



# VIGYAN PRASAR

(Department of Science and Technology)

Vigyan Prasar, an Autonomous Organization under Department of Science and Technology, Govt. of India invites applications for the following posts for Biotech Communication Cell under the project-"Creation and maintenance of web based portal intended to communicate development in biotechnology". The posts are on contractual basis and initially for a period of one year which can be further extended but are co-terminus with the project.

S. No.	Post	Consolidated Remuneration	Posts
1.	Chief Editor	₹ 70000/-	01
2.	Hindi Editor	₹ 45000/-	01
3.	Sub - Editor	₹ 40000/-	01
4.	Web Developer	₹ 40000/-	01
5.	Graphics Designer	₹ 40000/-	01
6.	Media Coordinator	₹ 35000/-	01
7.	Office Assistant	₹ 10000/-	01

For details regarding job description, qualification, experience etc., please refer to Vigyan Prasar website [www.vigyanprasar.gov.in](http://www.vigyanprasar.gov.in). Application form may be downloaded from the website and filled-in application may be sent to **The Principal Investigator, Biotech communication cell, Vigyan Prasar, A-50 (NCMRWF Complex), Institutional Area, Sector-62, NOIDA-201309. Please super scribe envelope "Application for the post of ----- for Biotech communication cell".**

(Registrar)

Last date of receiving complete application is 11th November, 2013.

# VIGYAN PRASAR

## Department of Science and Technology

### applications invited for biotech communication cell

Vigyan Prasar has undertaken a project from the Department of Biotechnology, under the Ministry of Science & Technology, Government of India, for creation and maintenance of web based portal intended to communicate developments in biotechnology in accessible manner to various stakeholders.

Keeping the global trends in mind, it is proposed to install a state-of-the-art portal which shall be rapidly updated, give in-depth and latest information of the department's works, attract global attention as a science portal comparable with the very best belonging to the topmost scientific institutions of the world. The portal will have space for interactivity, host videos, have text, video and photo archives, live streaming of major events organised by the department, run erudite blogs, invite comments from the scientific fraternity the world over. These are the basic works upon which will be built more facilities.

This calls for setting up a full-fledged cell that will deal exclusively with the portal, which will operate under the aegis of Vigyan Prasar, the GOI's wing dealing directly with science communication. It is proposed to induct staff for the cell on project basis.

The staff requirement are:

#### Designation: Chief Editor

<b>Number of vacancy</b>	:	01
<b>Age</b>	:	Not above 50 years
<b>Contract period</b>	:	Initially for one year, extendable up to four years
<b>Location</b>	:	Delhi, NCR
<b>Remuneration</b>	:	₹70000/-

#### Job responsibilities:

- Heading a team to develop a portal on the outlines mentioned in the Preamble above, for the Department of Biotechnology, its entire content and running it successfully

**Essential qualifications:**

- A Masters Degree in Journalism and / or Mass Communication, from a recognised university
- A Master's degree in science from a recognised university

**Essential experience:**

- At least 15 years of experience in science journalism/ popular science communication in national and international media organisations
- Evidence of Science Communication skills (printed or Online reports/ articles/ research papers, etc, including those on biotechnology)
- Past experience of work on writing popular science articles from the web and editing them
- A proven background of research work on scientific issues
- Track record of presentations at national and international seminars / workshops / conferences on science communication
- Ability to develop and run an editorial team

**Desirable qualification**

- Good command over English
- Written and verbal communication skills
- Ability to coordinate works of various stakeholders / researchers / scientists / institutions

**Designation: Hindi Editor**

**Number of vacancy** : 01

**Contract period** : Initially for one year, extendable up to four years

**Location** : Delhi, NCR

**Age** : Not above 50 years

**Remuneration** : ₹45000/-

**Job responsibilities:**

- Developing content for the Hindi version of the website; translating content developed for the English version of the website into Hindi

**Essential qualifications:**

- Masters degree in science from a recognised university.
- Diploma in Print Journalism / Photojournalism / Mass Communication, from a recognised university / institute.

**Essential experience:**

- At least 15 years of experience in journalism with published news and feature articles in Hindi for national media organisations
- Experience of translating news and feature articles from English to Hindi for national and international organisations
- Past experience writing and editing news and feature articles in Hindi
- Ability to develop and run an editorial team

**Desirable qualification**

- Good command over Hindi and English
- Written and verbal communication skills
- Ability to coordinate works of various stakeholders / researchers / scientists / institutions

**Designation: Sub-editor**

**Number of vacancy** : 01

**Contract period** : Initially for one year, extendable up to four years

**Location** : Delhi, NCR

**Age** : Not above 40 years

**Contract period** : Initially for one year, extendable up to four years

**Remuneration** : ₹40000/-

**Job responsibilities:**

- Daily research and writing to provide content for the website, editing and updating content. Searching journals for latest developments on biotechnology, identifying news and feature stories and developing them as and when required. Coverage of the events of the department of biotechnology and other important events related to biotechnology.

**Essential qualifications:**

- Masters degree in science from a recognised university

**Essential experience:**

- At least 10 years of experience in science journalism/ popular science communication
- Evidence of Science Communication skills (printed or Online reports/ articles)
- Past experience of work on writing popular science articles for the web and editing them
- A proven background of research work on scientific issues

**Desirable qualification**

- Good command over English
- Written and verbal communication skills
- Ability to coordinate works of various stakeholders / researchers / scientists / institutions

**Designation: Web Developer**

**Number of vacancy** : 01

**Contract period** : Initially for one year, extendable up to four years

**Location** : Delhi, NCR

**Age** : Not above 40 years

**Remuneration** : ₹40000/-

**Job responsibilities:**

- Designing and developing dynamic website as per the Guidelines for Indian Government Websites (GIGW). The responsibility will include both front-end web application development and back-end (web server) programming and scripting for database connectivity, database management and query based report generation.

**Essential qualifications:**

- Bachelors of Engineering in Computer Science/ MCA/ M. Sc in Computer Science/ DOEACC 'B' level or equivalent from a recognised university.

**Essential experience:**

- Minimum 5 years experience in the field of web application development and back-end (web server) programming and scripting.

**Desirable qualification**

- Certificate course related to website development

**Designation: Graphics Designer**

**Number of vacancy** : 01

**Contract period** : Initially for one year, extendable up to four years

**Location** : Delhi, NCR

**Age** : Not above 40 years

**Remuneration** : ₹40000/-

**Job responsibilities:**

- Developing infographics on scientific processes and scientific information provided by editorial and scientific staff regularly which can be used from the web-portal. Providing all sorts of design assistance as and when required

**Essential qualifications:**

- Degree or diploma in Graphics designing
- Bachelors degree from a recognised university,
- Knowledge of Flash Player, Animation software, Photoshop, Corel Draw, html, Dreamweaver , Illustrator and other software needed to run a portal on a day to day basis

**Essential experience:**

- At least 10 years of experience in graphics designing, of which 5 years must be as a web-designer with a reputed company with the ability to showcase the past work done
- At least two years experience of graphics designing for websites
- Experience of working as Illustrator
- Experience of communicating complicated concepts through graphics design
- Past experience of work working on graphics design for print as well as web media

**Desirable qualification**

- Average and working knowledge of spoken and written English
- Written and verbal communication skills
- Ability to study written science material and / or take instructions from the Chief Editor and Media Coordinator on preferred design ideas and translating them into actual design
- Independent ideas also for designing complex scientific issues, once explained

**Designation: Media Coordinator**

Number of vacancy : 01

**Contract period** : Initially for one year, extendable up to four years

**Location** : Delhi, NCR

**Age** : Not above 40 years

**Remuneration** : ₹35000/-

**Job description:** Popularising the website among national and international audience, media; background research required to keep the website updated and for the successful running of the site; coverage of the events of the department of biotechnology and co-ordination to ensure successful coverage of such events

**Essential Qualifications:**

- Masters Degree in Journalism and / or Mass Communication, from a recognised university
- Bachelors Degree in Science or Environmental Sciences from a recognised university

**Essential experience:**

- At least 10 years of experience of working as a journalist with several by-line stories
- Proven record of having worked on all three formats of media: Print, Online and Television
- A proven background of carrying out background research for web content
- Proven experience in coordination
- Proven contacts in media circles and ability to sensitize media persons in this line of work
- Proven ability to organise events related to the organisation's works, including Press Conferences, Seminars, Workshops etc,

**Desirable qualification**

- Written and verbal communication skills
- Working knowledge of web page designing
- Ability to pick up and use techniques of web pages for uploading etc., when needed
- Ability to coordinate with national and international level organisations related to science and technology
- Good command over English

**Designation: Office Assistant**

Number of vacancy : 01

**Contract period** : Initially for one year, extendable up to four years

**Location** : Delhi, NCR

**Age** : Not above 40 years

**Remuneration** : ₹10000/-

**Job description:** To assist the bio-tech communication cell in data entry, correspondence and file maintenance.

**Essential Qualifications:**

- Bachelors Degree from a recognised university .

**Desirable qualifications:**

- Certificate course related to computer operation

**Desirable experience:**

- Good written and verbal communication skills
- Experience in working with computer (typing, email, web browsing)

**APPLICATION FORMAT**

- 1. Post applied for :
- 2. Advertisement No. :
- 3. Name in full (in block letters)
- 4. Date of Birth :
- 5. Nationality
- 6. Father's/Husband's Name :
- 7. Address for Correspondence
- 8. Permanent Address :
- 9. Nearest Railway Station

Passport size photograph to be pasted
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10. Educational/Professional qualifications indicating chronologically the examinations passed:

Qualification	University/Board	Year of passing	Class	Percentage of marks	Subjects taken

- 11. Whether SC/ST/OBC/Ex-servicemen/Physically Handicapped:  
(Please specifically write Yes/No. If yes, please write category to which you belong).
- 12. a) Details of previous and present employment held, if any, in chronological order starting from present position backwards:

Name of employer with address	Post held	Pay Band	Last pay Drawn	Period of Service	Nature of Service	Reason for Leaving Service

- b) Awards won if any :
- c) Research experience :  
(Please give details)
- 13. If selected, the minimum time required to join:
- 14. Any other additional relevant information including reference:
- 15. Have you ever been detained in Police Custody? If yes, give complete details of it :
- 16.a) Whether you have been convicted by any Court of Law or not ?  
If yes, please give complete details thereto:
- b) Whether any criminal case is pending or contemplated against you in any Court of Law? If yes, please give complete details thereto:
- 17. Whether applied for any post in Vigyan Prasar before (if so, furnish details such as name of the post, advertisement number, post number, date of interview, etc.).



I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case, I have given wrong information, or suppressed any material fact or factual information, then my services are liable to be terminated without giving any notice or reasons thereof. I am not aware of any circumstances which might impair my fitness for employment under Government.

18. Signature of the candidate with date :

**Think Scientifically .... Act Scientifically ....Think Scientifically .... Act Scientifically ....**