



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

Sub: Terms of Reference (ToR) for expansion of Empanelment of External Editors and Proofreaders for ICAR Publication (Hindi & English).

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

1. Objectives of the Empanelment of Editors and Proofreaders for DKMA

The objective of the assignment is to edit and proofread 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 Directorate of Knowledge Management in Agriculture.

2. Main Tasks, Responsibilities and Scope of Work

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

3. Time Frame

As per the Office Order No. DKMA/9-1/2020-EEU dated 13.10.2022, the existing empanelment of editors and proofreaders will be valid for three years w.e.f. 13.10.2022 to 12.10.2025 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 empanelled period with the approval of competent authority.

4. Deliverables

The editors and proofreaders on panel are expected to deliver/supply the edited/ proofread version either in the form of hard copy or soft copy as per the editorial standards/guidelines and in-house style of ICAR.

5. Monitoring of the quality of editors and proofreaders

- a. The quality of editing and proofreading 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/proofreader may be asked to make necessary modifications/improvements in a time bound manner without any extra payment.

- c. Editor/proofreader 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 10 years in a reputed scientific publication house.

Desirable qualifications:

- Postgraduate Diploma in Journalism.
- Good knowledge of computer.

B. Qualification for proofreaders (English)

Essential Qualifications:

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

Desirable qualifications:

- Postgraduate Diploma in Journalism
- Good knowledge of computer.

Qualifications, skills, knowledge and Competencies for Hindi editors/proofreaders (हिंदी संपादकों/प्रूफरीडरों के लिए शैक्षिक योग्यता, दक्षता, ज्ञान एवं क्षमताएं)

(1) संपादकों की शैक्षिक योग्यता:

अनिवार्य शैक्षिक योग्यता

- कृषि अथवा संबद्ध विज्ञान/ विज्ञान अथवा हिंदी या सामाजिक विज्ञान के किसी विषय में मास्टर्स डिग्री
- प्रतिष्ठित हिंदी पत्रिका/ हिंदी प्रकाशनों के संपादन का कम से कम 10 वर्ष का कार्य अनुभव

वांछनीय योग्यता

- पत्रकारिता में स्नातकोत्तर डिप्लोमा/स्नातकोत्तर डिग्री
- कंप्यूटर के अनुप्रयोग में दक्षता
- कृषि/ विज्ञान आधारित हिंदी प्रकाशनों का संपादन करने वाले अनुभवी आवेदकों को प्राथमिकता दी जायेगी

(ब) प्रूफरीडरों के लिए शैक्षिक योग्यता

अनिवार्य शैक्षिक योग्यता

- न्यूनतम स्नातक डिग्रीधारक
- प्रतिष्ठित हिंदी पत्रिका/ हिंदी प्रकाशनों के लिए प्रूफ रीडिंग का कम से कम 5 वर्षीय कार्य अनुभव

वांछनीय योग्यता

- पत्रकारिता में स्नातकोत्तर डिप्लोमा/ स्नातकोत्तर डिग्री
- कंप्यूटर के अनुप्रयोग में दक्षता
- कृषि/विज्ञान आधारित हिंदी प्रकाशनों की प्रूफ रीडिंग करने वाले अनुभवी आवेदकों को प्राथमिकता दी जायेगी

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

8. Rates

All empanelled editors and proofreaders will have to do the assigned work of editing/proofreading on the basis of approved rates for editors/proofreaders vide D.O. No. 25-7-2014-EEU dated 16-03-2020 of DKMA is as under:-

- a) Rates for Editing – Rs.50/- per manuscript page.
- b) Rate for Proof reading – Rs. 15/- per page three times.

9. General guidelines

- I. The empanelled editors and proof readers can do the assigned work at their convenient place.
- II. In case of urgency, empanelled editors and proofreaders 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 proofreaders 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. Only 15 Editors and Proof-readers (including existing Editors and Proof-readers) will be empaneled after considering their experience, qualification and other parameters by the Expert Committee.
- VI. The existing editors and proof-readers empanelled vide Office Order No. DKMA/9-1/2020-EEU dated 13.10.2022 need not apply again.
- VII. The Project Director, ICAR-DKMA reserves the right to withdraw the Editing/Proofreading work at any stage or cancel the entire panel at any stage. The decision of the Project Director, ICAR-DKMA in all matters will be final and binding on the Editors and Proofreaders.

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 10 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.

- c. Editor/proofreader 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 10 years in a reputed scientific publication house.

Desirable qualifications:

- Postgraduate Diploma in Journalism.
- Good knowledge of computer.

B. Qualification for proofreaders (English)

Essential Qualifications:

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

Desirable qualifications:

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