



**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 (Hindi & English) for ICAR Publication.**

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

**1. Objectives of the Empanelment of Editors (Hindi & English) for ICAR-DKMA**

The objective of the assignment is to edit 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**

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

**3. Time Frame**

As this is an extension of the panel, the original validity of the panel as notified vide Office Order No. DKMA/25-1/2024-GAS dated 20.01.2025, will hold true i.e. three years (20.01.2025 to 19.01.2028). moreover, as stated earlier also, the validity can be extended for a period of one year or more as deemed fit as per requirement and urgency of work.

**4. Deliverables**

The editors (English & Hindi) on panel are expected to deliver/supply the edited 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 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 may be asked to make necessary modifications/improvements in a time bound manner without any extra payment.
- c. Editor 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:

- B.Sc. in Agriculture/Animal Science/Veterinary/Fisheries and allied sciences or equivalent.
- Editing experience of at least 10 years in life sciences. Agriculture and allied sciences.

**or**

- M.Sc. in Agriculture/Animal Science/Veterinary/Fisheries and allied sciences or equivalent.
- Editing experience of at least 05 years in life sciences. Agriculture and allied sciences.

#### Desirable qualifications:

- Experience of working in a reputed publishing house preferably Government organization dealing with scientific research journals.
- Good working knowledge of computer and proficiency in English.
- PG Diploma/Degree in Journalism.

### हिंदी संपादकों 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

## 7. Age limit: No age limit.

## 8. Rates:

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

## 9. General guidelines

- I. The empaneled Editors can do the assigned work at their convenient place.
- II. In case of urgency, empaneled editors can be requested to complete the work at DKMA in time bound manner, failing which appropriate action will be taken.
- III. Only eligible individuals, not any agency/firm will be considered for empanelment.

- IV. Up to 20 Editors will be empaneled after considering their experience, qualification and other parameters by the Expert Committee.
- V. The existing Editors (English & Hindi) empaneled vide Office Order No. DKMA/25-1/2024-GAS dated 20.01.2025 need not to apply again.
- 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. The name and logo of ICAR shall not be used on the empaneled editor's visiting cards and other communication material.
- VIII. No other facility except the approved rates will be payable to the assignees.
- IX. Regular monitoring of the work of the assignee will be done by the In-charge/PD, DKMA.
- X. If the performance of an assignee is not found up to the mark, his /her empanelment shall be terminated.
- XI. The project Director, ICAR-DKMA reserves the right to withdraw the Editing 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.

**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 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.

**PROFORMA OF APPLICATION FORM FOR EXPANSION OF EMPANELMENT OF EDITORS (HINDI  
& ENGLISH) 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)**

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**(C) Experience (duly supported with Certificates)**

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**(E) Additional information, if any:**

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**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.

**Signature of Applicant**

**Dated:**