

Technology Development Board
(A Statutory Body of Department of Science and Technology)
Government of India

VACANCY NOTICE

File no: TDB-11017/2/2023-Admin

Dated: 1st June, 2023

Applications are invited by the Technology Development Board from Indian citizens for the following position on a purely contract basis for a period of 3 years.

Sr. No	Designation	Age in years	Qualifications	Number of Positions	Consolidated Emoluments per month	Experience
1.	Media Coordinator	Upto 35 Yrs	Master/PG Diploma in Mass Communication or Journalism or Advertising or Public Relations with minimum of 55% or equivalent CGPA or Grade.	1	Rs.50,000-70,000/-	<u>Essential Exp:</u> Minimum 03 years experience in the following areas: 1) Event and Outreach Management 2) Social Media Management (Twitter, Facebook, LinkedIn and Youtube) 3) Advertising and Publicity 4) Preparation of Editorial Material (Reports / Articles / Speeches) 5) Design and Conceptualization and Storyboards <u>Desirable Exp:</u> 1) Proficient IT skills. 2) Knowledge of Government framework.

						3) Language proficiency both in English and Hindi. 4) Working knowledge of Digital Marketing Video Editing, Content/ Creative Writing
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The persons who fulfill the eligibility criteria and are willing to offer their services as Media Coordinator may submit their application in the prescribed application form.

The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to Advertisement is large, the TDB may restrict the number of candidates to be called for interview to a reasonable limit through a shortlisting process based on a well-defined criterion which may include possessing of qualifications and / or experience prescribed in the advertisement and/or qualifications / experience in a particular field as per the specific requirement of the organization.

The eligible / shortlisted candidates will be called for interview before the duly constituted Selection Committee for the purpose. The scheduled date and time of interview shall be intimated to the shortlisted candidates through e-mail only. Canvassing in any form will result in disqualification of candidature.

No TA/DA shall be paid to the candidates for attending the interview.

The upper age limit of all candidates shall be determined as on 01.07.2023.

In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after issue of appointment letter, TDB reserves the right to modify / cancel / withdraw any communication made to the candidates.

Complete applications in the prescribed format to be sent to the Under Secretary, Technology Development Board, Department of Science & Technology, Block II, Second Floor, Technology Bhawan, New Mehrauli Road, New Delhi- 110016 by Registered Post or through Speed Post in a sealed cover super-scribed “Application for the position of Media Coordinator”. The last date of submission of application is 14th July, 2023, 5.00 PM. Candidates are also advised not to send applications by ordinary posts or through courier.

Under Secretary, TDB

FORMAT OF APPLICATION
(For official purpose)

Serial Number:

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Affix colored
Passport Size
Photograph

(Not more than three
months old)

To be filled by candidate:

1. Position Applied for :

2. Name in full (starting with last name :
in BLOCK LETTERS leaving one
space blank between two parts of name)

3. Parent’s / Spouse Name:

4. (a) Date of Birth: DD MM YYYY
.....

(b) Age as on 01.07.2023: DAYS MONTHS YEARS
.....

5. Whether you belong to

SC	ST	OBC	Handicapped

6. Educational Qualifications:

(In chronological order from matriculation onwards. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. Copies of educational qualifications must be attached with the application form)

SL. NO	EXAMS PASSED	UNIVERSITY / INSTITUTION / BOARD	YEAR OF PASSING	MAIN SUBJECTS TAKEN	SUBJECT OF SPECIALISATION	DIV. / CLASS & % OF MARKS

7. **Whether educational and other qualifications required for the post are satisfied** (if any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same).

8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.

9. Employment Record:

(Details in chronological order, starting with the first job, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. Copies of work experience must be attached with the application form)

SL. NO	Name & Address of Employer / Instt.	Post / Fellowship / Associateship held, (if applicable)	Ad-hoc / regular / temp. / permanent	Period		Total period of each employment in years, months & days	Pay drawn	Nature of duties
				From	To			

10. Total experience in years after Essential Qualification:

11. Details of research work / experience, if any :
(Annexure, if any, should not exceed 200 words)

12. Nationality:

13. Religion:

14. (i) Address for correspondence :

(in BLOCK LETTERS)

:
:
:

: Pin Code :

(ii) Telephone No.: (a) Office : (b) Residence :

(iii) Mobile No. (**mandatory**):.....

(iv) E-mail ID (**mandatory**) :.....

15. Give below the names of reference (they must not be related to you) who are in a position to testify from their personal knowledge as to your fitness for the proposed appointment. They must be persons under whom you have worked or studied.

(i) Name with full address:

(ii) Name with full address:

with phone No. :

16. Permanent Address :.....

(in BLOCK LETTERS) :

Pin Code :

Telephone Number :

17. Any other information, which you would like to mention in support of your suitability for the post.

[Like list of publications, Membership of learned societies, awards and recognition, etc. (in brief)]

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18. Details of Enclosures:

DECLARATION:-

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Signature of the candidate

Place :

Date :