

No. M-1/1/2022-Media Cell  
Government of India  
Ministry of Micro, Small & Medium Enterprises  
Media Cell  
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Udyog Bhavan, New Delhi.  
Dated the: 24<sup>th</sup> June, 2022

**C I R C U L A R**

**Subject: Engagement of one Consultant( Gr-1) and one young Professional on contract basis in the M/o MSME - reg..**

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The Ministry of Micro, Small & Medium Enterprises, proposes to engage one Consultant (Gr. 1) and one Young Professional for engagement on contract basis. The short listed candidates will be considered for engagement as per the requirement of the Ministry. The details are as follows:

a) Consultant Gr.1:

1.	Number of Consultant(Gr.1) to be engaged on contract basis	One	
2.	Period of engagement	<b>Duration of the contract:</b> Initial Contract for two years which may be extended on yearly basis subject to the performance as reviewed by the Reporting and Reviewing Officer.	
3.	Age limit	Less than 45 years (as on the 1st July of the recruiting year)	
4.	Remuneration payable	Consolidated (Rs.80,000-Rs.1,45,000)	
5.	Place of work	Ministry of Micro, Small & Medium Enterprises, Udyog Bhavan, New Delhi.	
6.	Qualification/Experience	a) Post Graduate in Journalism and Mass Communication or equivalent in the relevant field with at least 08 year cumulative experience comprising of <u>at least 4 years with any Government organisation.</u>  <b>Desirable:</b> Knowledge of:- a) Noting/Drafting, b) Graphic designing, c) Liasoning and d) usage of all the contemporary editing/graphic softwares.	



7.	Termination of agreement	The Ministry may terminate the services of Consultant in case his/her services are not satisfactory or he/she is lacking in honesty and integrity.
8.	Notice period for relieving	The contract can be terminated by either side by giving notice of one month's time.

b) Young Professional:

1.	Number of Young Professional to be engaged on contract basis	One
2.	Period of engagement	<b>Duration of the contract:</b> Initial Contract for two years which may be extended on yearly basis subject to the performance as reviewed by the Reporting and Reviewing Officer.
3.	Age limit	Less than 32 years (as on the 1st July of the recruiting year)
4.	Remuneration payable	Consolidated (Rs60,000/-)
5.	Place of work	Ministry of Micro, Small & Medium Enterprises, Udyog Bhavan, New Delhi.
6.	Qualification/Experience	Master's Degree or BE/B.Tech or 2 years PG Diploma in Management with experience of one year. <b>Desirable:</b> Knowledge in:- a) Noting/Drafting
7.	Termination of agreement	The Ministry may terminate the services of Consultant in case his/her services are not satisfactory or he/she is lacking in honesty and integrity.
8.	Notice period for relieving	The contract can be terminated by either side by giving notice of one month's time.

*Ajay*

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2. The engagement of Consultants Gr. 1/Young Professionals on contract basis will be subject to fulfillment of terms & conditions entailed in the guidelines of HR Section of this Ministry.
3. The selected person should be available on his mobile/telephone and email at all times on engagement in the Ministry. He may be required to attend office on Saturday/Sundays and other holidays, if necessary.
4. The Ministry of MSME reserves the right to accept or reject in part or in full, all the responses without assigning any reasons whatsoever.
5. Interested persons who will be in a position to join immediately on call may **submit their particulars in only through email on [media-msme@gov.in](mailto:media-msme@gov.in)** as per the prescribed proforma along with the relevant documents within one month from the date of publishing of this circular. Physical applications will not be entertained.



(Ajay Kumar)

Under Secretary to the Govt. of India

Tel. No. 23063289

**a) PROFORMA for sending application for Consultant Gr. 1: -**

The proforma is to be typed in the body of the email with the subject as:-

- Application for the post of Consultant Gr.1.

S.No	Item	Detail
1	Name	
2	Mother's Name	
3	Father's Name	
4	Date of Birth/Age	(Also, certificate to be attached)
5	Gender	
6	Education Qualification	
7	Details of Experience	(Also, certificate to be attached)
8	Last Pay drawn	(Also, certificate to be attached)
9	Resume	To be attached with the email

**b) PROFORMA for sending application for Young Professional: -**

The proforma is to be typed in the body of the email with the subject as:-

- Application for the post of Young Professional.

S.No	Item	Detail
1	Name	
2	Mother's Name	
3	Father's Name	
4	Date of Birth/Age	(Also, certificate to be attached)
5	Gender	
6	Education Qualification	
7	Details of Experience	(Also, certificate to be attached)
8	Last Pay drawn	(Also, certificate to be attached)
9	Resume	To be attached with the email

Instructions for sending application on email (media-msme@gov.in):-

- The above Proforma will be the body of the email.
- All the relevant documents/certificates in support of the details in proforma may be attached with the email as a single pdf with file name: 'additional documents-candidates name' (single pdf should not be more than 10 Mb in size)
- The resume should be submitted as pdf with file name as 'Resume-candidates name'. (file size should not be more than 2 Mb)
- Last date for submission of application is 23.07.2022.