

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.

