

President's Secretariat
(Administration Section)

No. A-36011/30/25-Admn

12th March, 2026

ADVERTISEMENT NOTICE

Engagement of Senior Consultant (Media & Communication) and Principal Consultant on Contract Basis For 1 Year in the President's Secretariat

The Under Secretary (Admin), President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India, invites applications from eligible persons for engagement of (i) Senior Consultant (Media & Communication); and (ii) Principal Consultant in President's Secretariat, purely on **contractual basis** from amongst professionals as per the terms and conditions mentioned in Para 2 below. The applications should reach in the **O/o Under Secretary (Admin)**, President's Secretariat, Rashtrapati Bhavan, New Delhi on or before **23rd March, 2026 upto 05:00 PM.** The application form can also be downloaded from Rashtrapati Bhavan website **<http://rashtrapatibhavan.gov.in/vacancy-circulars>**.

2. The terms and conditions for above mentioned engagements shall be as under: -

(A) Criteria

Senior Consultant (Media & Communication) and Principal Consultant (Media) shall be engaged to look after the work mentioned under the heading "Job Responsibility and Duties" against each of the positions in para 3 below relating to Press Wing of President's Secretariat and **shall not be appointed for the regular work of the Secretariat.** Accordingly, these persons shall not be treated as an employee borne on the regular cadre of the President's Secretariat for any purpose. They shall be engaged on **contract basis** on a full-time basis and will not be allowed to take up any other assignment during the period of their engagement with President's Secretariat.

(B) Period of Engagement

Senior Consultant (Media & Communication) and Principal Consultant (Media) will be engaged initially for a period of **01 year from** the date of joining. The contract may be extended further for another year based on the performance and progress of activities on the terms and conditions mutually agreed upon. The said engagement shall also not vest any right whatsoever to claim regular appointment in the President's Secretariat or continued engagement.

(C) Age Limit

Only Indian citizens between the age of 30 to 50 years for Senior Consultant (Media and Communication) and minimum age of 45 years for Principal Consultant (Media), as on the last date of receipt of application shall be eligible to apply for the post.

(D) Remuneration

The remuneration of Senior Consultant (Media & Communication) and Principal Consultant (Media) shall be as follows: -

Sl. No.	Name of post	Remuneration (in Rs.)
(i)	Senior Consultant (Media & Communication)	1,50,000/- per month.
(ii)	Principal Consultant (Media)	1,00,000/- per month.

(i) The President's Secretariat shall pay a fixed remuneration as mentioned above on monthly basis. For any fraction of a month, the remuneration will be paid on pro rata basis (number of days, taking 30 days in a month).

(ii) No other allowances shall be admissible to Senior Consultant (Media & Communication) and Principal Consultant (Media). The remunerations shall be paid by direct bank transfer.

(iii) The aforesaid remuneration shall be paid to Senior Consultant (Media & Communication) and Principal Consultant (Media) of such time as they will serve under the agreement to be executed and actually perform their duties commencing from the aforesaid date and ceasing on the date of their quitting service or on the date of their discharge from or on the expiration of their terms of service under the Contract Agreement or on the day of their death, if they die whilst in service.

(iv) If in the opinion of the President's Secretariat, it is necessary to carry out work outside the Terms of Reference for some purpose in addition to the services, Senior Consultant (Media & Communication) and Principal Consultant (Media) shall carry out such additional work with the prior authorization of the President's Secretariat. No additional fee for such additional work shall be paid.

(E) Duty Place and Timing

The duties assigned to the position(s) are such that they shall be called upon to come to/ stay in office before/ beyond normal working hours and on Saturdays/ Sundays/ Holidays, whenever required in the exigencies of work. No additional remuneration shall be admissible for such additional duty/work.

(F) Health Cover

Senior Consultant (Media & Communication) and Principal Consultant (Media) shall be eligible for availing medical facilities from President's Estate Clinic.

(G) TA/DA, Transport and Telephone

Senior Consultant (Media & Communication) and Principal Consultant (Media) shall not be entitled to TA/DA, Transport and Telephone facilities during the engagement.

(H) Leave

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond tenure of the contract will not be allowed. Leave cannot be claimed as a matter of right. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case, he/she remains absent from duty beyond entitled leave, a proportionate deduction from the remuneration, as applicable, will be made.

(I) Residential Accommodation

No residential accommodation shall be provided from the President's Estate Pool of Accommodation.

(J) Termination of Engagement/Resignation

(i)	By either side, after giving one month notice. However, either side shall terminate the contract on payment of an amount equal to one month remuneration forthwith.
(ii)	If any declaration/ information furnished in the bio-data is found to be false or if it is detected that some material/ facts has been suppressed wilfully, his/ her engagement will be terminated at any point of time without notice and without any compensation thereof.

Prior to acceptance of resignation, Senior Consultant (Media & Communication) and Principal Consultant (Media) shall hand over all office property in his/ her possession to the **Deputy Press Secretary to the President (DPS)** and obtain a 'No Demand Certificate' from the Press Wing. Further, no claim of pensionary benefit on account of this contractual engagement shall be admissible.

(K) Marital Status

Senior Consultant (Media & Communication) and Principal Consultant (Media) will have to submit declaration in the prescribed form about his/ her marital status and in the event of candidate is having more than one wives/ husbands living, the engagement will be terminated except for his/ her being exempted from the requirement of the rules/laws in this behalf.

(L) Oath of Allegiance

Senior Consultant (Media & Communication) and Principal Consultant (Media) will have to take an oath of allegiance/ faithfulness to the Constitution of India or make solemn affirmation to this effect in the prescribed form.

(M) Residuary

The decision of Secretary to the President shall be final in respect of all matter not specifically provided for.

(N) **Confidentiality**

Senior Consultant (Media & Communication) and Principal Consultant (Media) shall maintain absolute integrity and confidentiality at all time.

(O) **Proposal Evaluation**

(i)	The President's Secretariat shall constitute a Selection Committee which will carry out the entire selection process.
(ii)	All eligibility conditions will be reckoned as on the last date of the application.
(iii)	From the time the applications are opened to the time the selection is finalized, the applicant should not contact the President's Secretariat on any matter related to his/ her application. Any effort by the applicant to influence the President's Secretariat in the examination, evaluation, ranking of Proposals and recommendation for award of Contract may result in the rejection of the application.

(P) **Taxes and Duties**

Senior Consultant (Media & Communication) and Principal Consultant (Media) shall be liable to pay taxes under the applicable laws of India.

(Q) **Conflict of Interest**

The President's Secretariat requires that Senior Consultant (Media & Communication) and Principal Consultant (Media) provide professional, objective and impartial advice and at all times hold the President's Secretariat's interest's paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. Senior Consultant (Media & Communication) and Principal Consultant (Media) have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the President's Secretariat, or that may reasonably be perceived as having this effect. If Senior Consultant (Media & Communication) and/or Principal Consultant (Media) fails to disclose said situations and if the President's Secretariat comes to know about any such situation at any time, it may lead to the disqualification/disengagement of Senior Consultant (Media & Communication) and/or Principal Consultant (Media) during selection process or the termination of its Contract after execution of contract.

(R) **Fraud and Corruption**

The President's Secretariat may declare Senior Consultant (Media & Communication) and/or Principal Consultant (Media) disqualified either indefinitely or for a stated period of time, for being considered for engagement in President's Secretariat, if at any time, it is determined that Senior Consultant (Media & Communication) and/or Principal Consultant (Media) directly or through an agent, have/has engaged in corrupt, fraudulent, collusive or coercive practices.

(S) **Liquidated Damages**

If President's Secretariat suffers losses/damages due to negligence of Senior Consultant (Media & Communication) and/or Principal Consultant (Media), he/she shall be liable to pay the damages to be decided by the President's Secretariat.

(T) **Arbitration**

In the case of dispute arising upon or in relation to or in connection with the contract between the President's Secretariat and Senior Consultant (Media & Communication) and / or Principal Consultant (Media), which has not been settled amicably, such dispute regarding any matter under contract will be decided by the Secretary to the President, who may appoint an arbitrator for the settlement of the dispute/ controversy. The jurisdiction of the court of law will be within Delhi. The language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

3. **Position/ No. of Position/ Eligibility Conditions.**

S. No.	Position	No. of Position	Educational Qualification(s)/ Experience(s) & skills
(i)	Senior Consultant (Media & Communication)	01 (One)	<p><u>Minimum Educational Qualification(s)</u></p> <ol style="list-style-type: none">Regular/ Full time post graduate degree or any regular/ full time Master degree in disciplines related to Media Communication from a reputed and recognized institution.Proficient in English & Hindi <p><u>Work Experience & Skills</u></p> <p>Minimum ten years working experience in public sector (central or state government)/social sector development communication.</p> <p>Preference will be given to candidates with relevant experience in Central/state government organization/ departments.</p> <p>Proficient in English & Hindi</p> <p>Background/ familiarity with development issues and responding in quick turnaround times.</p> <p><u>Job Responsibilities and Duties</u></p> <ol style="list-style-type: none">Develop and implement social media plans in line with communication priorities of the office of The President of India.Coordinate with concerned units and other Ministries/ Departments for content inputs, amplification of activities and alignment of messaging.

3. Ensure that all social media communications uphold the dignity and decorum of the office.
4. Draft, review and supervise social media content including posts, videos, infographics and live updates related to The President's engagements and national events.
5. Provide creative and design direction to ensure quality, accuracy and visual consistency across platforms.
6. Oversee content scheduling and timely dissemination through official handles.
7. Conceptualize and coordinate thematic campaigns on national occasions, initiatives and special observances led by or involving the President's Secretariat.
8. Liaise with design and content teams for preparation of creative materials.
9. Maintain close coordination with PIB, DD, AIR and other government media units for wider publicity and outreach.
10. Monitor social media for coverage, mentions and discussions relevant to the President's Office.
11. Prepare daily and event based monitoring reports highlighting key coverage and public responses.
12. Flag critical or misleading content and coordinate with relevant divisions for suitable clarification or response.
13. Oversee live social media coverage of official programmes, visits, ceremonies and addresses.
14. Coordinate with event management and media team to ensure smooth execution of digital coverage.
15. Supervise and guide the social media team for ensuring timely delivery of content and overall quality control.
16. Any other work assigned by the President's Secretariat.

Common Technical Knowledge required

1. Ability to synthesize technical information and collate into effective communication and advocacy products is essential. Ability to plan and detail for effective communication events is required.
2. Computer proficiency with high level familiarity with commonly used packages like MS Word, Excel, Power Point, other image editing tools like Photoshop, etc.; PDF

		<p>conversion and PDF editing; and Cloud like Google Drive, OneDrive and Web surfing to search relevant data and documents.</p> <p>3. Ability to do simple image editing functions like cropping, resizing, colour management, adding text, etc. for social media, PPTs and other documents.</p> <p>4. Familiarity and understanding of respective social media platform (Facebook, Twitter, Instagram, YouTube, WhatsApp etc.) requirements – word/ character limitation, image size, audience engagement, hashtags, thumbnails, etc.</p> <p>5. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.</p> <p>6. Strong writing, conceptualizing skills (written and verbal) are essential.</p> <p>7. Candidate must work collaboratively with team and colleagues to achieve organizational goal.</p> <p>8. Ability to produce quality work under tight timelines and pressure and effectively multi-task on several assignments.</p>
(ii)	Principal Consultant (Media)	<p>01 (One)</p> <p><u>Minimum Educational Qualification(s)</u></p> <p>1. Regular/Full time graduate degree OR any regular/full time Master's degree in disciplines related to Media Communication from a reputed and recognized institution.</p> <p><u>Work Experience & Skills</u></p> <p>1. A minimum working experience of 20 years in journalism and creative writing/editing.</p> <p>2. Experience of handling writing Release/Articles and providing inputs for Speeches and Interviews of Ministers/senior government officials is desirable.</p> <p>3. Proficient in English & Hindi.</p> <p><u>Job Responsibilities and Duties</u></p> <p>1. Preparing draft speeches and providing inputs for speeches of Hon'ble President in English and Hindi.</p> <p>2. Refining the draft Press Releases in Hindi and English.</p> <p>3. Vetting the content for Authenticity, Aesthetic Expression and Suitable Perspective with the help of Research Wing and Press Secretary office.</p>

		<ol style="list-style-type: none"> 4. Conceptualizing, preparing and finalizing the content for thematic books for the President office based on the primary inputs provided by the Press Division of the President's Secretariat. 5. Coordinating with DPD or various ministries/departments of GoI or other organisations for designing and publication of books. 6. Vetting the translations of the speeches of the Hon'ble President for books to be published by DPD. 7. Coordinating with other wings of Rashtrapati Bhavan for getting content required for various speeches, messages or social media posts. 8. Coordinating with various Ministries/ organisations for getting timely and quality inputs regarding speeches of the Hon'ble President. 9. Suggesting novel concepts and working with stakeholders for execution of the concepts for Coffee Table Books/Art Books and Large-format books to be brought out by Press Division of the President's Secretariat on regular basis. 10. Keeping a track of news items concerning the President of India and suggesting response/action, if required. 11. Drafting and refining the content for various social media handles of the President of India. 12. Any other works assigned by the President's Secretariat.
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Eligible candidates will have to appear for Personal Interview before Selection Committee. The applicant, once selected, shall not be allowed to withdraw his/ her candidature subsequently. He/ She shall be required to join immediately.

4. How to Apply:

(a) The application is to be submitted in the prescribed format as given in Annexure-A. Applications, not in the prescribed format, are liable to be rejected. Applications complete in all respect may be sent to email id: **soadmn@rb.nic.in / Under Secretary (Admin), President's Secretariat, Rashtrapati Bhavan, New Delhi – 110004** within a period of **11 days** of advertisement i.e. **23rd March, 2026 upto 05:00 PM.**

(b) Applications should be typewritten in A4 sheet. The applicants are advised to scan the application form along with the supporting documents and send the same to email id: **soadmn@rb.nic.in** before **last date** of submission. The name of the professional position should be clearly mentioned in the **subject line** of the **email**, which may read as **“Application for Engagement as Senior Consultant (Media & Communication) and Principal Consultant (Media) in President's Secretariat on Contract basis”**.

- (c) Applicants applying for more than one position are required to send separate application for each position.
- (d) Self attested copies of documents/ certificates vis-à-vis educational qualifications, experience, etc. are required to be attached with application. On being selected for engagement, selected professionals shall bring original certificates/ documents for verification at the time of joining.
- (e) The name of the candidate(s) and their parents in the curriculum vitae submitted by them should be exactly the same as reflected in the certificates/ documents attached with the application.
- (f) The experience certificate should clearly depict that the applicant possess the required experience in the prescribed field.
- (g) It is the responsibility of the candidates to ensure that they fulfil the eligibility conditions in terms of (i) educational qualifications (ii) experience etc.
- (h) Shortlisted applicants will be intimated through mail/e-mail/telephonic message for interview/ written test.
- (i) No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.

5. Candidates already in a job should come with a “No objection Certificate” from the employer, without which the candidate will not be allowed to appear for the interview.

6. President’s Secretariat reserves the right to cancel the process of engagement of Senior Consultant (Media & Communication) and Principal Consultant (Media) or alter the number of positions required at any stage without any notice and without assigning any reason(s) thereof.

7. Applicants should clearly note that President’s Secretariat shall 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 the receipt of their online application by the prescribed date.


(Kuldeep Chaudhary)
Under Secretary (Admin)

12/03/2025

PROFORMA FOR APPLICATION FORM

(Applicants must read the Advertisement Notice 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. **Date of Birth:** _____ **Age:** _____ **Yrs. Sex :** _____

4. **Nationality :** _____

5. **Residential Address:**

Temporary: _____
District: _____ State: _____ Pin: _____

Permanent: _____
District: _____ State: _____ Pin _____

6. **Telephone No:** _____ **Mobile No:** _____
(with STD)

7. **E-mail ID:** _____

8. **Educational Qualifications** (Matriculation onwards):

Sl. No.	Description of Qualifications	Year of Passing	Board/ University	% of marks/ CGPA

9. **Professional Experience:**

Sl. No.	Description of Experience	Organization	Duration	
			From	To

10. Any other information:

11. 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.	
	5.	
Desirable	1.	
	2.	
	3.	
	4.	
	5.	

12. **The last date of submission of application: 23rd March, 2026 upto 05:00 PM.**

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: _____

(Applicant's Signature)

Dated: _____