

File No.C-20171/34/2017-Admn.II  
Government of India  
Directorate of Advertising & Visual Publicity  
Ministry of Information & Broadcasting  
Soochana Bhawan, CGO Complex, Lodi Road

New Delhi-110003, Dated 10.08.2017

**Subject : Engagement of Consultant in the DAVP, New Delhi – reg.**

The Directorate of Advertising & Visual Publicity (DAVP), urgently requires services of a retired Government Servant who has experience in organizing Outdoor Exhibitions in the Government Sector for engagement as Consultant on contract basis. The details including eligibility criteria, TOR, application format etc. are available on the Directorate's website: [www.davp.nic.in](http://www.davp.nic.in). The Directorate reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

2. Last Date for submission of application is 17th August, 2017. Applications received after due date will not be considered.

  
(Parijat Diwan)  
Deputy Director(Admn.)  
☎ : 011-24369533

To

All Ministries/Departments of Government of India. They are requested to give this notice wide publicity amongst all their eligible officers.

Copy to : The NIC Cell for uploading on the website of the Directorate.

**Appointment as Consultant in the Directorate of Advertising & Visual Publicity  
(DAVP), New Delhi.**

**TERMS OF REFERENCE**

Directorate of Advertising & Visual Publicity (DAVP) is an attached office of Ministry of Information & Broadcasting and is tasked with creating awareness amongst masses on Government's schemes and policies, socio-economic themes, seeking their participation in developmental activities and for eradication of poverty and social evils and also acts as service agency for Central Government Ministries/Departments to meet their publicity needs for dissemination of messages/information at the grass-root level by providing multi-media support through advertisements and putting up exhibitions all over India.

2. DAVP intends to engage 01 experienced individual with knowledge and experience of organizing outdoor exhibitions in government sector as Consultant purely on contract basis..

3. **Scope of Work/Job Responsibility :**

Conceptualization, planning and execution of outdoor Exhibition campaigns across the country

3.1 **Eligibility Criteria :**

The Consultant proposed for engagement should have least 10 years experience in organizing outdoor exhibitions in government sector. Persons who have retired in the pay level-11 and above during last one year shall only apply.

3.2 **Age Limit :**

Candidate should not be more than 62 years of age as on 1<sup>st</sup> January, 2017

4. **Nature of Appointment :**

The appointment will be purely on contract basis.

5. **Accommodation :**

The Consultant needs to have own accommodation facility in Delhi/New Delhi or nearby places. No accommodation or House Rent will be provided by DAVP.

6. **Contract Period :**

The contract would be for a period of 03 months.

7. **Fee :**

The consolidated fee per month payable to Consultant will be calculated as (Last Pay drawn+ DA) minus (Pension + Dearness pay thereon) subject to a maximum of Rs. 45,000/- (Rupees forty five thousand only).

8. **Tax Deduction at Source :**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which DAVP will issue TDS Certificate/s.

9. **No extra charge :**

The monthly fees approved by DAVP in the contract, will be inclusive of the costs of Consultant's travel, lodging and boarding, and also all incidental expense, professional fees etc. No separate charges will be payable by the Department on any such account. However, in case the Consultants are required to travel outside Delhi in the context of the work/assignment DAVP shall reimburse the actual cost as per the Rules/Regulations of the Government.

10. The Department reserves the rights to cancel this advertisement, and not to proceed in the matter, as any stage and accept or reject any or all applications, without assigning any reason, whatsoever.

11. **Termination of Agreement** : The Directorate may terminate a contract to which these Terms apply if:

- i The Consultant is unable to address the assigned works
- ii Quality of the assigned works is not to the satisfaction of the Department
- iii The Consultant fails to timely achieve the targets decided by the Directorate.
- iv The Consultant is found lacking in honesty and integrity
- v The Directorate reserves the right to terminate the contract, before the expiry of contract without assigning any reason thereof, by giving fifteen days' notice to the Consultant.

Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination

12. **Governing Law :**

The contract shall be governed by and construed in accordance with the laws of the Republic of India.

13. **Basis of Evaluation** :

The scrutiny of applications will be carried out on the basis of relevance of academic/professional qualification and experience of individuals for the requisite job/functions.

\*\*\*\*\*

**DIRECTORATE OF ADVERTISING & VISUAL PUBLICITY  
APPLICATION FOR ENGAGEMENT OF CONSULTANT**

1. Personal Details:

a	Name	
b	Father's Name/Husband's Name	
c	Date of Birth	
d	Age as on today	
e	Sex	
f	Category (SC/ST/OBC/GEN)	
g	Nationality	

2. Permanent Address:

Tel.No.:

Mobile No.:

E-Mail:

3(a) Academic Qualifications in descending order:

S.No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/Grade	Specialization

3(b) Professional Qualifications:

S.No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/Grade	Specialization

3(c). Certification (if any):

S.No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/Grade	Specialization

4 Employment Records:

S.No.	Organisation	Designation	Pay Scale	From (dd/mm/yyyy) TO (dd/mm/yyyy)	Job Profile

5. Total Post Qualification Experience in years:

6. Any other information relevant to the job:

Note:

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.

2. Mentioned the list of documents attached alongwith the form:

(a).....(b).....  
.....(c).....

I certify that the information given above is true and correct.

(Signature of Candidate)