

BIHAR FOUNDATION
[A Registered Society of Govt. of Bihar]
6th Floor, Indira Bhawan, R.C.S. Path, Patna-800001

Short Notice for empanelment of Editorial Team in Bihar Foundation

Bihar Foundation is currently accepting application from experienced and competent professionals to work on Part-time basis for design and development of E-Magazine with the name मन मे बिहार for following positions:

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|--|-----|--------------------------|
| 1. Managing Editor (1 Nos) | --- | Rs. 12,000/- (per issue) |
| 2. Layout & Graphic Designer (1 Nos) | --- | Rs. 8,000/- (per issue) |
| 3. Editorial & Design Consultant (1 Nos) | --- | Rs. 5,000/- (per issue) |

The application should be submitted addressing to **CEO, Bihar Foundation** and sent to the address: **6th Floor, Indira Bhawan, RCS Path, Patna-800001, Bihar (INDIA)**. Only sealed and hand/post delivered application will be accepted on or before 28th January, 2020. Detail information with respect to specification of magazine, qualification & experience of candidate, Roles and Responsibilities, remuneration etc. can be viewed in the Bihar Foundation website: <https://biharfoundation.bihar.gov.in/>

For further queries, you may contact Sri Vikash Sarkar, Manager-PR, Bihar Foundation. Contact No.: +91 8406002423, +91 9386598636.

A. Specification of Magazine:

The specification of magazine can be enumerated as below:

1. The magazine shall consist of 24 pages (all multi-colour).
2. The periodicity of magazine shall be monthly.
3. The magazine should primarily be made in Hindi

B. Team Requirement:

Bihar Foundation intends to appoint an Editorial team constituting following professionals with qualification and experience of each as mentioned below:

S No	Editorial Team	Educational Qualification	Experience
1	Managing Editor	Post-Graduation degree in Journalism and Mass Communication	15 years of experience in the field of journalism, of which at least 5 years should be in the capacity of an Editor for a newspaper or magazine.
2	Graphic & Layout Designer	Intermediate in any discipline along with at least one year diploma course in Graphic Designing.	5 Years of relevant experience in publishing house
3	Editorial & Design Consultant	Full time bachelor's degree in graphic Designing	10 Years of experience as design consultant in media

C. Role and Responsibilities of Editorial Team:

1. Managing Editor:

- i. Managing Editor shall be responsible for all content development, including sourcing of photographs for the magazine. Following points are noteworthy in regard to content development:
 - a) The content of magazine shall ordinarily include at least one featured article having subject matter relevant to the particular month of issue. Contents shall also include subjects covering chapter activities, tourism, Industry, Khadi & Village, Literature, Positive news from Bihar, Environment (Jan, Jivan & Hariyali), Personality of month, Traditional recipe, Art, Culture & Youth, crosswords, cartoon etc.
 - b) All contents should be developed as per the guidelines issued by the Bihar Foundation.
 - c) All data must be derived from authentic sources giving due credit and source reference. Managing Editor shall be responsible for any typo error or plagiarism.
- ii. Managing Editor shall ensure that the first draft of the magazine after incorporating changes or improvements as suggested by Editorial & Design Consultant should reach to Bihar Foundation on or before 23rd of the preceding month to assist us in evaluating the contents as well as the artistic and production quality

2. Layout & Graphical Designer:

Layout & Graphical Designer shall work in close supervision of Managing Editor and Editorial & Design Consultant. He shall have the ability to work upon modern graphical software tools to bring out magazine which should be visually attractive and appealing in design.

3. Editorial & Design Consultant:

- i. Editorial & Design Consultant shall be responsible for the design of all the pages of magazine (including cover page). He should be exceptionally creative and must have good aesthetic sense. He must be through will all modern graphical software tools. The Layout & Graphical Designer shall work under his supervision to bring out magazine which should be at par with the industry standard.

- ii. Editorial & Design Consultant should provide professional service related to digital publication of magazine which should be at par with the latest technology.
- iii. Editorial & Design Consultant should also advise Bihar Foundation to ensure the magazine gets viral across all digital platforms of Bihar Foundation.
- iv. Editorial & Design Consultant must be thorough with the law of the land with regard to publishing and should ensure that all the regulations of pertaining laws (Local or Universal) are being adhered. He must mark all the content (wherever applicable) of magazine as Copyright of Bihar Foundation.

The team shall work offsite, however the Managing Editor shall have to coordinate with the Bihar Foundation officials on a regular basis and shall have to visit the Bihar Foundation office as and when required. The Managing Editor shall be responsible for the performance of the team as per the scope of Work.

D. Remuneration

The Editorial Team shall be paid as below for each successful publication of magazine:

1. Managing Editor – **Rs. 12,000/-**
2. Layout & Graphical Designer – **Rs. 8,000/-**
3. Editorial & Design Consultant – **Rs. 5,000**

E. Mode of Selection

Candidates shall be selected based upon Personal interview conducted by a Selection Committee headed by Chief Executive Officer, duly constituted for this purpose.

F. Period of Empanelment:

All three professionals shall be empanelled for a period of one year. The period of empanelment may be extended subject to requirement of project and satisfactory performance of these professionals.

G. Documents required for application

1. Application fee in the form of DD of Rs. 1000/- (One thousand) in favor of Bihar Foundation payable at Patna.
2. Updated CV.
3. Self-Attested photo copies of all required certificates as enumerated in Section B of this notice.

H. General Terms & Conditions

1. Bihar Foundation reserves the right to reject any and all the applications which are inconsistent with regards to qualification, experience and compliance to specifications.
2. No TA/DA is admissible for the candidate.
3. Any disputes, or interpretations, will be resolved by the Bihar Foundation and will be final and binding on both the parties.
4. Payment to each professional shall be done after successful publishing of each issue of magazine. Necessary deduction may be done as penalty after taking into account mistakes or incorrect information furnished and/or delay in publishing the magazine. Payments against each issue shall increase or decrease on pro-rata basis with change in number of pages from the proposed 24 pages in the magazine.
5. All Intellectual Property Rights emanating from the magazine shall vest solely and exclusively with Bihar Foundation.

(Ravindra Prasad)
Officer on Special Duty
Bihar Foundation

