

Government of India
Department of Space
INDIAN SPACE RESEARCH ORGANISATION
[Headquarters]

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June 7, 2018

ADVERTISEMENT

Requirement of a Consultant as Media Advisor for Office of Media and Public Relations, ISRO Headquarters, Bangalore

Applications are invited for engaging ONE outside Expert as non-official Consultant as Media Advisor for Office of Media and Public Relations, ISRO Headquarters, Bangalore. A consolidated monthly remuneration of Rs.75,000/- will be paid during the consultancy period. The following are the details of the requirement, educational qualification and the related terms and conditions:-

1. Qualification for Consultant

Persons having Master's Degree in Communication and Journalism (MCJ). Any higher qualification is desirable.

2. Experience

Minimum 15 years of experience in the print/electronic media.

3. Period of engagement

- i) The initial term of engagement shall be for a period of one year and likely to be extended by one more year on mutual consent.
- ii) The engagement of Consultant would be on full time basis and the incumbent would not be permitted to take up any other assignment during the period of Consultancy with the DOS/ISRO. The Consultant will have flexi working hours on all days but he will have to work for a minimum fixed time on each day. However, he should be available for all meetings and consultations mandatorily if called for with short notice.
- iii) The engagement of Consultant is purely of a temporary (non-official) nature and the appointment can be curtailed or terminated with one month notice on both sides.

4. Headquarters

- i) The Headquarters during the period of Consultancy shall be ISRO Headquarters (ISRO HQ), Antariksh Bhavan, New B.E.L. Road, Bangalore.
- ii) Necessary sitting place at office, ISRO HQ, Bangalore will be provided, as deemed fit.

5. Age Limit

The maximum age limit for the post of Consultant shall be 50 years.

6. Entitlements for the Consultant

- i) The maximum amount of consolidated monthly remuneration payable would be Rs.75,000/-
- ii) The Consultant shall not be entitled to any type of allowances (such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff , Contributory Health Service Scheme (CHSS) facility, etc).
- iii) He/She will be provided with transport allowance of Rs.3,600/- per month for commuting to and fro between residence and office. In addition, transport facility will be provided for official duties on need basis.
- iv) Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. The Consultant shall not be entitled to any remuneration in case his/her absence beyond 8 days in a year (calculated on pro-rata basis). Further, un-availed portion of leave in a calendar year cannot be carried forward to next calendar year. The DOS/ISRO would be free to terminate the services in case of absence of a Consultant by more than 30 days beyond the entitled leave in a calendar year.
- v) No TA/DA shall be admissible for joining the assignment or on its completion. Consultant will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed

TA/DA for their travel within the country in connection with official work, as per the following details:-

- a) TA – Reimbursement of 2nd AC Train fare / Air fare (Economy class)
- b) DA – Reimbursement of Hotel accommodation charges upto Rs.2,000/- per day;
- c) Reimbursement of travel charges upto Rs.300/- per diem for travel within the city and reimbursement of food bills not exceeding Rs.400/- per day.

7. Other conditions

- (i) He/She has to take an oath of secrecy and abide by the Official Secrets Act, 1923.
- (ii) He/She should not communicate directly or indirectly any official document or any part thereof or classified information to any other person to whom he is not authorized to communicate such document or classified information.

8. Last date for submission of application

The last date for receipt of application is 15 days from the date of publication of this advertisement in the ISRO website.

The duly filled-in application with supporting documents shall be sent to Scientific Secretary, Indian Space Research Organisation, Headquarters(ISRO HQ), Antariksh Bhavan, New B.E.L Road, Bangalore - 560094, super scribing on the cover “ Application for the post of Consultant”

Application format for appointment as Consultant Media Advisor in the Indian Space Research Organisation of the Department of Space (DOS/ISRO)

1. Name :
2. Father's Name :
3. Date of Birth :
4. Domicile :
5. Nationality :
6. Mailing Address (with Tel./Mob No. and e-mail ID)
7. Permanent Address
8. Educational qualification

Sl.No.	Course	Subject	University/ Institute	Year of Passing	Division/Class

9. Previous Experience

Sl.No.	Organisation/ Institute with full address	From	To	Nature of work	Remarks

10. Whether SC/ST/OBC :

11. Reference

- i)
- ii)

(Please provide copies of relevant support documents)

Signature

Place :

Date :