



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/01/2021 Dated January 04, 2021

Indian Institute of Technology Kharagpur, an Institute of Eminence and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites online applications from the Indian Nationals for the following posts purely on Contract basis:

Sl. No.	Name of the posts	No. of Vacancies	Consolidated Compensation
1	Digital & Creative Media Executive (Creative Writer)	1 (UR)	₹40,000/- per month
2	Audio Visual Producer	1 (UR)	₹50,000/- per month

The qualification, experience and age limit for the above post(s) are as under:

### 1. Digital & Creative Media Executive (Creative Writer)

**Consolidated Compensation :** ₹40,000/- per month.

**Nature of Job:** Full-time, Contractual (1 year contract, renewable based on satisfactory performance)

**Age limit:** Not exceeding 30 years.

**Essential Qualification:** Bachelor's Degree in any discipline with knowledge of computer applications such as MS Office and having working knowledge of popular content management system and well versed with managing Facebook, Twitter, Instagram, LinkedIn, YouTube.

**Desirable:** Masters in Digital Media/PR/Advertising. Medium of study English with 55% marks across essential and desirable qualifications.

**Experience:** Minimum 3 years of work experience in digital media, corporate social media communication, content creation in public relations or advertising agency.

#### Key Responsibility Areas:

1. Daily Social Media Posts suitable for a govt organization
2. Response management, moderation, interaction with audience on digital media platforms
3. Production of Video scripts, skits
4. Copy creation for promotional products, Brochure, Newsletter
5. MIS Reporting, PPT preparation
6. Digital promotions, webinars, e-Conferences for international students,
7. Collecting and creating department, student and alumni news
8. Digital marketing of products through new digital media channels

#### Supporting Responsibility Areas:

1. Shooting photos and videos on mobile while doing story
2. Video Blogging, Anchoring
3. Preparation of e-newsletters - weekly, monthly
4. Training institutional resources on best practices of social media
5. In-house event management

### 2. Audio Visual Producer

**Consolidated Compensation:** ₹ 50,000/- per month

**Nature of Job:** Full-time, Contractual (1 year contract, renewable based on satisfactory performance)

**Age limit:** Not exceeding 35 years.

**Essential Qualification:** Bachelor's Degree in any discipline with knowledge of Script writing, Video Shooting, Editing and well versed with videos for Facebook, Twitter, Instagram, LinkedIn, YouTube

**Desirable:** Graduation or Post graduation in Video Production. Medium of study English with 55% marks across essential and desirable qualifications.

**Experience :**Minimum 6 years of work experience in video production, corporate and R&D films

#### Key Responsibility Areas:

- Production of Video Production: Script writing, Video Shooting and Editing
- Science & Technology Videos
- e-Learning Videos
- Interviewing Researchers, Students, Visitors
- Event Videos
- Video Logs & Anchoring
- Managing YouTube Channel
- Podcast, Radio Jockeying

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## General Instructions

1. Reservation for ST / SC / OBC / EWS/ PWD / Ex-Serviceman as per Government of India Rules.
2. Age relaxation for SC/ST/OBCs/Ex-Servicemen/ Persons with Disabilities (PWD) and women candidates is applicable as per Government of India norms. Age relaxation is also applicable those are working in IIT system.
3. Candidates should submit their SC/ST/OBCs/EWS/Disability Certificate issued by Competent Authority in the prescribed format along with the application form, in support of their claim.
4. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute/University/ Research Institution.
5. The appointment shall be made initially for a period of 01 (one) year purely on contract basis which may be extended up to 3 (three) years on yearly renewal basis based on evaluation of satisfactory performance and as per the requirement of the Institute.
6. Candidates applying for more than one post should apply separately for each post.
7. The candidate applying for any post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.
8. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof.
9. Degree as referred above should have been awarded by a recognized University / Institute.
10. The Institute shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Institute shall be terminated.
11. Mere eligibility will not vest any right on any candidate for being called for Written Test/Trade Test. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
12. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of written/trade test. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
13. Candidate should submit a certificate from the employer/competent authority that no vigilance/disciplinary case is either pending or contemplated against him/her.
14. Incomplete applications or applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.
15. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
16. The Institute reserves the right to call only the requisite number of candidates for Written Test/Trade Test after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
17. The Institute reserves the right to conduct the Written Test/ Trade Test, if the number of applicant is large for the post.
18. Candidates shortlisted for selection process (Written Test/Trade Test) will have to produce original documents in support of all the particulars mentioned in their application form regarding their reservation category, educational qualification, experience and other claims during the Tests.
19. No TA/DA will be paid to attend the selection process (Written Test / Trade Test).
20. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kolkata.
21. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **10.02.2021**.
22. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkgp.ac.in> >> **Quick Links >> Non-Teaching Positions**] on or before **10.02.2021** and send a signed hardcopy print out of online application along with the self attested certificates/testimonials to "**Deputy Registrar (E-III), Indian Institute of Technology Kharagpur-721302, West Bengal, India**". **The last date for receipt of hard copy of application is 15.02.2021. The envelope should be superscribed with the name of the post applied for.**
23. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

For any other details please contact through **Phone** : 03222-282135/282137, **Fax**: 03222-282020,  
**Email**: [recsec@adm.iitkgp.ac.in](mailto:recsec@adm.iitkgp.ac.in)

If any problem is encountered during online application, please contact through phone: +91-3222-281017/18/19.

  
कुलसचिव/Registrar