

No. 15/07/2021-Contr./Estt.
Government of India
Ministry of Home Affairs
Bureau of Police Research & Development

NH-8, Mahipalpur
New Delhi – 110037

Date: 1st April , 2022

//Office Memorandum//

The Bureau of Police Research & Development (BPR&D) is inviting applications from the qualified, innovative, and dynamic **Young Professionals**, to engage One (01) Young Professional, purely on **contractual basis**, as per the work profile as described below:

1.	Name of position	Young Professional 1. Content Editor (English)
2.	Number of positions	One (01)
3.	Method of recruitment	Contract Based through Open Market
4.	Age Limit	Candidates should be below 40 years of age as on the date of Advertisement.
5.	Period of Contract	For a period of Twelve (12) months.
6.	Remuneration (per month)	Rs. 50,000/- (Fixed*) *TDS as applicable will be deducted.
7.	Educational qualifications Experiences	Young Professional for Content Editor (English) 1. Bachelor's Degree from a recognized University 2. With Demonstrable skill in creative writing in English. 3. Proficiency in Editing, Proofreading, Indexing and writing of Editorials etc. 4. Proficiency in computer i.e. MS office including MS Word, MS Power Point, MS Excel, etc.
8.	Job description	1. Reviewing the manuscript. 2. Structural (substantive) editing including paraphrasing. 3. Editing including grammatical error. 4. Proofreading and making it error-free. 5. Checking & proof of dummy before

		printing/ mass production
	Expected Deliverables	<ol style="list-style-type: none"> 1. Correct language errors, such as poor grammar, incorrect spelling punctuation, ambiguities to make it error free. 2. Identify technical inaccuracies. 3. Improve clarity, if and where this is significance 4. Identify potential legal problems, such as plagiarism, ethical or moral problems, copyright infringements, defamation risks, conflict of interests. 5. Check for uniformity and appropriateness recommend, adjustments, if necessary. 6. Determine whether the content of a manuscript should be deleted or replaced (with approval form BPR&D). Determine whether additional content is required within a manuscript (with approval from both the author and BPR&D) 7. Determine the order in which the manuscript is to be published. 8. Prepare preliminary pages and cover, and mark up any end matter, usually in collaboration with the author. 9. Select illustrations, including 10. photographs, tables and drawings from material submitted by the author. 11. Identify and source additional illustrations if required (from the author or elsewhere). 12. Check proofs before production to make it flawless/error free 13. Meet timeline 14. Responding on call including add hours phones and mails 15. Indexing and writing of editorial
9.	Place of Posting	BPR&D Headquarters, Mahipalpur, New Delhi 110037.

10. Mode of Engagement: All the applications received within the stipulated time shall be scrutinized and shortlisted by

a **Departmental Screening Committee** (DSC). The shortlisted candidates would then be interviewed by the **Consultancy Evaluation Committee** (CEC). Shortlisted candidates are required to carry original documents at the time of interview. The joining of the selected candidates shall be subject to satisfactory verification of original documents by the BPR&D.

11. Submission of Applications: Eligible candidates are required to send scanned copies of completed application form along with self-attested documents (as required) at email id: ad.estab@bprd.nic.in. Subject line of the mail should be as follows: Application for Young Professional at the BPR&D: [insert your name], and **submit the same within fifteen (15) days from the date of publication of the advertisement in the Newspaper**. In case, any clarification is required, please write to ad.estab@bprd.nic.in, or call **011-26781310** between 09.30 AM to 06.00 PM from Monday to Friday. For all the updates/ future communication, please visit the BPR&D website @ <https://bprd.nic.in>.

12. Last Date for Receipt of Applications: The last date for receipt of applications in the BPR&D is fifteen (15) days from the date of **publication of the advertisement in the Newspaper**. The applications received after the due date/ time will not be accepted.

13. Working Hours/ Leave: Working hours shall normally be from **9.30 AM to 6.00 PM** during working days including half an hour lunch break in between 1.30 pm to 2.00 pm. However, in case of exigency, the Young Professional may be required to sit late and may be called on Saturdays/ Sundays and other holidays also. The Young Professional will be eligible for twelve (12) days paid leave during the period of twelve (12) months @ one day paid leave for the completed month, subject to the approval of the Controlling/Supervisory Officer.

14. The Young Professional will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may be supplied to them during the period of their stay in the BPR&D. All such documents will be property of the BPR&D.

15. This is NOT an offer for employment in the BPR&D and is solely related to working for a period of 12 months or until further orders whichever event takes place early, purely on contractual basis. This opportunity DOES NOT confirm any right to the Young Professional to any position or job in the BPR&D or any preference in employment after the expiry of this contract based hiring of services or anytime in future.

16. The BPR&D reserves its right NOT TO ENGAGE any candidate in response to the advertisement and this is only an invitation to young persons to apply for the position of Young Professional.

17. Police Verification: Police verification of the Young Professional shall be done as per the latest instructions issued by the MHA. In case, an adverse input is received in the course of the police verification, the contract shall cease to exist with immediate effect without any notice.

18. The candidates will be required to make a presentation about how well versed they are, with reference to their domain areas and related matters and how they can contribute towards the same. They will be assessed on a scale of 0-100 on the basis of their academic performance and their presentation to assess them on quality index.

19. A list of all candidates shall be prepared in the descending order of their scores, with candidates obtaining highest quality index being kept at the top. Selection of candidates will be made on the basis of their scores.

20. In case, the selected candidate(s) is unwilling to work or the selected candidate(s) wishes to leave the BPR&D, one-month prior notice shall be given by the concerned individual before leaving the Bureau.

21. TA/DA: In case of domestic tours undertaken by Young Professionals, subject to the approval by the Competent Authority, TA/DA shall be allowed as per the details given below:

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional	Rail in AC Two Tier	Hotel accommodation of up to Rs. 2250/- per day, taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

22. Young Professional is required to submit a Certificate of Good Health from a recognized physician, prior to commencement of work at the BPR&D.

23. No disclosure shall be made to any person by the Young Professional as to the contents of the research work and tentative inferences drawn there from, without the prior approval of the DG, BPR&D.

24. This engagement shall be subject to the applicable laws and regulations of India from time to time.

25. All disputes, if any, arising out of this contract shall be subject to the jurisdiction of the competent courts of Delhi/ New Delhi.

26. The Young Professional engaged shall continue to be governed by the terms and conditions as mentioned above.

A. Jagir Chand
11/4/22

(Jagir Chand)
OSD (Estt), BPR&D
Email: jagir@bprd.nic.in
Tele No.: 011-26781310

Format for Application

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Name in full (in Block letters): (As in Class 10 / High School Certificate):

1. Father's Name: (As in Class 10 / High School Certificate):
2. Correspondence Address:
3. Candidate's Date of Birth: DD/MM/YYYY format only (As in Class 10 / High School Certificate)
4. Mobile Number:
5. E-mail id:
6. (a) Educational Qualifications in chronological order beginning from SSC (10th Onwards):

Sl. No.	Name of Examination Passed	Year of passing	Name of Board/ University	Subject(s) studied	Division /% of marks obtained (If CGPA Score, put equivalent percentage as per the formula of your Institute)

(b) Professional/Technical Qualifications: -

Sl. No.	Name of the Examination Passed	Year of Passing	Details of Course	Board /University	Subject(s) Studied	Division /% of marks obtained (If CGPA Score, put equivalent percentage as per the formula of your Institute)

8. Work Experience, in chronological order, starting with the first job: -

Name & address of Employer	Period of service		Designation of post	Total length of service Year – month	Nature of work & level of responsibilities
	From	To			

10. PAN:

11. AADHAR No.:

12. Any other relevant information:

Declaration & Certificate

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after the selection process. Further, I understand that this position is purely temporary on contract basis. If it is found, after my engagement at the BPR&D, that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Name & Signature of Candidate

Place:

Date: