



**Indian Council of Agricultural Research
ICAR-Directorate of Knowledge Management in Agriculture
Krishi Anusandhan Bhavan-I, Pusa,
New Delhi –110 012**

Advertisement No. DKMA/36838/2023 (2)

WALK-IN-INTERVIEW

The Project Director, ICAR-DKMA intends to hire services of Young Professionals from young and experienced professionals (on purely contractual basis) for the following 06 positions of Young Professionals on consolidated emoluments of Rs. 35,000/- for YP-II and Rs. 25,000/- for YP-I per month as applicable:

- 1 YP - II (Editorial Work) : 01 post
- 2 YP - II (Content Writer-English): 01 post
- 3 YP - II (Knowledge Bank): 01 post
- 4 YP – II/YP –I (Audio Production): 01 post
- 5 YP – II/YP –I (Video Production) : 01 post
- 6 YP – II/YP –I (Publication Management): 01 post

YP-I shall be selected for the positions of YP-II in Audio Production, Video Production and Publication Management, if YP-II in these fields are not found suitable/available for selection on contractual basis as per revised qualifications/experience.

The details of positions are available at ICAR Website (www.icar.org.in). The duly filled in application along with self-attested copies of certificates must be sent through email only (jobs.dkma@icar.gov.in) within 15 days from the date of publishing of this advertisement.

**(Elizabeth Minz)
Under Secretary,
ICAR-DKMA**



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The Walk-in-Interview has been scheduled for the positions of Young Professionals at DKMA on purely contractual basis for a period of one year and extendable for two more years (01 year at a time) subject to requirement of the services of the YPs in the organization on the basis of satisfactory performance. The qualification details are as under:

S. No.	Unit	Educational Qualification	Number of YP-II required
1	English Editorial Unit	<u>YP-II (Editorial Work)</u> <i>Essential Qualifications:</i> <ul style="list-style-type: none">• Master's Degree in Agricultural Science/Animal Science or allied sciences.<li style="text-align: center;">or• Bachelor's Degree in Agricultural Science/Animal Science or allied sciences with minimum 1 year experience in editorial capacity in reputed national level Journal.<li style="text-align: center;">or• MA (English Mass Communication/English Journalism).<li style="text-align: center;">or• PG Diploma (English Mass Communication/ English Journalism) with minimum one year of working experience in editorial capacity in reputed national level journal. <i>Desirable Qualifications:</i> <ul style="list-style-type: none">• Post qualification experience in scientific editing and proof reading especially for research journals, magazines and books.• Working knowledge of Microsoft Office applications (Word, Excel, Power, Point) and IT tools in designs/Adobe suite.• Excellent English language skills in editing and writing.• Excellent interpersonal skills with the ability to work with others and provide sound recommendations. Skills, knowledge and competencies requirement of the consultant <ul style="list-style-type: none">• Excellent English language skills in editing and writing.	01
		<u>YP-II (Knowledge Bank)</u> <i>Essential Qualifications:</i> <ul style="list-style-type: none">• Master in Computer Application/Information Technology/Computer Science/Artificial Intelligence/Operating	01

		<p>System/Software Engineering/Computer Graphics.</p> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> Graduate with at least 60% marks in Computer Application/Information Technology/Computer Science/Artificial Intelligence/Operating System/Software Engineering/Computer Graphics with one year experience in relevant field. <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> Working experience in online publications software i.e. OJS in a reputed organizations/publishing house. Proficiency in Unix or Linux system administration 	
2	Audio Visual Production Unit	<p><u>YP-II (Audio Production)</u></p> <p>Essential Qualifications :</p> <ul style="list-style-type: none"> Graduate in sound engineering/recording/designing or film production/videography. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> PG Diploma in sound engineering/recording/designing or film production/videography. <p>Experience:</p> <ul style="list-style-type: none"> One year experience of sound recording/designing <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> Audio Video editing and recording, Maintenance of audio records <p><u>YP-I (Audio Production)</u></p> <p>Essential Qualifications :</p> <ul style="list-style-type: none"> Diploma in sound engineering/recording/designing or film production/videography. <p>Experience:</p> <ul style="list-style-type: none"> One year experience of sound recording/designing <p>Desirable Qualifications:</p> <p>Audio Video editing and recording, Maintenance of audio records</p>	01
		<p><u>YP-II (Video Production)</u></p> <p>Essential Qualifications:</p> <ul style="list-style-type: none"> Degree or PG Diploma in non-linear video editing/Video filming/Multimedia/Media Design/Photography/Videography from any Govt. Institute or Recognize Institute. <p>Experience:</p> <ul style="list-style-type: none"> Skills in Final cut pro and Adobe premiere, Adobe after effects, Title motion graphics Skills in handling professional video camera and digital cine camera One year work experience <p>Desirable Qualifications:</p>	01

		<ul style="list-style-type: none"> • Working knowledge of Adobe audition/ any other sound editing software • Knowledge of animation • Knowledge of Interface design <p><u>YP-I (Video Production)</u></p> <p><i>Essential Qualifications:</i></p> <ul style="list-style-type: none"> • Diploma in non-linear video editing/Video filming/Multimedia/Media Design/Photography/Videography from any Govt. Institute or Recognize Institute. <p><i>Experience:</i></p> <ul style="list-style-type: none"> • Skills in Final cut pro and Adobe premiere, Adobe after effects, Title motion graphics • Skills in handling professional video camera and digital cine camera • One year work experience <p><i>Desirable Qualifications:</i></p> <ul style="list-style-type: none"> • Working knowledge of Adobe audition/ any other sound editing software • Knowledge of animation • Knowledge of Interface design 	
3	Social Media Unit	<p><u>YP-II (Content Writer-English)</u></p> <p><i>Essential Qualifications:</i></p> <ul style="list-style-type: none"> • Graduate (Mass Communication/ Journalism)/PG Diploma (Mass Communication/ Journalism). • Minimum 01 year of working experience in content creation for Print Media /Electronic Media /Social Media. • Excellent English language skills in editing and writing. 	01
4	Business Unit	<p><u>YP-II (Publication Management)</u></p> <p><i>Essential Qualifications:</i></p> <ul style="list-style-type: none"> • MBA (Sales & Marketing/Advertisement) or two years PG Diploma in (Sales & Marketing/Advertisement) from a recognized institution <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • B.Com/BBA/BBS (With minimum 60 % marks) from a recognized University/College (with minimum one year of experience in relevant field) <p><i>Desirable Qualifications:</i></p> <ul style="list-style-type: none"> • Experience in marketing and sales in prints/publication house. • Excellent knowledge in sales and marketing and inventory management in publishing house. 	01

	<ul style="list-style-type: none"> • Excellence in spoken and written English and Hindi. <p>YP-I (Publication Management)</p> <p>Essential Qualifications:</p> <ul style="list-style-type: none"> • B.Com/BBA/BBS from a recognized University/College with minimum one year of experience in relevant field <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> • Experience in marketing and sales in prints/publication house. • Excellent knowledge in sales, marketing, advertisement and inventory management in publishing house. • Excellence in spoken and written English and Hindi. 	
Total		06

Selection Procedure

- YP-I shall be selected for the positions of YP-II in Audio Production, Video Production and Publication Management, if YP-II in these fields are not found suitable/available for selection on contractual basis as per revised qualifications/experience.
- For each requirement/position of YP, at least five applicants shall be shortlisted based on their qualifying academic performance as per an assessment criteria. These shortlisted candidates will undergo a panel interview. For specialized jobs related to administrative/finance/legal positions at Headquarters/Institutes, if necessary, written tests and assignments may also be conducted before the panel interview. In case of tie at any stage all the candidates who have same marks will be considered to have qualified for further rounds.
- Candidates having more than one eligible qualification shall have to choose only one for selection process.

Selection Criteria: The selection will be based on the basis of weightage of marks in Qualification, Experience in the relevant field and performance in the interview.
Criteria for awarding marks:

Score card Table:

S.N.	Parameters	Max. Marks assigned
1	Educational qualification	30
	Masters degrees in relevant field (% marks \times 10/100)	
	Graduate (% marks \times 8/100)	
	Intermediate (% marks \times 6/100)	
	Matriculation (% marks \times 4/100)	
	Additional qualification in relevant field (2 marks)	
2	*Experience in relevant field from reputed national and international organization (2.5 marks for each year of additional service over and above the essential qualification. Maximum up to to 10 marks)	10
3	Skill test	20
4	Interview	40
TOTAL		100

- **Maximum duration of engagement of the YPs**
Initial engagement of YP will be for one year which is extendable for two more years (01 year at a time) subject to requirement of the services of the YP in the organization and satisfactory performance of the

candidate after evaluation by an officer of the level of ADG/Director. Thus maximum duration of engagement of YP in the ICAR is three years (1+1+1).

- **Age limit**

The minimum age under Young Professional category will be 21 years and maximum 45 years with relaxation as per rules.

- **Consolidated emoluments of the YPs**

Revised consolidated emoluments of Young Professional-I (YP-I) and Young Professional -II (YP-II) will be Rs.25, 000/- per month and Rs 35, 000/- per month respectively
No House Rent Allowance (HRA) will be paid to the YPs.

- **Tax deduction at source**

The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting payment of monthly salary.

- **TA/DA for the YPs**

TA/DA will be admissible to YPs for undertaking domestic tour for official work as under:

YP-I: To and fro journey by train in AC-3 Tier/AC Chair Car and DA at fixed rate of Rs. 1200/- per day for other tour related expenses on Guest House/Hotel Accommodation, food and local conveyance etc.

YP-II: To and fro journey by train in AC-2 Tier/AC Chair Car and DA at fixed rate of Rs.1500/- per day for other tour related expenses on Guest House/Hotel Accommodation, food and local conveyance etc.

- **Attendance and working hours/days:**

The working hours for the YPs will be same as regular employees of ICAR. No extra benefit will be allowed for working beyond office hours. Unauthorized absence from the project/work for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.

- **Leave entitlement for the YPs**

The YPs in ICAR are eligible for 08 days leave in a calendar year on pro-rata basis and 02 restricted holidays as per the rules of Govt. of India/ICAR. Intervening weekly holidays or gazetted holidays during a spell of leaves should not be counted against the admissible leaves. The un-availed leaves will not be carried forward to next calendar year. In addition to this, YPs may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The Compensatory leaves can be accumulated only up to 05 days at a time and the YPs may be allowed to avail the same within 03 months.

Female YPs will be entitled to maternity leave as per provision in the Maternity Benefit (Amendment) Act 2017. However, there will be no paternity leave for male YPs.

- **Intellectual Property Rights**

Intellectual Property created due to the work of Young Professional during his/her valid tenure in ICAR Hqrs/ institutions will be governed by the IPR guidelines of the Council.

- **Prohibition of Sexual Exploitation and Abuse**

The Young Professionals shall have to comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

- **Other terms and conditions**

- i. The young professional (YP) shall be subject to the laws of secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting (as per Annexure-I of guidelines issued by Council vide Office Memorandum No. Agril.Edn. 1-062020-A&P dated 04.12.2020).
- ii. The engagement will not constitute a regular job or appointment of any nature in the ICAR.
- iii. During the term of engagement the YP shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP without notice.
- iv. Young Professionals will be entitled to other facilities like transport/ canteen/ library/ dispensary available in ICAR-DKMA.

• **How to Apply:**

1. Interested and eligible candidates may apply (**separately for each position**) and submit self-attested & signed copy of their duly filled application as per attached proforma Annexure-I through e-mail (jobs.dkma@icar.gov.in). The application should also be accompanied with one set of original scanned self-attested relevant copies of testimonials, certificates and age proof and mark-sheets as required in the advertisement.
2. **The duly filled in application along with self-attested copies of certificates must be sent through email only (jobs.dkma@icar.gov.in) within 15 days from the date of publishing of advertisement in newspapers. The application(s) received after due date will not be considered in any case.**
3. Candidates will be shortlisted for Interview on the basis of their academic qualification, experience, publication, achievements/awards etc. submitted by the candidates with the duly filled application form and considering relevant criteria as per job requirement of the position. The list of shortlisted candidates to be called for Walk-in-Interview and an invitation of interview will be sent to the shortlisted candidate on the e-mail address given in his/her application form. The candidates are advised to regularly visit website <https://www.icar.org.in> and check their email for any updates.
4. The date and time of Interview shall be informed through e-mail only on their e-mail address given in their application form.
5. The selected candidates at their expenses will be medically examined for fitness before engagement.
6. No TA/DA will be paid for appearing in Interview.
7. Candidate fulfilling the essential Qualifications and eligibilities criteria only need to apply. The self-attested document furnished by the selected candidate (s) with his/her application form shall be verified from original documents later on for which the candidate will have to visit ICAR-DKMA, KAB-I, Pusa New Delhi-110012 at his/her own expenses.
8. Candidates are necessarily required to produce original certificates at the time of interview which will be returned to them.
9. The selected candidates shall not claim any regular appointment as the positions are purely temporary.
10. Concealing of facts or canvassing in any form shall lead to disqualification of the candidature and/ or termination of engagement even after appointment.
11. The Project Director, DKMA reserves the right to cancel/withdraw all/any position of Consultant out of the above. The decision of Project Director, DKMA shall be final and binding on all aspects.
12. Candidates who are already employed in Govt. Organization should produce "No Objection Certificate" from the present employer
13. All legal dispute shall be settled at New Delhi jurisdiction.
14. **All the candidates are directed to strictly follow the COVID guidelines at the time of Walk-in-Interview.**

**PROFORMA OF APPLICATION FORM FOR ENGAGEMENT OF YOUNG PROFESSIONAL – II
UNDER ICAR-DKMA, KAB-I, PUSA, NEW DELHI-110012.**

(A) General Information:

1.	Post Applied for		Paste recent passport size photograph duly, self Attested
2.	Full Name (in Block letters)		
3.	Father's/Husband's Name		
4.	Gender	Male/Female/others	
5.	Date of Birth/...../.....	
6.	Age as on 01.05.2023years.....months.....days	
7.	Marital Status	Married/Unmarried	
8.	Contact No.		Mobile No.
9.	E-mail address		
	Alternate e-mail address		
10.	Correspondence Address		
11.	Permanent Address		
12.	Whether General/SC/ST/OBC/PH		

(B) Academic Qualifications:

Sr. No	Name of degree	Subjects/specialization	Board/University	Year of passing	Duration of Course (in years)	Max. Mark /OGP A	Marks/O GPA obtained	Percentage
1.	10 th class/ equivalent							
2.	10+2/ Higher Secondary equivalent							
3.	Bachelor's Degree							
4.	Master's Degree							
5.	Other (specify)							

(C) Experience (duly supported with certificates issued by Concerned Employers)

Chronological list of experience						
Sr. No.	Designation	Name of the Employer	Period of experience		No. of years/months	Nature of work done
			From date	To date		

1.						
2.						
3.						
4.						
5.						

(D) Please state whether you are employed at present: Yes/No

If yes, then give details of Employer with full Address and produce No Objection Certificate	
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(E) Additional information, if any:

Declaration: The information given above by me are true to the best of my knowledge and belief. If any information and/or document is being found false, my candidature/services, if selected, may be terminated without any notice beside other action under IPC. I also declare that none of my near or distant relative {if yes, details are (name)..... (Designation)..... (Institute name.....} is working in ICAR/its Institutes etc.

Signature of Applicant
Dated: _____