

## **Terms of Reference for Media Consultant**

**(Last Date of Submission of Application is 11.12.2023)**

### **Scope of work:-**

1. He will provide guidance/inputs time to time in the area of his specialization.

### **Qualification & Experience:-**

Graduate in Mass Communication or Journalism with PG or PG Diploma in Public Relation or equivalent with minimum experience of 05 years in the relevant field in an institution of repute.

### **Age:-**

Maximum 62 years

### **Remuneration:-**

Remuneration of Rs. 70000/-

### **Term of Reference:-**

- i) The engagement will be purely on contractual basis for a period of one year from the date of engagement.
- ii) The chief consultant will be paid a consolidated monthly honorarium of Rs. 70000/- per month on the expiry of each calendar month on recommendation of concerned Divisional Head and after submission of details of work done during the month.
- iii) He will not be entitled for any accommodation, medical allowance, Travelling allowance or any other allowance.
- iv) Expenditure incurred by him on travel for undertaking official tours within the country in the course of execution of the work assigned to him will be reimbursed to him on actual basis.
- v) He will be entitled to travel by air (Economy class) train (2<sup>nd</sup> class AC) taxi during the tour programme to States/UTs for official purpose. Hotel accommodation costs, daily allowances as admissible of National Horticulture Board and incidental expenses incurred in connection with the assignment will be borne by the NHB as per actual on production of supporting vouchers.
- vi) He will not be entitled to any claim or right for continuing the assignment or regular appointment to this assignment.
- vii) During the period of assignment the Headquarters will be at Gurugram.

- viii) The assignment can be cancelled/terminate at any time on a 7 days' notice during the period on account of unsatisfactory performance towards the work assignment or any other reason.
- ix) He would be subject to the provisions of the Indian Official Secret Act, 1923. Any information gathered during the period of consultancy shall not be divulged to anyone who is not authorized to have the same.
- x) He will not be entitled for accommodation and facilities such as regular transport/telephone connection. However, any expenditure incurred by him on telephone and transport in execution of the work assigned to him will be reimbursed to him on actual basis.