

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 491/Media Executive/2017

Dated: 25th October, 2017

NOTICE INVITING APPLICATION FOR CONTRACTUAL ENGAGEMENT

The Commission has decided to appoint a **Media Support Executive**. Applications are, therefore, invited for contractual engagement to the post of **Media Support Executive** as per the following desirables. Contract will be for one year which may be extended further based on performance.

QUALIFICATIONS, WORK EXPERIENCE AND SKILLS

Educational Qualifications:

Masters Degree/Post Graduate Diploma in Mass Communication/Public Relation or equivalent degree/diploma from a recognized and leading institute.

Professional Requirements:

- Excellent written/spoken bilingual skills in English & Hindi with excellency in writing speeches, articles, press releases and editing of documents
- Excellent knowledge of computer systems and applications;
- Presentation skills; proven ability to conceptualise, plan and execute ideas as well as transfer knowledge and skills;
- Understanding of all leading channels of **social media like Facebook, Twitter etc** along with sound knowledge of online and social media strategies and tools
- Proficient in content creation, inclination and ability to pick new trends of **social media**.

Experience/Professional requirements:

Minimum 5 years of progressive Working in Mass Communication/ Development Communication Sector including a minimum of 1 year experience in the field of Social/digital media

Desirables:

- Compilation of all sorts of reports of Media and Communication Sector
- Proven ability to work with different groups of people
- Ability to work under pressure and multitasking
- Ability to work independently with minimum of supervision
- Should have knowledge of electoral systems and practices.
- Experience of working in government sector.

LOCATION & REMUNERATION

The **Media Support Executive** will be based in Communication Division of ECI at New Delhi and report to the Director General. The duration of the assignment will be for 1 year. The salary will be Rs 50,000/- per month.

JOB DESCRIPTION

All work associated with coordination and compilation of various reports of Communication Division

- Speech, article and report writing for the Commission and various other work associated
- To monitor outputs, activities and deliverables of States/Districts as required for publication of quarterly newspaper.
- To Review external publications/documents/reports to provide inputs into language, styles, and designs.
- Proof reading of the documents to ensure ECI's editorial standards are met
- Creative documentation (av/print) along with preparing presentations.
- Work associated with various press releases of the Commission
- Regular analysis of electronic/print media report on electoral activities
- Work associated with publication of quarterly bilingual newsletter of the Commission.
- Content creation, develop awareness strategies, generate inbound traffic and cultivate audience engagement for the ECI's **Social Media** platforms.

NOTE

- (i) The engagement will be on yearly contract basis only, which may be further extended based on satisfactory performance
- (ii) The engagement shall be subject to satisfactory performance of duties and ECI reserves the right to curtail the period of engagement or cancel the engagement.
- (iii) The engagement will be done on a consolidated fee of Rs 50,000/- and will be subject to all statutory deductions. No other allowances will be given during the period of engagement
- (iv) No TA/DA shall be admissible for joining the assignment

Interested individual must submit the following documents/ information to demonstrate their qualifications:

- 1) **Name, contact number, email id**
- 2) **Proposal: Explaining why they are the most suitable for the work;**
- 3) **CV including documentary proof of qualifications**
- 4) **Details of past experience in similar project**

The proposal may be submitted latest by 22nd November, 2017 to the under signed.



PAWAN DIWAN,
Under Secretary,

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Application format for appointment as Media Support Executive
in the Secretariat of the Election Commission of India

1. Name:_____
2. Father's Name:_____
3. Date of Birth:_____
4. Domicile:_____
5. Nationality:_____
6. Mailing address (with Tel./Mob. No. & E-mail address):_____

7. Permanent address:_____

8. Educational Qualification:

Sl. No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

Sl. No.	Organization/Institute	Period From To	Nature of work	Remarks

10. Reference:

- (i)
- (ii)
- (iii)

11. Enclosure for Sl. No. 8 and 9:

(Signature)

Date_____