

**FILMS DIVISION**  
**Ministry of Information & Broadcasting**  
**Government of India**  
**24-Dr.G. Deshmukh Marg,**  
**Mumbai-400 026**

No.A-60011/13/2010-Est.I

Dated the 2<sup>nd</sup> January,2013

**Advertisement for engagement of two Consultants for handling Content management System (CMS) and e-Commerce Work on contract basis in Films Division**

Films Division is the central film producing organization of the Government of India under the Ministry of Information and Broadcasting. Films Division proposes to engage 2 (Two) Consultants for handling Content management system and e-commerce work on contract basis in Films Division with the following terms and conditions:

**Terms & Conditions for appointment as Consultant in the Films Division:**

**1. Minimum Qualifications :**

- A graduation Degree
- At least 12 months experience in Content writing/website handling
- Working knowledge of Word press

**2. Scope of work / job responsibility:**

- (a) The Consultants will be required to provide relevant text content for official website of Films division and to its various back office data or information flows.
- (b) He will be required to operate the CMS of the website to update/upload the content regularly.
- (c) He may be assigned other work related to webcasting or other projects of Films Division on the basis of his skill-sets.

**3. Deliverables :**

The consultants will be required to keep the official website of films Division upto date and to deliver reports on the work assigned to them in the required format on a case-to-case basis.

- 4.** Consultants shall be provided with space in Office with basic amenities like telephone, computer, furniture etc, and will be expected to observe office timings in force in Films Division. Occasionally, they may be asked to work after office hours in case of urgency, for which compensatory casual leave will be permissible.

5. **Accommodation:**  
The Consultant needs to have own accommodation in Mumbai or nearby places. No accommodation or House rent will be provided by the Department.
  
6. **Contract Period :**  
The appointment of Consultant will be purely on contract initially for a period of Six months, extendable by six months further subject to a maximum of 02 (two) years and satisfactory performance. The Consultant will not be entitled to any claim of Government Service in any manner.
  
7. **Fees/remuneration/consultancy charges :**  
Consolidated remuneration of Rs.20,000/- per month, paid after each month.
  
8. **Tax Deduction at Source:**  
Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s.
  
9. **Confidentiality of data and documents:**  
The Intellectual Property Rights (IPR) of the web contents created as well as the deliverables produced for the Department shall remain with the Department. No one shall utilize or publish or disclose or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the Department, without the express written consent of the Department. The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.

**10. Termination of Agreement:**

- (i) The Consultant is unable to address the assigned works;
- (ii) Quality of the assigned works is not to the satisfaction of the Department;
- (iii) The Consultant fails in timely achievement of the milestones as finally decided by the Department;
- (iv) The Consultant is found lacking in honesty and integrity.
- (v) The Department reserves the right to terminate the Contract, by giving fifteen days' notice to the Consultant;
- (vi) Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

**11. Governing Law:**

The contract shall be governed by and construed in accordance with the laws of the Republic of India. The Consultant shall provide a concept note about his understanding of the task / scope of the work he is supposed to undertake while working with Department under the present contract.

**12. Leave Entitlement :**

Consultant will be entitled to 8 days' leave in one calendar year or any pro-rate basis. Depending on period of consultancy, leave beyond this entitlement will be on no fee basis, but un-availed entitled leave cannot be carried forward to next calendar year.

2. Applicants may send their resume with copies of recent photographs and copies of credentials on the basis of above terms and conditions, if acceptable / agreeable to them, addressed to the **Director General, Films Division, Ministry of Information & Broadcasting, 24-Dr. Gopalrao Deshmukh Marg, Mumbai-400 026** by Regd. Post / Speed Post within 14 days of publication of this advertisement.

3 The Director General, Films Division reserves the right to accept / reject any or all of the applications without assigning any reason thereof.

(P.S. Bodas)  
Assistant Administrative Officer  
for Director General