



**Indian National Science Academy**  
Bahadur Shah Zafar Marg, New Delhi-110002  
[www.insaindia.res.in](http://www.insaindia.res.in)

**Recruitment Notice**

The Indian National Science Academy (INSA) works towards promotion of science in India and harnessing scientific knowledge for national and Global welfare. INSA invites application for a Program Consultant (Science Communication) on a contract basis with consolidated remuneration. The contract will be extendable based on the needs and work performance. Details for Essential / Desirable qualifications, experience, emoluments, age and job requirements, terms and conditions, application form etc. are available on INSA website [www.insaindia.res.in](http://www.insaindia.res.in). The last date of submission of application form is **25 May, 2018.**

**Dy. Executive Director-II ( F & A)**

**Engagement of Programme Consultant (Science Communication)**

Name of the Post	Programme Consultant (Science Communication)
Nature of Employment	Contractual
Period of Employment	For One year and extendable as per needs of the Academy
Age Limit	Not exceeding 70 Years
Educational Qualification and Experience	<p><u>Essential</u></p> <p>(a) Master's Degree in any discipline of Science with minimum 60% Marks with a Minimum 10 years post-qualification experience of conducting scientific research/ teaching/ communication in educational/ research Instt./ Universities, communicating science in the Educational/Research Institutes or Universities, Popular press, television (particularly reporting on internet) etc Or</p> <p>(b) Retired employees of Govt./Autonomous organization of GOI with (i) Grade Pay of Rs. 6600/- and above with at least 12 years experience of conducting scientific research/ teaching/ communication in educational/ research Instt./ Universities, communicating science in the Educational/Research Institutes or Universities, Popular press, television (particularly reporting on internet) etc</p> <p><u>Desirable:</u> Ph.D. in Science/Master's/ Diploma/ Certificate in Science Journalism</p>
Job description	<p>Management of quarterly Newsletter, assisting President, Vice-President and Office bearers in collecting, collating, editing of scientific notes/reports for public outreach through press release, website, brochures/flyers/ books etc.</p> <p>-Interaction with mass media (Newspapers/ Television/Internet /Social Media and other governmental agencies)</p> <p>- He shall be responsible for holding all aspects of planned publicity campaigns for PR activities.</p> <p>- Writing and producing presentations and press release.</p> <p>- Dealing with enquiries from the public, the press and related organizations.</p> <p>- Organising and attending promotional events such as Press Conference, Exhibitions, tour and visits, Speaking publicly at interviews, press conference and presentations under the supervision of Vice-President (Science &amp; Society)</p> <p>- Arranging Media Conference and other such events.</p> <p>- May also be required for working on websites and social media and writing / or producing presentations, reports</p>

	articles, leaflets journals and brochures for both external and internal distribution
Consolidated Emoluments (all inclusive)	Rs. 40000/- to Rs. 50,000/- (depending upon the Educational qualifications and Experience)
Selection Process	Shortlisted candidates shall be called for personal interaction.

**Terms and Conditions:**

1. Candidates must ensure their eligibility before applying. The prescribed essential qualification are minimum and mere possession of the same does not entitle any candidate to be called for personal interaction. Applications received in response to notification will be scrutinized and maximum 10 applicants would be shortlisted, who will be called for personal interaction and documents verification with original documents. Based on qualification, experiences and outcome of personal interaction, the candidate will be selected.
2. The Academy reserves the right to reject any application without assigning any reason.
3. The Appointment would be made purely on contract for one year and extendable based on work performance and as per needs of the Academy. The Contract will be co-terminus, if not further extended.
4. The appointment of consultant would be on full time basis and he/she would not be permitted to take up any other assignment during the period of contract.
5. Consultant would be eligible for 30 days' leave in a calendar year on pro-rata basis. Un-availed leave in a calendar year cannot be carried forward to next calendar year. The Academy will be free to terminate the services in case of absence by the more than 30 days beyond the entitled leave in a calendar year.
6. No TA/DA would be eligible for joining the assignment or on its completion. However, Consultant may be allowed TA/DA for inside the country in connection with the official work after approval of the Component Authority. No Medical Facilities would be provided.
7. He/she will follow the normal working hours as prescribed i.e. from 9.30 a.m. to 6.00 p.m. However, as per the exigency one has to sit late to complete the time-bound work. However, depending upon exigencies of work, the working place can be temporarily be shifted/ altered by President, INSA.
8. Income Tax or any other Tax liable to be deducted as per the prevailing rules will be deducted at source for which the Academy will issue the TDS Certificate.
9. The Academy has the right to cancel advertisement and not to proceed in the matter for engagement of consultant at any stage, accept or reject any or all applications, without giving any reason whatsoever.

10. The Academy may terminate the contract, if (i) the Consultant is unable to address the assigned work (ii) quality of the assigned work is not to the satisfaction of the Academy (iii) Consultant fails in timely achievement of the milestone as finally decided by the Academy (iv) The consultant is found lacking in honesty and integrity.

11. The payment would be made on monthly basis as per monthly remuneration agreed to at the time of appointment.

12. The Consultant shall not utilize or publish or disclose or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the Academy without express written consent of the Academy. The Consultant shall be bound to hand over the entire set of records of assignment to the Academy before the expiry of the contract and before the final payment is released by the Academy.

13. The Consultant appointed by the Academy, shall in no case, represent or give opinion or advice to others in any matters which is adverse to the interest of the Academy.

14. The Consultant will have no claim for further extension, absorption or regularization in the Academy after expiry / termination of the contract.

15. The Consultant may be asked to attend the Academy on Saturday/ Sunday/Holiday or for any Academy's programme / event arranged in Delhi/ Outstation during the period of Contract.

16. The tenure may be terminated by giving one month's notice on either side. Any breach of contract executed by the consultant with the Academy shall be considered a sufficient ground for termination of the engagement made under the Contract and may further debar from future engagement by the Academy.

17. Candidates are required to possess a valid active email id which is to be filled in application from correctly and legibly so that intimation to shortlisted candidate can be sent. The Academy will not be responsible for bouncing of any email sent to the candidate.

18. Candidates desirous of applying for engagement mentioned above, may submit their duly filled in downloaded application form along with latest photograph, photocopies of educational certificates and mark sheets (matriculation onwards), relevant degree of essential qualifications, experience certificate to Deputy Executive Director-II (F&A), Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi-110002 in a closed cover superscribing 'Application for engagement as Programme Consultant (Science Communication)' with examples of your 'Popular Science Writings'. Applications received without supporting documents shall be summarily rejected.

19. The decision of the Academy in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, personal interaction etc. shall be final and binding on the Candidates and no enquiry /correspondence will be entertained.

20. The last date of submission of Application Form is 25 May, 2018. Application Form is available on Website [www.insaindia.res.in](http://www.insaindia.res.in) under the column Career. Applications received after last date will not be entertained. In case the last date falls on weekly off /holidays, the last date will be the next working day upto 6.00 p.m. The Academy shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

Dy. Executive Director-II (F &A)



# भारतीय राष्ट्रीय विज्ञान अकादमी

Indian National Science Academy

बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110002

Bahadur Shah Zafar Marg, New Delhi-110002

## आवेदन पत्र

### APPLICATION FORM

अभ्यर्थी इस प्रपत्र को स्वयं भरें।

सभी कॉलम उचित रूप से भरे जाएँ।

अपूर्ण आवेदन पत्र अस्वीकृत कर दिया जाएगा।

To be filled in by the candidates in his own handwriting.

All the columns should be properly filled in.

Incomplete application forms will be rejected summarily.

Affix recent signed  
Passport size  
photograph

नवीनतम हस्ताक्षरित  
पासपोर्ट आकार की  
फोटो चिपकाएँ।

1. आवेदित पद/ Post applied for : कार्यक्रम परामर्शदाता (विज्ञान संप्रेषण -अनुबंध आधार पर)/  
Programme Consultant (Science Communication – on contract basis)
2. पूरा नाम/ Name in full : .....  
(स्पष्ट अक्षरों में / In BLOCK LETTERS)
3. पिता / पति का नाम /Father's / Husband's Name : .....
4. (क/अ) जन्म तिथि/Date of birth : तारीख/Date महीना/Month वर्ष/Year  
.....  
(ख/ब) आवेदन जमा कराने की अंतिम तारीख को आयु, अर्थात् 25 मई, 2018 को / Age as on closing  
date of Application :  
i.e. 25 May, 2018 वर्ष/YEARS महीने/MONTHS दिन/DAYS  
.....
5. श्रेणी जिससे आप संबंध रखते हैं/Category to which you belong : .....  
(SC/ST/OBC/General /अनु.जाति/अनु.ज.जाति/अ.पि.वर्ग/सामान्य)
6. शैक्षिक / व्यवसायिक अर्हताएँ (दसवीं से प्रारंभ करके) :  
Educational / Professional Qualifications (Starting from Matriculation onwards):

उत्तीर्ण परीक्षा / Exam passed	श्रेणी/ ग्रेड तथा अंकों# की प्रतिशतता / Division Grade and percentage of Marks#	वर्ष जिसमें उत्तीर्ण हुए हैं / Year of passing	डिग्री/ डिप्लोमा की अवधि / Duration of the Degree / Diploma	बोर्ड/विश्वविद्यालय / Board / University	विषय / Subjects (s)

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#In case of CGPA/OGPA or Grade, Please mention equivalent percentage of marks as per University/ Institute norms. Percentage of marks not to be rounded off/ सी.जी.पी.ए./ ओ.जी.पी.ए अथवा ग्रेड के मामले में, कृपया विश्वविद्यालय/ संस्थान के मानदंडों के अनुसार समतुल्य अंकों के प्रतिशत का उल्लेख करें। अंकों के प्रतिशत को पूर्णांकित न किया जाए।

7. कृपया स्पष्ट रूप से बताएँ कि आपके द्वारा की गई उपर्युक्त प्रविष्टियों के आधार पर आप इस पद की अपेक्षाओं को पूरी करते हैं - (हाँ/नहीं)/ Please state clearly whether in the light of entries made by you above, you meet the requirement of the post - (Yes / No) :

8. रोजगार का ब्यौरा (कालक्रम में) /Details of Employment (in chronological order) :-

संगठन / Organization	धारित पद /Post held	स्थायी/ अस्थायी /संविदा / Permanent/ Temporary/ Contract	वेतनमान एवं अंतिम आहरित वेतन Scale of pay & last pay drawn	निश्चित तारीख दी जाए / Exact dates to be given से / From -- तक /To	कुल अवधि (वर्षों में) Total period (in years)	कार्यों की प्रकृति / Nature of duties

9. शैक्षिक अर्हता के उपरांत कुल अनुभव, वर्षों में/ Total experience in years after Educational Qualification :

10. विशेषज्ञता, यदि कोई हो तो/ Specialization, if any :

11. व्यावसायिक प्रशिक्षण/ Professional Training :

क्र.सं. Sl. No.	संगठन/Organization	अवधि/ Period		प्रशिक्षण का विवरण Details of Training
		From/से	To/तक	

12. राष्ट्रियता/Nationality :

13. (क/a) पत्राचार का पता/Address for Correspondence : .....

(स्पष्ट अक्षरों में/in BLOCK Letters) .....

Pin Code: .....

(ख/b) टेलीफोन नं./ Telephone No.: (i) कार्यालय/Office ..... निवास/Residence: .....

(ग/c) मोबाइल नं./Mobile No. : .....

(घ/d) ई-मेल आईडी/E-mail ID : .....

14. वर्तमान/अंतिम आहरित वेतन/Present/Last Pay Drawn :

(क/a) वेतन बैंड/Pay Band : ..... ग्रेड वेतन/Grade Pay : .....

(ख/b) मूल वेतन/Basic Pay :

(ग/c) कुल वेतन/Total Salary :

15. दो संदर्भ के नाम नीचे दीजिए (वे आपके संबंधित नहीं होने चाहिए) जो इस स्थिति में हों कि वे प्रस्तावित नियुक्ति के लिए आपकी योग्यता/ उपयुक्तता की गवाही अपनी व्यक्तिगत जानकारी से दे सकें। वे ऐसे व्यक्ति भी हो सकते हैं जिनके अंतर्गत आपने काम अथवा अध्ययन किया है/**Give below the names of two references (they must not be related to you) who are in a position to testify from their personal knowledge as to your fitness / suitability for the proposed appointment. They could be persons under whom you have worked or studies.**

नाम/ Name :	नाम / Name :
पूरा पता/ Full Address :	पूरा पता/ Full Address :
टेलीफोन नं./ Telephone No.	टेलीफोन नं./ Telephone No.
मोबाइल नं./ Mobile No. :	मोबाइल नं./ Mobile No. :
ई-मेल आईडी/ E-mail ID :	ई-मेल आईडी/ E-mail ID :

16. स्थायी पता/Permanent Address : .....

(स्पष्ट अक्षरों में/ in BLOCK Letters) .....

पिन कोड/ Pin Code :

टेलीफोन नं./ Telephone No.:



17. कोई अन्य जानकारी, एक अलग शीट संलग्न करें।

(जैसे प्रकाशनों की सूची, किसी सोसाइटी की सदस्यता, पुरस्कार और मान्यता आदि, संक्षिप्त में)/

Any other information, Enclose a separate sheet.

(e.g. List of publications, Membership of any society, awards and recognition etc., in brief) :

18. इस पद के लिए आप अपने आप को किस प्रकार अत्यधिक उपयुक्त समझते हैं?/ How do you consider yourself to be most Suitable for this post ? (कृपया 250 शब्दों तक लिखें/ Please write up to 250 words : .....

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### घोषणा / DECLARATION

मैं.....एतद् द्वारा घोषणा करता/करती हूँ कि आवेदन पत्र में दिया गया विवरण मेरी जानकारी तथा विश्वास के अनुसार सही, पूर्ण एवं उचित है और यदि मेरे द्वारा दी गई कोई सूचना गलत अथवा अनुचित पाई जाती है अथवा चयन से पूर्व अथवा बाद में किसी अपात्रता का पता चलता है तो मेरी अभ्यर्थिता रद्द की जा सकती है और मेरे विरुद्ध कार्रवाई की जा सकती है। मैं यह भी घोषणा करता हूँ कि मुझे किसी भी विधि न्यायालय द्वारा कभी बंदी नहीं बनाया गया है और मेरे विरुद्ध कोई आरोप पत्र किसी भी विधि न्यायालय में लंबित नहीं है।

I.....hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action may be initiated against me. I also declare that I have never been convicted by any court of law and no charge sheet is pending against me in any court of law.

स्थान / Place :

दिनांक / Date :

अभ्यर्थी के हस्ताक्षर/Candidate's Signature

( )

पूरा नाम /Full Name