

**GOVERNMENT OF ASSAM  
INFORMATION & PUBLIC RELATIONS DEPARTMENT  
DISPUR, GUWAHATI-6**

**No.IPRD.56/2017/45**

**Dated Dispur, the 31<sup>st</sup> March, 2018**

**OFFICE MEMORANDUM**

**Subject- Guidelines for implementation of “Media Fellowship” scheme for providing financial support to journalists for improvement of their professional skill and up gradation of their knowledge in the relevant fields of journalism.**

Consequent upon the notification issued vide No.IPRD.56/2017/27. Dtd.21/02/2018 notifying the scheme “Media Fellowship”, the following guidelines have been formulated for providing financial support to journalist in their pursuit of outstanding achievements in respective field.

### **Background**

It has been decided, with Cabinet approval, to award Media Fellowships to a number of selected journalists of Assam every year in the relevant fields of journalism.

### **Objective**

The objective behind offering Media Fellowships to selected journalists is to provide financial support for their continuous improvement of professional skills and up-gradation of knowledge in journalism. The Government views that financial constraint should not be a hindrance while pursuing professional endeavours. This initiative will result in quality improvement in the field of journalism. Professional improvement and skill development will not only help the individual journalists, but also play a constructive role in the development of the society as well as the nation. With improved professional skills and upgraded knowledge in the field of journalism, journalists can play a better role and act as catalysts for socio-economic and political development. With their positive and constructive criticism and suggestions, they can help the policy makers positively.

### **Purpose**

These Fellowships are intended to support individual journalist researchers:

- (i) To take up innovative, original, in-depth Fellowship projects;
- (ii) To recognize journalists who are exceptionally good in their profession;
- (iii) To enhance the quality and quantity of media reporting, writing, editing and broadcasting skills; and

- (iv) To promote a strong and vibrant community of journalists concerned with development and social issues.

## **Eligibility Criteria**

1. The applicant must be a journalist of Assam.
2. The Fellowship is open to all mainstream media journalists including freelancers from Print, Electronic, Online Media and News Agencies.
3. The minimum age is 21; there is no maximum age limit.
4. The applicant must have at least five years of relevant experience in the field of Journalism.
5. The applicant must be a Graduate in any discipline. Preference may be given to those with B. Mass Communication/M. Mass Communication, etc. degrees.
6. The applicant should have demonstrated talent, professionalism, and ability to work independently for completing an in-depth Fellowship project.
7. A permanent/temporary/contractual employee of any Government/Semi-Government/Autonomous Body/Board/Corporation/Council, etc., is not eligible to apply for this Fellowship.
8. The applicant's affiliation to any political party will be termed as a disqualification.
9. An applicant who is already undertaking any other Fellowship will not be eligible to apply for this Fellowship.
10. An applicant who is selected once for this Fellowship will not be eligible to apply again for this programme.

## **Application Process**

- The applicant must fill out the prescribed application forms. An incomplete application or an application without the requisite components mentioned in the application guidelines will not be considered.
- The application should reach the Office of the Directorate of Information & Public Relations, Last Gate, Dispur, Guwahati-781006 within the fixed date which will be published through advertisement.
- Five sets of duly filled-up application forms (*Format-I* and *Format-II*) will need to be submitted by each applicant. The envelope should be superscribed as 'Application for Media Fellowship'.

- Failure to enclose any of the below mentioned documents/items or furnishing of any invalid document may result in rejection of the application.

The applicant must submit the following:

- (i) A brief Curriculum Vitae.
- (ii) Education and employment history.
- (iii) A brief Fellowship proposal outlining the (*In the Application Form*) :
  - (a) Thematic area and its relevance;
  - (b) Objectives;
  - (c) Geographical coverage;
  - (d) Synopsis of the Project proposal; and
  - (e) Methodology and timeline.
- (iv) Letter of Consent from the Editor: An applicant who is a full-time staff at a media organization must submit a Letter of Consent (*Format-II*) from the Editor stating that he/she will be granted the necessary time to pursue the Fellowship opportunity if he/she is chosen.
- (v) Self-attested testimonials/certificates in support of educational and professional qualifications.
- (vi) Recent passport size coloured photographs, one each to be pasted in all five application forms.
- (vii) An applicant from print/online journalism must provide a sample of his/her published work(s) on a development issue. 'Published work' implies article(s) written by the journalist that was/were published in any national or regional newspaper, magazine, or news website/portal. All submissions must include the date of publication, ideally within the last six months. All samples should be submitted in triplicate along with the application.
- (viii) An applicant from television or radio journalism must provide one sample (on CDs) of his/her telecast/broadcast programme on a development issue, as well as a summary of the programme in English. This must include the date of broadcast/telecast and the channel/station where it was aired, ideally within the last six months. For audio tape and video tape submissions, please include a written transcription in English. All samples should be submitted in triplicate along with the application.

- (ix) Photocopy of the Identity Card issued by the Media House/DIPR, Assam.
- (x) In case of freelancer, he/she will have to provide supporting documents as proof of his/her articles/news/reports, etc. published in newspapers/journals, etc.

## **Areas of Study**

- The applicant may opt for any area of study viz., development, economic/social issues, gender, health, education, climate change, tourism etc.
- The Fellowship project proposal should be ambitious, but not unrealistic. It is important that the Fellowship candidates have a clear idea of the subjects they wish to pursue and be able to describe why that will be meaningful.

## **Selection Criteria and Process**

The Fellowships are intended to support promising professional journalists in their pursuit of outstanding achievements in their respective fields. The selection process for the Fellowship will be fairly competitive. A high-level Selection Committee consisting of senior faculty members of Universities, prominent journalists, and senior Government officials will review the proposals and select the Fellows from the pool of applicants. The Selection Committee reserves the right to not award any Fellowship if the applications do not meet the basic minimum standards in a particular year. All decisions taken by the Selection Committee will be final and no appeal will be entertained. The application will be evaluated on the extent to which the applicant possesses the vision, drive and skills needed to undertake the Fellowship project.

In evaluating the applications, the Selection Committee may consider the following:

- (i) Does the project proposal treat an issue that is relevant?
- (ii) Is the project proposal beneficial to the society?
- (iii) Is the project proposal's treatment of the issue effective; i.e., whether it offers an in-depth, incisive, new, or creative treatment of an issue?
- (iv) Is the project proposal strong; i.e., whether it reflects good background research or reporting and has a clear understanding of the issue?
- (v) Does the applicant possess the credentials, professional skills and discipline needed to accomplish the project?
- (vi) Does the applicant have the talent, professionalism and commitment, as well as the ability to work independently to accomplish the in-depth Fellowship project?

The successful applicant will be intimated soon after the selection is made. Along with his/her letter of accepting the Fellowship offer, the successful applicant shall submit the following:

- (i) A copy of his/her PAN Card.
- (ii) A cancelled cheque of a Bank account in his/her name.

### **Selection Committee**

- |   |                   |
|---|-------------------|
| 1. Seniormost Secretary of IPRD   | -Chairperson      |
| 2. DIPR, Assam  | -Member Secretary |
| 3. Joint/Deputy Secretary, IPRD   | -Member           |
| 4. Financial Adviser, IPRD  | -Member           |
| 5. A senior Faculty member of Mass Communication Department, Gauhati University, Guwahati | -Member           |
| 6. A senior Faculty member of Mass Communication Department, KKHSOU, Guwahati             | -Member           |
| 7. A senior journalist from a Print Media House   | - Member          |
| 8. A senior journalist from an Electronic Media House                                     | -Member           |

(Members mentioned in Sl.Nos.5-8 will be nominated by the Govt. of Assam)

### **Duration**

Fellowships are of three (3) months in duration and can begin just after declaration of selection.

### **Deliverables and Timelines**

- [A] Within two months of the beginning of the Fellowship period, the Fellow representing Print, News Agency or Online Media shall submit and publish two (2) analytical articles on the issues related to his/her Fellowship subject in the newspapers/Online Media he/she is associated with, or in other reputed newspapers/magazines/journals/Online Media. Within two months of the beginning of the Fellowship period, the Fellow representing Electronic media or radio shall broadcast or telecast an analytical piece/write-up on issues related to his/her Fellowship subject and submit the same to DIPR, Assam in CD along with a written transcription in English.

**[B]** At the completion of the Fellowship period, the Fellow is expected to submit the following:

- (i) Three (3) copies of the Fellowship Paper in hardbound Book Format on the issue researched during the Fellowship;
- (ii) The relevant photographs of the areas they worked in and the people they interviewed;
- (iii) A Fellowship completion report covering the contribution made during the Fellowship assignment.

## **Fellowship Grant**

- The Fellowship amount would be a consolidated grant of Rs.50,000.00 (Rupees fifty thousand only), subject to deduction at source of any applicable taxes. This Fellowship grant would be inclusive of all expenses the Fellow would make in the course of pursuing the Fellowship outcomes, such as honorarium, travel, research, contingency expenses including purchase of stationery, books, typing and binding of Fellowship Paper, electronic media expenses, etc.
- On selection, the Fellow will get Rs.20,000.00 (Rupees twenty thousand only) as the first instalment, to start his research work. On completion and submission of the Fellowship paper and other deliverables within the specified period at the end of the Fellowship, the remaining amount of Rs.30,000.00 (Rupees thirty thousand only) will be released to the Fellow, subject to submission of supporting Bills, Vouchers, APRs of the expenses.
- The payment of Fellowship Grant is also subject to issue/receipt of FOC by the IPRD from the Finance Department, Government of Assam.
- The DIPR, Assam will have the right to question the works being carried out by the Fellow in the pursuit of the Fellowship and the deliverables submitted, and can stall payment of the final Fellowship grant if the Fellow has not delivered in line with the set expectations.

## **Copyright**

The copyright of the Fellowship Papers and other deliverables produced by the Fellows will be co-owned by the Directorate of Information & Public Relations, Assam and the selected Fellows.

## **Agreement**

On selection, the selected Fellows will have to sign an agreement with the DIPR, Assam, agreeing to the above-mentioned conditions, etc. in total.

Sd/-  
(S.Z.Hazarika,IAS)  
Secretary to the Govt. of Assam  
Information & Public Relations Department

**MEDIA FELLOWSHIP PROGRAMME, ASSAM**

**APPLICATION FORM**  
*(To be filled up in English only)*

Paste your recent  
Passport size  
Coloured Photograph

**[A] INTRODUCTION**

[I] GENDER (*Please tick the applicable one*)       **Male**       **Female**

[II] NAME OF THE APPLICANT (*In capital letters only*)


[III] NAME OF THE FATHER (*In capital letters only*)


[IV] DATE OF BIRTH

D	D	M	M	Y	Y	Y	Y

[V] AGE AS ON 1<sup>ST</sup> DAY OF JANUARY OF THE APPLICATION YEAR

Y	Y	M	M	D	D

[VI] IN PROFESSIONAL JOURNALISM SINCE ...../...../.....

[VII] MAIN MEDIUM (*Please tick the applicable one*):

PRINT / ELECTRONIC / ONLINE / NEWS AGENCY

[VIII] LANGUAGE(S) YOU REPORT IN.....

[IX] MEDIA HOUSE CARD NO..... VALID UPTO.....

[X] DIPR CARD NO..... VALID UPTO.....

[XI] BANK DETAILS

Bank Account No.														
Name of Bank														
Name of Bank Branch with Address														
IFSC Code No.														
PAN No.														

[B] CONTACT DETAILS (*In capital letters only*)

[I] PRESENT ADDRESS.....

.....

.....

.....PIN.....

[II] PERMANENT ADDRESS.....

.....

.....

.....PIN.....

[III] MOBILE NO(S).....

[IV] E-MAIL ID.....



[V] EMERGENCY CONTACT PERSON

NAME:.....

RELATIONSHIP:.....

CONTACT NO(S).....

[ C] EMPLOYMENT *(In capital letters only)*

[I] YOUR PRESENT EMPLOYER ( NAME OF THE MEDIA HOUSE)

.....

[II] DATE OF JOINING THIS MEDIA HOUSE.....

[III] ADDRESS OF YOUR WORKPLACE.....

.....

[IV] YOUR OFFICIAL JOB TITLE OR POSITION.....

[V] DESCRIPTION OF YOUR CURRENT JOB, ROLE, RESPONSIBILITIES AND  
NATURE OF WORK (In 50 words)

[VI] PREVIOUS EMPLOYMENT(S): ( in chronological order)

Name of Media Organisation	Designation	Period

[VII] ARE YOU A FREELANCER? (*Please tick the applicable one*)

**Yes**       **No**

IF YES, IN WHICH NEWSPAPERS/JOURNALS/ ELECTRONICS MEDIA  
YOUR ARTICLES ARE PUBLISHED?

.....

[D] **EDUCATION** (*Highest qualification on top*)

Qualification	Educational Institution	Year	Marks Obtained and Percentage

[E] **SPECIALISATION IN**.....

.....

**[F] LANGUAGE PROFICIENCY** (*Please tick the applicable one*)

Language		Fluent	Comfortable	Basic
	Read			
	Write			
	Speak			
	Read			
	Write			
	Speak			
	Read			
	Write			
	Speak			
	Read			
	Write			
	Speak			

**[G] EXPERIENCE** : HAVE YOU PARTICIPATED IN ANY OTHER FELLOWSHIP PROGRAMME?

Yes       No

If Yes, give the details.

Year & Period of Fellowship	Sponsoring Organisation/ Institution	Details of Fellowship

**[H] LIST ANY AWARD(S) YOU HAVE RECEIVED**

.....  
 .....

**[I] ARE YOU A MEMBER OF ANY JOURNALISTS ASSOCIATION?**

Yes       No

If Yes, name and address of the Journalists Association you are associated.....

.....

**[J] MEDIA FELLOWSHIP PROPOSAL**

*(You may use additional Paper / Space if required)*

<p style="text-align: center;"><b>(I)</b></p> <p>Why are you interested in this Media Fellowship?</p>	
<p style="text-align: center;"><b>(II)</b></p> <p>How do you think it will benefit you (professionally and personally)?</p>	
<p style="text-align: center;"><b>(III)</b></p> <p>Title of the proposed Fellowship Project</p>	

<p style="text-align: center;"><b>(IV)</b></p> <p>The region to be covered under the proposed Fellowship Project</p>	
<p style="text-align: center;"><b>(V)</b></p> <p>Area / scope of the proposed Fellowship Project. Describe your Fellowship proposal in 5 sentences.</p>	
<p style="text-align: center;"><b>(VI)</b></p> <p>What are the expected results of your proposed Fellowship Project? Which one do you consider the most important?</p>	

**(VII)**  
**Details & Relevance:**

Synopsis of the Fellowship  
Project Proposal

**(VIII)**

Describe why the subject of  
the Fellowship Project you  
have proposed is important  
and relevant to the society.

<p style="text-align: center;"><b>(IX)</b></p> <p><b>Approach/ Methodology</b></p> <p>What methodology will you apply in your proposed Fellowship Project? And the proposed timeline ?</p>	
<p style="text-align: center;"><b>(X)</b></p> <p>Why do you think you should be selected? Give your justification in five sentences.</p>	
<p style="text-align: center;"><b>(XI)</b></p> <p>Which language will you opt for as the medium of your Fellowship Paper?</p>	

## **Self Declaration & Undertaking**

I do hereby declare that the information provided in my application is accurate, complete and true. I authorize the Director of Information & Public Relations, Assam to verify any aspect of my application and/or my credentials. I understand and agree that any inaccurate information, misleading information, or omission of a material nature relevant to the application will cause for the rescission of any offer of Media Fellowship, or for dismissal if discovered at a later date.

I have gone through the terms and conditions of the Media Fellowship and will abide by them if I am selected.

I do hereby declare that I am not a permanent/temporary/contractual employee of any Govt./Semi Govt./Public Undertaking /Corporation / Board etc.

I also do hereby declare that I am not associated with any Political Party directly or indirectly.

Further, I also declare that no criminal proceeding is pending against me.

**Date.....**

**Signature of the Applicant**

**Place.....**



**LETTER OF CONSENT  
FROM  
THE EDITOR OF THE MEDIA HOUSE**

**(On the official letterhead of your present employer)**

I am aware that Shri/Smt.....  
Son/Daughter of.....has been  
working in this Media House as a.....  
since...../...../....., and that he/she is applying for the Media Fellowship  
Programme, Govt. of Assam.

I am also aware that this Media Fellowship entails his/her involvement for a period of  
three months and may involve travel to other place(s).

If he/she is selected for the Media Fellowship, he/she will be granted the necessary  
time to pursue the Fellowship opportunity.

I agree to his/her participation in the Media Fellowship Programme.

Signature.....

Full Name.....

Designation.....

Name of the Media House.....

Date.....Place.....