



**ICAR-Directorate of Knowledge Management in Agriculture
Indian Council of Agricultural Research
Krishi Anusandhan Bhavan-I
Pusa, New Delhi –110 012**

Empanelment of Editors & Proof-readers

The ICAR-Directorate of Knowledge Management in Agriculture (DKMA), New Delhi publishes a wide range of ICAR publications like Handbooks, Textbooks, Popular Books, Technical Bulletins, Reports, Periodicals (Popular and Research Journals), Monographs etc. on agriculture and allied sciences in Hindi & English. The ICAR-DKMA intends to empanel Editors and Proof-readers on assignment basis for Hindi & English language. The payment will be made as per ICAR approved rates. The duly filled in application along with all the Certificates should be sent to Section Officer, General Administration Section, Room No. 612, 6th Floor, DKMA, Krishi Anusandhan Bhawan – I, Pusa, New Delhi within 30 days from the date of publishing of this advertisement. Details regarding, rates, qualifications and application format etc. is available at www.icar.org.in and www.dkma.icar.gov.in.

Sd/-

(Elizabeth Minz)
Under Secretary,
ICAR-DKMA



कृषि ज्ञान प्रबंध निदेशालय
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन - I, पूसा, नई दिल्ली - 110 012

हिन्दी एवं अँग्रेजी के संपादकों और प्रूफ रीडरों की सूचीबद्धता

भाकृअनुप-कृषि ज्ञान प्रबंध निदेशालय, नई दिल्ली द्वारा कृषि एवं सम्बद्ध विज्ञान के क्षेत्र में हिन्दी और अँग्रेजी भाषा में विभिन्न प्रकार के प्रकाशनों (हैंडबुक, पाठ्यपुस्तकों, लोकप्रिय पुस्तकों, तकनीकी बुलेटिनों, रिपोर्ट, शोध एवं लोकप्रिय पत्रिकाओं, मोनोग्राम) आदि का प्रकाशन नियमित तौर पर किया जाता है। भाकृअनुप-कृषि ज्ञान प्रबंध निदेशालय हिन्दी और अँग्रेजी भाषा में उपलब्ध कार्यों के आधार पर अनुभवी संपादकों और प्रूफरीडरों को सूची बद्ध करने का इच्छुक है। कार्य का भुगतान, भारतीय कृषि अनुसंधान परिषद द्वारा स्वीकृत दरों पर किया जाएगा। सभी प्रमाणपत्रों के साथ आवेदन इस विज्ञापन के प्रकाशन की तिथि से 30 दिन के भीतर अनुभाग अधिकारी, सामान्य प्रशासन अनुभाग, कमरा संख्या 612, छठी मंजिल, डीकेएमए, कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली को प्रेषित करें। पारिश्रमिक दर, योग्यता, आवेदन का प्रारूप एवं अन्य संबंधित जानकारियों के लिए परिषद की वेबसाइट www.icar.org.in एवं www.dkma.icar.gov.in देखें।

हस्ताक्षर

(एलिज्बेथ मिंज)

अवर सचिव

भाकृअनुप-कृषि ज्ञान प्रबंध निदेशालय



भारतीय कृषि अनुसन्धान परिषद
कृषि ज्ञान प्रबंधन निदेशालय
कृषि अनुसन्धान भवन – I, पूसा, नई दिल्ली - 110 012

Sub: Terms of Reference (ToR) for Empanelment of External Editors and Proof-readers for ICAR Publication (Hindi & English).

The Terms of Reference (ToR) for Empanelment of External Editors and Proof-readers for ICAR Publication (Hindi & English) are as under: -

1. Objectives of the Empanelment of Editors and Proof-readers for DKMA

The objective of the assignment is to edit and proof-read a variety of publications like, Handbooks, Textbooks, Popular books, Technical Bulletins, Reports, Periodicals (Popular and research journals), Monographs etc. on agricultural and allied sciences in a time frame manner while maintaining the content quality of publications of the ICAR.

2. Main Tasks, Responsibilities and Scope of Work

- The empaneled editors and proof-readers shall have to do the editing and proof-reading of publications as per standard guidelines and in-house style of the ICAR.
- The editing and proof-reading of publications will be assigned to one or more empaneled editors and proof-readers depending on the quantum and priority of work.
- The editing and proof-reading work will be assigned to the empaneled person(s) on the basis of approved rates of ICAR.

3. Time Frame

The empanelment of editors and proof-readers will be for three years which can be extended for a period of one year or more as deemed fit as per requirement and urgency of work. The empanelment of any editor/proof-reader can be discontinued at any time during the empanelment period with the approval of PD, DKMA.

4. Deliverables

The editors and proof-readers on panel are expected to deliver/supply the edited/ proof-read version either in the form of hard copy or soft copy as per the editorial standards/guidelines and in-house style of ICAR. The stipulated timeline for completing the assignment shall be as under:

Timeline		
No. of printed pages	Editing	1st Proof-reading
Up to 300 Pages	20 Days	15 Days
Up to 500 Pages	30 Days	25 Days
Up to 700 Pages	45 Days	35 Days
Up to 900 Pages	60 Days	45 Days
More than 900 Pages	90 Days	60 Days

5. Monitoring of the quality of editors and proof-readers

- a. The quality of editing and proof-reading work will be judged by the concerned In-charges and Project Director (DKMA).
- b. In case the quality of work done is not satisfactory, the editor/proof-reader may be asked to make necessary modifications/improvements in a time bound manner without any extra payment.
- c. Editor/Proof-reader may be removed from the panel in case of non-completion of the assigned work in time or unnecessary delay or continuously failing to maintain the quality of the work done.

6. Qualification, Skills, Knowledge and Competencies (for English)

A. Qualifications for Editors (English)

Essential Qualifications:

- M.Sc. in Agriculture/Animal Science/Veterinary/Fisheries and allied sciences or equivalent.
- Work experience of at least 05 years in a reputed scientific publication house or relevant scientific Institutes.

Desirable qualifications:

- Good working knowledge of computer and proficiency in English.
- PG Diploma/Degree in Journalism.

B. Qualification for Proof-readers (English)

Essential Qualifications:

- B.Sc. in Agriculture/Animal Science/Veterinary/ Fisheries and allied sciences or equivalent.
- Work experience of at least 02 years in proof-reading in a reputed scientific publication house or relevant scientific Institutes.

Desirable qualifications:

- Good working knowledge of computer and proficiency in English.
- PG Diploma/Degree in Journalism.

Qualifications, skills, knowledge and Competencies for Hindi Editors/Proof-readers (हिंदी संपादकों /प्रूफरीडरों के लिए शैक्षिक योग्यता, क्षमताएँ एवं दक्षता)

(अ) संपादकों की शैक्षिक योग्यता:

अनिवार्य शैक्षिक योग्यता

- कृषि अथवा संबद्ध विज्ञान अथवा मानविकी विज्ञान के किसी विषय में स्नातकोत्तर
- कृषि अथवा संबद्ध विज्ञान आधारित हिंदी पत्रिका अथवा हिंदी प्रकाशनों के संपादन का कम से कम 5 वर्ष का कार्य अनुभव

वांछनीय योग्यता

- कंप्यूटर के हिंदी अनुप्रयोग में दक्षता
- पत्रकारिता में स्नातकोत्तर डिप्लोमा अथवा पत्रकारिता में स्नातक

(ब) प्रूफरीडरों के लिए शैक्षिक योग्यता

अनिवार्य शैक्षिक योग्यता

- कृषि अथवा संबद्ध विज्ञान अथवा मानविकी विज्ञान के किसी विषय में स्नातक
- कृषि अथवा संबद्ध विज्ञान आधारित हिंदी पत्रिका अथवा हिंदी प्रकाशनों के लिए प्रूफ रीडिंग का कम से कम 2 वर्षीय कार्य अनुभव

वांछनीय योग्यता

- कंप्यूटर के हिंदी अनुप्रयोग में दक्षता
- पत्रकारिता में स्नातकोत्तर डिप्लोमा अथवा पत्रकारिता में स्नातक

7. **Age limit:** No age limit.

8. **Rates:**

All the empaneled Editors and Proof-readers will be paid remuneration for the assigned work of Editing and Proof-reading as per the extant approved ICAR rates.

9. **General guidelines**

- I. The empaneled Editors and Proof-readers can do the assigned work at their convenient place.
- II. In case of urgency, empaneled editors and proof-readers can be requested to complete the work at DKMA in time bound manner, failing which appropriate action will be taken.
- III. The existing panel will become infructuous on the implementation of new panel and all interested Editors and Proof-readers have to submit their application in the proforma designed for the purpose.
- IV. Only eligible individuals, not any agency/firm will be considered for empanelment.
- V. Up to 20 Editors and Proof-readers will be empaneled after considering their experience, qualification and other parameters by the Expert Committee.
- VI. Mere inclusion of the name of a candidate in the panel does not confer any legal right to get the assignment. Assignment will be given as and when required.
- VII. No other facility except the approved rates will be payable to the assignees.
- VIII. Regular monitoring of the work of the assignee will be done by the In-charge/PD, DKMA.
- IX. If the performance of an assignee is not found up to the mark, his /her empanelment shall be terminated.
- X. The project Director, ICAR-DKMA reserves the right to withdraw the Editing/Proof-reading work or cancel the entire panel at any stage. The decision of the PD, DKMA in all matters will be final and binding on the Editors and Proof-readers.

10. **How to apply:**

- Apply as per prescribed application form giving complete postal address, e-mail and phone number.
- Attach copies of qualification and experience documents.
- The duly filled in application form (**separately for each position**) along with all the Certificates should be sent to Section Officer, General Administration Section, Room No. 612, 6th Floor, DKMA, Krishi Anusandhan Bhawan – I, Pusa, New Delhi within 30 days from the date of publishing of advertisement in newspaper. In case of application sent through email (soga.dkma@icar.gov.in), original application has to be submitted at the time of empanelment.

PROFORMA OF APPLICATION FORM FOR EMPANELMENT OF EDITORS AND PROOF-READERS
AT ICAR-DKMA, KAB-I, PUSA, NEW DELHI-110012.

(A) General Information:

1.	Applied for		Paste recent passport size photograph duly, self Attested
2.	Full Name (in Block letters)		
3.	Father's/Husband's Name		
4.	Gender		
5.	Date of Birth/...../.....	
6.	Contact No.		Mobile No.
7.	E-mail address		
	Alternate e-mail address		
8.	Correspondence Address		
9.	Permanent Address		

(B) Qualifications (duly supported with Certificates)

(C) Experience (duly supported with Certificates)

(E) Additional information, if any:

Declaration: - The information given above by me are true to the best of my knowledge and belief. If any information and/or document is being found false, my candidature, if selected/empaneled, may be terminated without any notice beside other action as decided by the Competent Authority, ICAR-DKMA.

Dated:

Signature of Applicant