

No. HR-22012/7/2023-SMD NMCG
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development & Ganga Rejuvenation
National Mission for Clean Ganga

1st Floor,
Major Dhyanchand National Stadium,
India Gate, New Delhi-110001

Dated 9th January, 2024

Notice regarding engagement of 05(five) Positions in NMCG, New Delhi

Applications are invited from willing and eligible individuals for engagement on contract basis on fixed remuneration for a period of one year, initially from the date of engagement which may be extended as per the functional need.

National Mission for Clean Ganga(NMCG) proposes to engage **five Professionals** in NMCG, New Delhi for achieving its objectives;

1. The Terms and Conditions, eligibility criteria etc. for engaging the Professionals shall be as under:
 - 1.1 **Categories to be engaged:** Professionals
 - 1.2 **Target group:** The candidates as per the prescribed "eligibility" at Annexure "A".
 - 1.3 **Objectives:** To achieve the objectives of NMCG as per Authorities Order dated 7th October, 2016 in a time bound manner.
 - 1.4 **Eligibility:** Interested candidates, who are citizens of India and fulfilling the eligibility criteria (education qualification & experience) at Annexure 'A'.
 - 1.4.1 **Age:** As prescribed in Annexure 'A'.
 - 1.5 **Duration of the Engagement:** The initial term of appointment shall be for a period of one year from date of engagement and subsequent extensions(s) if any, shall be decided on case-to-case basis depending upon requirement and performance.

The appointment of professionals would be on Full-time basis and they would not be permitted to take up any other assignment during the period of engagement.
 - 1.6 **Number of vacancies: Professional – 05(five)**
 - 1.7 **Declaration of Secrecy:** All professionals engaged will be required to furnish oath of secrecy in prescribed format at the time of reporting for the engagement.

During the period of assignment with NMCG, the professionals would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of

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engagement to anyone who is not authorized to know/ have the same.

The professionals engaged by the NMCG shall in no case represent or give opinion or advice to others in any manner which is adverse to the interest of NMCG .

1.8 All other terms and conditions of engagement will be as per rules and regulations of concerned States.

1.9 **Termination Notice:** NMCG can cancel the engagement of any consultant any time without providing any reason for it. However, in the normal course, one month's notice shall be given to the Consultant. The Professionals may also seek termination of the Contract upon giving one month's notice to NMCG.

1.10 Application and Selection:

1.10.1 Method of application – Submission of online application with CV as per the advertisement of the NMCG.

1.10.2 All the received applications are short listed based on requisite eligibility will be called for personal interview on a specified date.

1.10.3 The selection shall be made on the basis of recommendations of Consultant Evaluation Committee (CEC) constituted for the purpose by the NMCG.

1.10.4 The candidate will be required to produce original certificates in support of fulfilling the eligibility criteria etc. as to educational qualification and experience during interview and at the time of joining.

Note: No TA/DA will be provided for attending the interview /joining, irrespective of selection.

Interested candidates may apply by submitting their details through online as per the applicability of the position within 30 days from issue of the advertisement in Newspapers.

Signed by

(Kanchan Bala Hamza)
Kanchan B Hamza
Deputy Secretary

Contract No. 01-2023-072-9002
Date: 09-01-2024 15:11:42

Annexure 'A'

1. Outreach Executive for Delhi Haat Jalaj Kendra

i. Educational Qualification

Graduate in Social Science/ Mass Communication

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ii. **Experience**

1-2 years in Outreach/Communication of Social Program/Initiative of Government of India /Multilateral agency like UNICEF/UNDP/UNFPA etc.. Language: Fluent in Hindi and English

iii. **Job Profile:**

- Outreach Executive shall be primarily responsible for handling the Information and Communication aspect of the Jalaj Centre. Explain Namami Gange programme activities to the visitors
- Ensure video and IEC material kept in the centre
- Feedback from some visitors
- Provide Photographs and videos to the CU on regular basis
- Responsible for Information dissemination during exhibitions
- Any other related work given by the Communication Unit

iv. **No. of vacancy:** 01

v. **Duration:** Initially for a period of One year with provision for extension subject to requirement

vi. **Remuneration:** Range 30,000/- to 35,000/- per month

vii. **Age:** 25 - 35 years

2. **Communication Specialist:**

i. **Educational Qualification** Graduate with PG Diploma in Journalism and Mass Communication

ii. **Experience:** At least 8 years' relevant experience in planning and executing communications/campaigns and events.

iii. Should have demonstrated Communication skills.

iv. Should have strong communication skills (written and verbal/presentations).

v. **Job Profile:**

- Assist in Communications efforts in NGRBA(internal and external)
- Work closely with other NGRBA units and staff to promote effective strategic communications and facilitating shared vision development and awareness building.

vi. **No. of vacancy:** 01(one)

vii. **Duration:** Initially for a period of One year with provision for extension subject to requirement


viii. **Remuneration:** Rs. 1.00lakh - 1.5 lakh.

ix. **Age:** 35 to 40 Years

3. **Consultant (Professional) at JAM Center, Dilli Haat :**

i. **Qualification and experience** - Graduate in any discipline

ii. **Experience** – 2 years or more with good communication skills and should possess experience in management/accounting and overall supervision.


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iii. **Job profile/responsibilities-** - Overall Management of Jalaj Centre including supply-chain monitoring, inventory management, sales, coordination & effectively engage tourists/visitors at Dilli Haat for smooth operation and maintenance of JAMC.

iv. **Age** - Maximum 35

vi. **Remuneration** - Rs. 40,000 to 50,000/-

4. **Consultant (Rajbhasha)**

i. **Essential qualification:** Graduate in Hindi and English as main subjects or Diploma in Translation – English to Hindi and Hindi to English from any reputed university.

ii. **Desirable qualification:** Working knowledge in Computer office applications like Word, Excel, Power Point, Internet browsing, E-mail, E-file, Scanning, etc.

iii. **Experience:** Minimum 3 years' experience in the translation from English to Hindi and vice-versa including editing and writing field in PSUs/Ministries/Autonomous bodies/Govt.offices

iv. **No. of vacancy:** 01

v. **Age** : Upto 45 years

vi. **Remuneration** : Rs. 50,000 - 75,000/-

5. **Consultant(SMD)**

i. **Essential qualification:** Graduation in any discipline having English as one of the compulsory subjects.

ii. Expert knowledge in Computer office applications like Word, Excel, Power Point, Internet browsing, E-mail, E-file, Scanning, etc.

iii. **Experience:** 5 years' experience of working in Government/reputed private sector in the fields of Parliament matters/ Reports writing/ Drafting proposals/ Annual Reports / Establishment / Tabulation / Graphics / Working knowledge of Hindi and its applications on computer.

iv. **No. of vacancy** : 01 (one)

v. **Age** : Upto 45 years

vi. **Remuneration:** Rs. 50,000 - 65,000/-

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