

Sr. no.	Name of the Post	No. of vacancies	Education/Professional Qualification	Experience(post-qualification)	Age Limit (Max) As on 28-02-2018	Consolidated Monthly Salary (in Rs)	Job Roles (Indicative)
A	B	C	D		E	F	
FOR SOCIAL MEDIA SECTION							
1	Content Writer - I	1	<p>Essential: 1st Class Graduate in any discipline with excellent command in English.</p> <p>Desirable: Specialized certificate program in electronics writing and digital media production focus on Social Media/ Web content. Master's Degree programs containing advanced coursework on professional writing, electronics media, journalism and other tech-friendly</p>	<p>Experience: Min 5 years out of which at least 2 years should be in Social Media / Ad Agency / Print Media etc.</p>	40 yrs.	45,000	To develop, execute marketing strategies and to increase organisation and its product/ service awareness online. Through understanding of organic and inorganic growth aspects of all social media platforms such as Facebook, Twitter, Facebook, Youtube, etc. High quality and unique content development from conceptualization to delivery for various social media platforms like-Twitter, Facebook, Youtube, etc. The content created to succinct, fact-filled, engaging and active in tone. Creating Social management strategy including campaign management. Experience of developing strategies for

			writing disciplines.				brands across social media and digital marketing areas. Social media monitoring, reporting and response management. Capable of handling digital PR, buzz building and building sustainable communities. Experience using social media analytics tools and being able to tweak marketing strategies based on findings. Creative skills for contributing new and innovative ideas. Ability to think on cutting-edge social media and digital marketing content. Ability to work without supervision. Ability to work well pressure and meet deadlines. Ability to work independently and flexibly.
2	Content Writer - II	1	Essential: 1 st Class Graduate in any discipline	Min. 4 years out of which at least 2 years should be in Social	40 yrs.	40,000	SAME AS ABOVE

			<p>with excellent command over English and Hindi.</p> <p>Desirable: Specialized certificate program in electronics writing and digital media production focus on Social Media/ Web content. Master's Degree programs containing advanced coursework on professional writing, electronics media, journalism and other tech-friendly writing disciplines.</p>	Media / Ad Agency / Print Media etc.			
3	Designer - I	1	<p>Essential: 1st class graduate in any discipline</p> <p>Desirable: Degree/Dipl</p>	Min 2 years	40 yrs	40,000	The candidates will be responsible for Delivery of high quality social media content in line with organization

			<p>oma in Multimedia or related field.</p> <p>Expert in Adobe Photoshop, Coral Draw, In-design, etc.</p> <p>Knowledge of HTML.</p>				<p>requirements and timescales. Must be intuitive and able to recommend improvements that can be made to the social media content, microsites, web banners & campaigns etc. Creative with an artistic bent of mind, with good English vocabulary, Ability to understand wireframes and generate creative concepts. Must have an eye for detail, should be able to work independently. Good skills of Designing like-Info graphics, GIFs creation, Image creation, Image editing, Corporate brochure design, Design for exhibitions and events, Design for flex banners, Advertisements design, Logo, Collateral Design, etc. Experience with software such as Photoshop, Illustrator, InDesign & Coral Draw.</p>
Sr.	Name of the Post	N	Educational	Experience(Age Limit	Consoli	Job Roles

no.		o. of vacancies	l/Professional Qualification	post-qualification)	(Max) As on closing date of this advertisement.	dated Monthly Salary (in `)	(Indicative)
A	B	C	D		E	F	G
4	Designer - II	1	Same as above	Nil	Same as above	35,000	Same as above
For PMU for ESDM Scheme							
5	Consultant	2	Essential: First class B.Tech/BE (Electronics / Electronics and Communications/ Equivalent) Desirable: M. Tech in Electronics Engg.	Min 7 years working experience. Desirable: Experience in project formulation, handling government projects-their execution, monitoring and analysis	45 yrs Note: 63 yrs for retired Sr. Govt. officers	72,000 Note: For retired Sr. Govt. Officers the remuneration will be {(last salary drawn (-) last pension (+) DA (as per prevailing rate))}	Implementation of the Scheme in the states and UTS across the length & Breadth of the country. Facilitate Impact Assessment of the Scheme Any other work related to the Scheme implementation
For Finance Section							
6	Sr. Consultant	1	Mcom/Inter CA/InterlCWA/CA/ICWA	Min. 5 years	40 yrs	40,000 to 50,000 per month, depending upon qualification and experience	1. Complete and exhaustive knowledge of GST Act. 2. Complete knowledge of Income Tax Act (In particular Accumulated Saving under Section 11, lower tax deductions,

							<p>Salary etc)</p> <p>3. Experience in dealing with Govt. Organizations with regards to submission of various reports/information/UC's</p> <p>4. Experience in Finalization of Annual Accounts in respect Autonomous Bodies registered under Societies act, 1860/PSU's</p> <p>5. Experience in Auditing (Statutory, Internal and C&AG)</p> <p>6. Experience in routine accounting matter.</p> <p>7. Computer literacy is compulsory.</p>
7	Consultant	1	M.Com/ Inter CA / Inter ICWA / CA/ ICWA	Min. 3 yrs	40 yrs	30,000 to 40,000 per month, depending upon qualification and experience	<p>1. Complete and exhaustive knowledge of GST Act.</p> <p>2. Complete knowledge of Income Tax Act (In particular Accumulated Saving under Section 11, lower tax deductions, Salary etc)</p>

							<p>3. Experience in dealing with Govt. Organizations with regards to submission of various reports/information/UC's</p> <p>4. Experience in Finalization of Annual Accounts in respect Autonomous Bodies registered under Societies act, 1860/PSU's</p> <p>5. Experience in Auditing (Statutory, Internal and C&AG)</p> <p>6. Experience in routine accounting matter.</p> <p>7. Computer literacy is compulsory.</p>
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For PMU for DONER Capacity Building Project

8	Assistant Project Coordinator	1	<p>Essential: 1st Class Graduate in any discipline</p> <p>Desirable: knowledge of Computer operation, handling finance, Govt. rules &</p>	<p>Essential: Minimum of 3 years experience in Govt./Semi-Govt./Autonomous undertaking of Govt.</p> <p>Desirable: Experience in Government projects and various roles</p>	40 yrs.	30,000	<ul style="list-style-type: none"> • Maintaining file record of all files under the scheme • Preparation of agendas, Minutes of meetings Drafts etc. • Preparation of reports related to the implementation of the scheme
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			<p>regulations and procedures Well versed in use of Office Productivity Tools like Word, Excel and PowerPoint, Candidates with valid CCC certificates to be given preference.</p>	<p>like overall administrative duties Management of files and knowledge of Govt. rules</p>		<p>salary drawn (-) last pension (+) DA (as per prevailing rate)}</p>	<ul style="list-style-type: none"> • Maintenance of Correspondence with the sponsoring department
9	Technical Assistant	3	<p>Essential: Graduate in any discipline with minimum 50% marks Desirable: knowledge of Computer operation, handling finance, Govt. rules & regulation and procedures Experience in Government projects and various roles like overall</p>	<p>Essential: Minimum of 2 years experience in Govt./Semi-Govt./Autonomous undertaking of Govt. Desirable: Experience in Government projects and various roles like overall administrative duties Management of files and knowledge of Govt. rules</p>	<p>40 yrs. Note: 62 yrs. for retired Sr. Govt. officers/officials</p>	<p>22,000 Note: For retired Sr. Govt. Officers/officials the remuneration will be {(last salary drawn (-) last pension (+) DA (as per prevailing rate)}</p>	<ul style="list-style-type: none"> • Maintaining file record of all files under the scheme • Preparation of agendas, Minutes of meetings Drafts etc. • Preparation of reports related to the implementation of the scheme • Maintaining of accounts related data, generating UC in r/o GIA received • Maintenance of Correspondence with the sponsoring department

			administrative duties Management of files and knowledge of Govt. rules, Well versed in use of Office Productivity Tools like Word, Excel and PowerPoint, Candidates with valid CCC certificates to be given preferences.				
FOR SOFTWARE SECTION							
10	Software Developer (Java)	4	Essential: B.E./ B.Tech CS(IT)/ MCA/ NIELIT B Level Desirable: Certification in SCJA/ OCAJP/ SCJP/ OCPJP	Min 2 years in Java/J2EE/ Servlets/ Struts/MVC/ Hibernate/ HTML/ Bootstrap/ CSS/ Javascript/ JSP/Jquery/ DBMS/Application Security and Testing	40 years	28000 to 35000	Software Developer(Java)