VIGYAN PRASAR

(An autonomous organisation of Department of Science and Technology)
A-50, Institutional Area, Sector-62, Noida (UP)
www.vigyanprasar.gov.in

VP/EFD/1532/NCSTC-PSS (PhD scholars)/2017   **Date: 09.05.2019**

Applications are invited in the prescribed proforma (Annexure I), from the eligible candidates of Indian origin for various positions of the AWSAR project in Vigyan Prasar, New Delhi/Noida on contract basis, initially for six months from the date of appointment, further extendable based on the performance in the project. Last date for receipt of application is 19.05.2019. The details against each position are placed below:

1. Post: Program Coordinator

Particulars	Details
Designation	Program Coordinator
Period of Engagement	Initially for six months from the date of appointment, further extendable upto project/programme period.
No. of Post	One
Place of Posting	Vigyan Prasar office (New Delhi/Noida)
Remuneration/month	Rs. 60,000/- (Consolidated).
Age Limit	Preferably below 50 Years
Eligibility	Essential: 1. Post Graduate in Science/Journalism and /or Mass Communication from a recognized University/Institution and 2. At least 5 years of experience in science journalism/ popular science communication in national and international media organizations
Nature of Duties	1. Creation & maintenance of database for entries/stories 2. Overall coordination of the project 3. Liasoning with DST &VP officers 4. Coordination & contact experts/judges 5. Conduction of meetings, workshops 6. Maintenance of project documentation, plans and reports 7. Communication with Universities, Institutes, Labs etc

2. Post: Designer and social media manager

Particulars	Details
Designation	Designer and social media manager
Period of engagement	Initially for six months from the date of appointment, further extendable upto project/programme period.
No. of post	One
Place of posting	Vigyan Prasar office (New Delhi/Noida)

Remuneration per month	Rs. 35,000/- (Consolidated).
Age limit	Preferably below 40 Years
Eligibility	Essential: 1. Bachelors degree from a recognised university 2. Post graduate degree or Post graduate diploma in Graphic designing or related fields, and 3. Three years of working experience in related field 4. Working knowledge of flash, animation, Photoshop, Corel draw, html, Dreamweaver, Illustrator, Indesign, and video editing
Nature of Duties	1. Design banner, flyers, advertisement templates etc 2. Develop info graphics, slider designs, flash, animation, slide shows and other pictorials for the web-portal. 3. He/she should have ability to comprehend articles written in English translate them into info-graphics/informative pictorials that would be relevant on the website. 4. Designing of e book for selected stories, certificates, citations, invitations etc. 5. He/she should also involve in Managing the online presence of scheme using Social networking tools such as Facebook, Twitter and Google+ .

3. Post: Web Developer

Designation	Web Developer
Period of Engagement	Initially for six months from the date of appointment, further extendable upto project/programme period.
No. of Post	One
Place of Posting	Vigyan Prasar Office (New Delhi/Noida)
Remuneration per month	Rs. 40,000/- (Consolidated).
Age limit	Preferably below 40 Years
Eligibility	Essential: 5. Bachelors of Engineering in Computer Science/MCA/M.Sc in Computer Science/ DOEACC 'B' level or equivalent from a recognized university and 6. Minimum 3 years experience in the field of web application development and back-end (web server) programming and scripting after completion of essential qualification
Nature of Duties	1. Develop front-end web application and back-end (web server) programme and scripting for database connectivity, 2. Database management and query based report generation. 3. Develop e-form for getting online entries from scholars for screening and maintaining database of entries. 4. Development of FAQs, discussion forum, linking the web portal with the website of other institutions etc for better connect.

	5. Development of e book of the selected stories.

4. Post: Program Executives

Designation	Program Executives
Period of Engagement	Initially for six months from the date of appointment, further extendable upto project/programme period.
No. of Post	Two
Place of Posting	Vigyan Prasar Office (New Delhi/Noida) / DST
Remuneration/month	Rs. 25,000/- (Consolidated).
Age Limit	Preferably below 40 Years
Eligibility	Essential: 7. Bachelors in any discipline preferably in science 8. Knowledge of software's for Desktop publishing, proficient in web-based search, Knowledge of Hindi typing; Knowledge of software required for desktop publishing such as corel draw, illustrator and others.
Nature of Duties	1. Assist in all activities of core team 2. Helping in accounting work, documentation 3. Preparation of office documents, selecting formatting, such as size, style, column width, spacing and any other office related assistance. 4. Coordination with DST & VP and other institutes. 5. Assist in holding meetings, workshops, article compilation and data analysis etc

Note:
1. *This is to inform that the candidates must submit their biodata through email (bharatuhf@gmail.com) on or before 19 May 2019. Only shortlisted candidates will be called for interview. Please mention the name of post applied in the subject bar of the mail.*
2. *Those applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.*
3. *A committee from Vigyan Prasar will scrutinize the applications, and will shortlist candidates it considers suitable. The short-listed candidates will be called for Document Verification and Interview. The date, time and venue of the interview will be conveyed later. The final selection will be based on their performance in the interview. At the time of interview short-listed candidates will submit original documents pertaining to degree, work experience, portfolio of work etc. The interview date will be communicated suitably.*

APPLICATION FOR THE POST OF.........................

1. Name:

2. Father's Name:

3. Address:
   a. Present

   b. Permanent:

4. Telephone/Mobile and E-mail:

5. Date of Birth:

6. Nationality:

7. Education:

Sl. No.	Level of Exam	Board/Institution/ University	Year of Passing	Percentage (%)of Marks Obtained	Remarks
1					
2					
3					
4					

8. Work Experience/Employment Record:

Sl. No.	Name of Department/ Institution/ Organisation	Post held	From	To	Total duration in year and month	Nature of duties performed
1						
2						
3						
4						
5						
6						
7						

9. Additional information, if any, which you would like to mention in support of your suitability for the post (Attach separate sheet, if necessary).

10. Declaration: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

(Signature of Candidate)

Place: ……………………..
Date: ………………………