

No.D-19026/9/2013-IEO  
Government of India  
Independent Evaluation Office

2<sup>nd</sup> Floor, Shivaji Stadium Annexe Bldg.,  
New Delhi – 110001, Dated 14 July, 2014

Independent Evaluation Office, Planning Commission requires services of one Professional for appointment as non-official consultant with the following qualification and experiences:-

I. Job Requirements	As per Annexure
ii. Essential Qualifications	(a) Professionals with minimum qualification of Master's degree in relevant field or in social Science (b) Post qualification working experience of at least 10 years with the reputed organizations in: <ul style="list-style-type: none"><li>• dealing with international/ multilateral agencies organisations;</li><li>• press &amp; electronic media and preparing press briefs; and</li><li>• field of Public Relation, communication and advocacy.</li></ul> Retired government servants with Grade Pay of Rs.7600/- & above, and with at least 5 years of experience in the relevant fields are also eligible.
iii. Desirable Qualifications	a. Good academic record b. Strong communication skill, both oral and written c. Analytical and presentation skills with the ability to generate a well-researched and written reports d. Basic computer skills
iv. Duration	Candidates would be appointed on contract basis initially for one year which can be extended depending on their performance and need of IEO.
v. Fee	Monthly fee shall be between Rs.50000/- to Rs.75000/- depending on the qualification and experience of the selected candidate. Fee in the case of retired government servant shall not exceed the ceiling of last pay drawn (Pay+GP+DA) – Basic Pension subject to the remuneration band mentioned above.
vi. Local Conveyance	Rs.3000/- as monthly Local conveyance
vii. Age Limit	Maximum age limit 65 years

Interested candidates may send their CV along with an application in the enclosed format by post or email (bodhCA@cag.gov.in) to the undersigned within 15 days from the date of advertisement.

Joint Secretary (A&F)  
Independent Evaluation Office,  
Shivaji stadium Annexe Building, second Floor  
New Delhi - 110001

## **Terms of reference for engagement of Consultant in IEO (MEDIA)**

### **1. Objectives:**

Public relations, communication, advocacy and publication.

### **2. Tasks to be carried out:** The consultant would help IEO in:

- Placing its opinion in national and international media;
- Interaction with Print and electronic media;
- Preparation of Press Notes/briefings and in organising press conferences.
- Design and production of all publications of IEO

### **3. Schedule for completion of tasks:**

Schedule to be decided on case to case basis.

### **4. Required outputs:**

Successful completion of each task given to the consultant by IEO.

APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT (MEDIA)

1. Name .....
2. Father's Name .....
3. Date of birth .....
4. Domicile .....
5. Nationality .....
6. Gender .....
7. Postal address .....
8. Tel/Mob. No. ....
9. Email ID .....

10. Educational qualification:

Sr. No.	Course	Subjects	Institute/ University	Year of passing	Division/ Grade/GP
1					
2					
3					

11. Work experience:

Sr. No.	Organisation/ Institute	Period		Nature of Work	Remarks
		From	To		
1					
2					
3					

12. Whether SC/ST/OBC .....

13. Two references with their name and contact details:

a) .....

b) .....

Dated: .....

(Signature)