iv. The Media Advisor is found lacking in honesty and integrity.

16. Interested and eligible candidates may forward their detailed resume, including details of qualifications and experience, alongwith a recent passport size colour photograph and self-attested copies of documents in support of qualifications to *Shri Navneet Chouhan, General Manager, IEPF Authority, Ground Floor, Jeewan Vihar Building, 3, Sansad Marg, New Delhi-110001* so as to reach this office latest by 30th April, 2019 in the application Format attached. Incomplete applications or without copies of relevant certificates would not be entertained.



(Dinesh Kumar Dixit)
Deputy General Manager
Tele: 23441700

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APPLICATION FOR THE POST OF MEDIA ADVISOR IN IEPFA

1. Name of Applicant :
2. Father's/Husband's name :
3. Date of Birth :
4. Mailing Address, e-mail id and Mobile No. :
5. Permanent Address, Phone No.
6. Academic Qualifications* :

S.No.	Educational Qualification	Board/University/ Institute	Division/Grade/ Percentage	Year of Passing

7. Experience*:

S.No.	Organization	Post Held	Period	Duties performed

- 1) Present Position :
- 2) Availability (Time required for joining):
- 3) List of enclosures

*Please attach photocopies of certificates and testimonials. Separate sheets may be attached, if required.

Signature