

PARLIAMENT OF INDIA
LOK SABHA TELEVISION UNIT

Engagement of professionals for Lok Sabha Television (LSTV)

Applications are invited for engagement of various professionals in Lok Sabha Television (LSTV), on purely contractual basis (except for positions stated at Sl.No.12 and 13 at paragraph 3 below for which nature of appointment has been specifically mentioned) from amongst professionals fulfilling the eligibility conditions as prescribed below. The monthly professional fee payable for contractual positions is negotiable and shall be determined on the basis of applicants' expertise, experience and professional standing.

2. The terms and conditions for engagement shall be as under:

- (i) For contractual positions, the engagement shall be for a period which may extend up to three years. Further extension shall be subject to satisfactory performance and decision of the Competent Authority in the Lok Sabha Secretariat. In case of deputation / re-employment for positions stated at Sl. Nos.12 and 13 at paragraph 3 below, the initial period shall be for three years which may be further extended;
- (ii) Only Indian citizens between 21 to 58 years of age as on the last date of receipt of applications are eligible to apply. The maximum age for positions stated at Sl.No.12 and 13 at paragraph 3 below is 65 years as on the last date of receipt of applications;
- (iii) The incumbent will be extended the facility of health cover through mediclaim policy for which all expenses will be borne by the Lok Sabha Secretariat;
- (iv) A female Consultant with less than two surviving children may be granted maternity leave for a period of 90 days from the date of its commencement;
- (v) The incumbent on contractual position shall have to give one month notice or deposit an amount equal to one month remuneration if she/he wishes to terminate the engagement;
- (vi) The services of the incumbent shall be terminated without notice in case her / his performance is found to be unsatisfactory;
- (vii) The engagement shall not vest any right to claim regular appointment in Lok Sabha Television Channel or continued engagement;
- (viii) No residential accommodation will be provided to the incumbent from the Lok Sabha Secretariat Pool; and

- (ix) The decision of Hon'ble Speaker, Lok Sabha shall be final in respect of all the matters not specifically provided for.

How to Apply

3. The applications are to be submitted in the prescribed format as given in Annexure - 'B'. Applications complete in all respects may be sent to **Joint Director, Lok Sabha Secretariat, Room No. G-016, Parliament Library Building, New Delhi - 110 001**, so as to reach by **6.00 p.m. on or before the last date which is 13.11.2017**. For candidates staying abroad and for those posting applications from Andaman & Nicobar Islands / Lakshadweep / Assam / Meghalaya / Arunachal Pradesh / Mizoram / Manipur / Nagaland / Tripura / Sikkim / Jammu & Kashmir / Lahaul and Spiti districts and Pangi sub-division of Chamba district of Himachal Pradesh, the last date for receipt of application by post only (not by hand or by courier) **will be 7 days after the last date applicable for other applicants. i.e. up to 06.00 p.m. on or before 20.11.2017**. Government officials applying for deputation positions should apply through proper channel.

Vacancy Position/ Fee / Eligibility Condition

Sl. No.	Professional Position	Professional Fee	Eligibility Condition
1	Senior Producer (04) Hindi (02); English (02)	Rs.75,000 - 90,000/-	Essential Qualifications: (i) Graduate from a recognised University/Institution; and (ii) At least 12 years experience in Print/Electronic/Online Media with at least 5 years experience in handling input/output or assignments or independent programme production for television channel or production house or media institution of repute. Desirable: Degree/Diploma from a recognised University/Institution in Journalism or Mass Communication or Electronic Media. (ii) Parliamentary coverage for Print/Electronic/Online Media
2.	Producer (03)	Rs.60,000 - 70,000/-	Essential Qualifications: (i) Graduate from a recognised University/Institution; and (ii) At least 10 years experience in Print/Electronic/Online Media with at least 5 years experience in reporting or production or desk assignment in television or radio or production house. Desirable: Degree/Diploma from a recognised University/Institution in Journalism or Mass Communication or Electronic Media; and (ii) At least two years experience of parliamentary coverage.
3	Guest Coordinator (03)	Rs.40,000 - 50,000/-	Essential Qualification: (i) Graduate from a recognised University/Institution

			and; (ii) At least 5 years experience in a television channel / production house/online media as guest coordination
4	Associate Producer (02)	Rs.50,000 - 60,000/-	Essential Qualifications: (i) Graduate from a recognised University/Institution; and (ii) At least 8 years experience in Print/Electronic/Online Media with at least 3 years experience in reporting or production or desk assignment in television or radio or production house. Desirable: Degree/Diploma from a recognised University/Institution in Journalism or Mass Communication or Electronic Media or Online Media and (ii) At least two years experience of parliamentary coverage or reporting of social or political issues.
5	Assistant Producer (03)	Rs.40,000 - 50,000/-	Essential Qualifications: (i) Graduate from a recognised University/Institution; and (ii) At least 5 years experience in print or electronic media or online media. Desirable: Degree/Diploma from a recognised University/Institution in Journalism or Mass Communication or Electronic Media.
6	Anchor (English) cum Producer (02)	Rs.70,000 - 80,000/-	Essential Qualifications: Graduate from a recognised University/Institution; and At least 8 years experience of being an anchor and reporting for TV Channel or production house. Desirable At least 5 years experience of production in television channel in English; and Degree/Diploma from a recognised university/institution in Journalism or Mass Communication or Media Production
7	Promo Producer (01)	Rs.60,000 - 70,000/-	Essential Qualifications: Graduate from a recognised University/Institution; and At least 8 years experience in a TV Channel with at least 5 years experience in producing Promos, Packages etc. Desirable: Proficiency in Hindi and English.
8	Video Editor (02)	Rs.45,000 - 55,000/-	Essential Qualifications: (i) Graduate from a recognised University/Institution; and (ii) At least 5 years experience in video editing in Non-linear Format in a television channel/production house. (iii) Diploma or a Certificate Course (of not less than one year duration) in Video Editing and Post Production from a

			<p>recognised University/Institution.</p> <p>Desirable:</p> <p>(i) At least one year experience of working on Final CutPro</p>
9	Production Assistant (02)	Rs.30,000 - 40,000/-	<p>Essential Qualifications:</p> <p>Diploma/Graduate/Post Graduate in Mass Communication/Journalism from a recognised university/reputed institution</p> <p>(ii) The application should be Graduate in any discipline.</p> <p>(iii) Atleast 2 years of experience in electronic media/print media/online media</p>
10	Production Manager (Studio) 01	Rs.50,000 - 60,000/-	<p>Essential Qualifications:</p> <p>The applicant should be graduate in any discipline.</p> <p>(ii) Minimum 5 years of experience in a TV Channel in the planning and preparation of productions; organizing studio shoots & overseeing the work of studio, such as sets, lighting and props, etc.</p> <p>Desirable:</p> <p>(i) Diploma/Graduate/Post Graduate in Mass Communication/film/theatre studies from a recognised university/reputed institution.</p> <p>(ii) Good organizational skills and the ability to multitask.</p>
11	Marketing Manager (01)	Rs.50,000 - 60,000/-	<p>Essential Qualifications:</p> <p>(i) Graduate in any discipline.</p> <p>(ii) At least 10 years of experience in Sales or Marketing</p> <p>Desirable: MBA-</p>
12.	Manager (Finance & Accounts) On Deputation (01)	<p>For Deputation / Re-employment</p> <p>Rs. 9300-34800+ 4800</p> <p>Grade pay (Pre-Revised)</p> <p>For contract</p> <p>Rs.30,000 - Rs.40,000/-</p>	<p>By selection on deputation basis from amongst persons having 5 years experience in financial matters and holding or having held in the Government/Public Sector organizations/ Autonomous bodies:-</p> <p>i) In the pre-revised pay scales, Post(s) in PB-2 (Rs. 9300-34800) with a Grade Pay of Rs. 4800 or equivalent post(s); or ii) Post(s) in PB-2 (Rs. 9300-34800) with minimum 3 years service in the Grade Pay of Rs. 4600 or a minimum of 5 years service in the post in PB-2 (Rs. 9300-34800) with a Grade Pay of Rs. 4200/-</p> <p>Preference will be given to persons having: (i) Experience of dealing with finance and accounts matters of any TV Channel. (ii) Professional qualification in HR management/training in establishment/administrative matters. (iii)</p>

			Professional qualification/ training in computer applications.
13.	Manager (Administration & HR) 01	For deputation / Re-employment Rs. 9300-34800+ 4800 Grade pay (Pre-Revised) For contract Rs.30,000 - Rs.40,000/-	For Deputation / Re-employment Basis: Persons having 5 years experience in administrative and HR related matters and holding or having held in the Government/Public Sector organizations/ Autonomous bodies:- i) In the pre-revised pay scales, Post(s) in PB-2 (Rs. 9300-34800) with a Grade Pay of Rs. 4800 or equivalent post(s); or ii) Post(s) in PB-2 (Rs. 9300-34800) with minimum 3 years service in the Grade Pay of Rs. 4600 or a minimum of 5 years service in the post in PB-2 (Rs. 9300-34800) with a Grade Pay of Rs. 4200/- Preference will be given to persons having: (i) Experience of dealing with establishment/administrative matters of any TV Channel. (ii) Professional qualification in HR management/training in establishment/administrative matters. (iii) Professional qualification/ training in computer applications. For contract: A candidate must possess the minimum qualification of Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. He / She must have at least 3 years experience in administrative and HR related matters. Preference will be given to persons having: (i) Experience of dealing with establishment/administrative matters of any TV Channel. (ii) Professional qualification in HR management/training in establishment/administrative matters. (iii) Professional qualification/training in computer applications.

Eligible candidates will have to appear for Skill Test / Personal Interview before Skill Test Boards and Selection Committee for the purpose. The applicant, once selected, will not be allowed to withdraw her / his candidature subsequently. She / he will be required to join immediately. List of the eligible candidates shall be available on www.loksabha.nic.in/recruitment.

Annexure - 'B'**PROFORMA FOR APPLICATION FORM**

(Applicants must read the general instructions as given in **Annexure - 'C'**
before filling up the application form)

*Recent passport
size self-attested
photograph*

Professional Position applied for: _____

1. **Name** : _____
2. **Father's /
Husband's Name** : _____
3. **Age : _____ Yrs.** **Date of Birth : _____** **Sex : _____**
4. **Nationality** : _____
5. **Residential Address:**
Temporary : _____
District : _____ State : _____ Pin : _____
Permanent : _____
District : _____ State : _____ Pin : _____
6. **Telephone No. _____ Mobile No. _____**
(with STD Code)
7. **E-mail ID: _____**
8. **Educational Qualifications (Matriculation onwards) :**

9. Professional Experience :

10. Total emoluments/fee drawn, if already employed: _____

10. Expected professional fee, if selected : _____

11. Any other information: _____

12. Qualifications/experience prescribed for eligibility to the professional position applied for vis-à-vis qualifications/experience of the applicant (essential & desirable conditions to be indicated separately):

	Prescribed for the post	Possessed by the candidate
Essential	1.	
	2.	
	3.	
	4.	
Desirable	1.	
	2.	
	3.	
	4.	

DECLARATION

I declare that I fulfil the eligibility conditions as prescribed for the position applied for by me and that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/engagement is liable to be cancelled/terminated.

Place : _____

Date : _____

(Applicant's Signature)

Annexure - 'C'

General Instructions

1. Applicants are required to apply strictly as per the prescribed application format as given in **Annexure - 'B'**. Applications in any other format are liable to be rejected.
2. Applications should be typewritten. Applications which are illegible or do not conform to general instructions or are received after the last date shall be summarily rejected.
3. Incomplete applications shall be summarily rejected.
4. Applicants applying for more than one professional position are required to send separate application for each position.
5. The name of the professional position should be clearly super scribed on the top of the envelope containing the application as "Application for Engagement asin LSTV on Contract / Deputation (as the case may be)".
6. All applications should be sent only through **Registered/Speed Post**.
7. Self attested copies of documents/certificates vis-à-vis educational qualifications, experience, etc. are required to be attached with the application. On being selected for engagement, selected professionals shall be required to bring original certificates/documents for verification at the time of joining.
8. The name of the candidate and her / his parents in the curriculum vitae submitted by her / him should be exactly the same as reflected in the certificates / documents attached with the application.
9. The experience certificate should clearly depict that the applicant possess the required experience in the prescribed field.
10. All eligibility conditions will be reckoned as on the last date of the application.
11. Any misrepresentation or concealment of fact or submission of false information on the part of any applicant shall render him/her ineligible/disqualified for engagement in LSTV for any professional position.
12. Shortlisted applicants for interview will be intimated through mail/e-mail/telephonic message.
13. No correspondence or personal inquiry whatsoever in respect of the applications shall be entertained. Canvassing in any manner would lead to summary rejection of the candidature.
14. Applicants called for interview shall not be entitled for payment of any TA/DA.
15. Applicants are strictly advised against canvassing in any form or manner. Any canvassing for or on behalf of any applicant shall render him/her ineligible/disqualified for being considered for engagement in LSTV for any professional position.
16. Lok Sabha Secretariat reserves the right to cancel the process of engagement of professionals for LSTV at any stage without any notice and without assigning any reason(s) therefor.
17. Applicants should clearly note that Lok Sabha Secretariat will in no case be responsible

for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Lok Sabha Secretariat by 6.00 p.m. on or before the last date for receipt of applications.
