

S.S. Service Providers
1st Floor, 37-D, Model Town, Patiala

Applications are invited from eligible candidates through S.S. Service Providers, Patiala purely on temporary basis for various posts in PUNMEDIA SOCIETY in DIPR Pb. Chandigarh. The required posts are mentioned below:-

S.No	Name and No of Post	Gross Monthly Emoluments (Fixed)	Qualifications/Experience
1	Digital Media Manager (01)	1,00,000/-	<ul style="list-style-type: none"> ➤ Should be MBA in Media Management from recognized University. ➤ Should have an experience of working for a minimum period of three years in Managing Social Media Campaigns and advertisements in an Organization/Media House having Likes /followers /Reach of its social Media handles not less than 5,00,000.
2	Digital Media Assistant Manager(1)	90,000/-	<ul style="list-style-type: none"> ➤ Should possess Master's Degree in Journalism or Mass Communication or Public Relations and Advertising from a recognized university. ➤ Should possess One year Diploma in Computer Applications/Information Technology. ➤ Should have an experience of working for a minimum period of two years as a Manager/Assistant Manager in an Organisation/ Media House having Likes/Followers/Reach of its social media handles not less than 3,00,000.
3	Digital Media Executive (4)	Rs 55,000	<ul style="list-style-type: none"> ➤ Should possess Post Graduate degree in Journalism or Mass Communication or Public Relations and Advertising from a recognized university. ➤ Should have an experience of working for a minimum period of two years as Digital Media Executive or equivalent for an Organisation/ Media House having Likes/Followers/Reach of its social media handles not less than 3,00,000
4	Senior Digital Media Executive(2)	Rs 75000	<ul style="list-style-type: none"> ➤ Should possess Post Graduate degree in Journalism or Mass Communication or Public Relations and Advertising from a recognized university. Should have an experience of working for a minimum period of Four years as Digital Media Executive or equivalent for an Organisation/ Media House having Likes/Followers/Reach of its social media handles not less than 3,00,000

4	DIGITAL MEDIA DESIGNER(2)	Rs 20,000	<ul style="list-style-type: none"> ➤ Should be B.Sc. Multimedia (Animation and Graphics) or equivalent from a recognized university. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ➤ Should possess at Post Graduate diploma Course in Graphics designing and Animation from a recognized university. ➤ Should have an experience of working for a minimum period of two years as Graphics Designer for Social Media in an Organisation/ Media House having Likes/Followers/Reach of its social media handles not less than 3,00,000.
4	Video Editor (1)	Rs 30,000	<ul style="list-style-type: none"> ➤ Should possess a Graduate Degree in Journalism and Mass Communication from a recognized university <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ➤ Graduation in any discipline from a recognized university with One year Post Graduate Diploma I Certificate Course in Video editing from a recognized University. ➤ Should have an experience of working for a minimum period of two years as Video editor for a Media House having viewership of not less than 1,00,000 or for Social Media in an Organisation/ Media House having Likes/Followers/Reach of its social media handles not less than 3,00,000.
5	Graphic Designer (2)	Rs 35,000/-	<ul style="list-style-type: none"> ➤ Should be B.Sc. Multimedia (Animation and Graphics) or equivalent from a recognized university. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ➤ Should possess at Post Graduate diploma Course in Graphics designing and Animation from a recognized university. ➤ Should have an experience of working for a minimum period of two years as Graphics Designer for Social Media in an Organisation/ Media House having Likes/Followers/Reach of its social media handles not less than 3,00,000.
6	Content Writer (2)	Rs 30,000/-	<ul style="list-style-type: none"> ➤ Should possess a graduate degree in Journalism or Mass Communication or Public Relations and Advertising from a Recognized university. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> MA in English or Punjabi. ➤ Should have an experience of working for a minimum period of two years in content

			<p>writing for Social Media in an Organisation/ Media House having Likes/Followers/Reach of its social media handles not less than 3.00.000</p> <ul style="list-style-type: none"> ➤ Should also Draft Press Notes, Development Stories
7	Drivers (07)	19,650/-	<ul style="list-style-type: none"> ➤ Matric with Punjabi as one of the subject with Medium Transport Driving License. ➤ Minimum five year Experience
8	Peons (03)	15,003/-	<ul style="list-style-type: none"> ➤ Matric or equivalent with Punjabi as one of language
9	Sr. Assistant (Accounts) (01)	35,000/-	<ul style="list-style-type: none"> ➤ Post Graduate with Punjabi upto Matric Standard ➤ Minimum five years experience preferably in Tally
10	Social Media Associate (01)	18,000/-	<ul style="list-style-type: none"> ➤ Graduate/ Post Graduate, Candidates with Degree/ Diploma in Mass Communication/ Journalism will be given preference. Should have 1- 2 years experience in digital or social media. ➤ Fluency in Punjabi and English a must. Candidate must be able to form quick working relationships with stakeholder and act as an effective POC between internal and external stakeholders. ➤ Candidate should be able to work in unstructured environments to get relevant information and resources on time. ➤ Candidate will have to work on ground (remote office location or areas) and will have to collect feedback and other information as determined periodically. ➤ Candidate must be Familiar with various social media platforms, know well how to reach the target audience, get result with best ROI. <p>Candidate must conceive, create and executive online image-building and innovative content through Facebook, Twitter, Blogs, Blog commenting, online discussion forums and other online mediums.</p> <p>Public Relations, Managing incoming media requests, building relationships with online influencers, identifying and engaging brand evangelists and advocates.</p> <p>Performing content maintenance and postings on Facebook, Twitter etc. and engaging viewers.</p> <ul style="list-style-type: none"> ➤ Manage the content operations through the

			<p>content management system and digital asset management system.</p> <ul style="list-style-type: none"> ➤ Be sensitive towards the reputation of the client on social media platforms. ➤ Candidate will have to travel and may also have to work on Sundays.
11	IT Manager (01)	30,000/-	<ul style="list-style-type: none"> ➤ Graduate/ Post Graduate/ B.Tech/ M.Tech in Information Technology or Computer Science. ➤ Minimum Two years Experience
12	Photographer (02)	32,000/-	<ul style="list-style-type: none"> ➤ Matriculation with diploma in photography and two year experience any Reputed organization.
13	Assistant Photographer (1)	20,000/-	<ul style="list-style-type: none"> ➤ Matriculation with diploma in photography and One year experience any Reputed organization.
14	Junior Photographer (1)	12,000/-	<ul style="list-style-type: none"> ➤ Matriculation with diploma in photography
13	Interns (10)	10,000/-	<ul style="list-style-type: none"> ➤ Graduate in any discipline with proficiency in handling all media tools, Facebook, Twitter.
14	Digital Content Executive (01)	35,000/-	<ul style="list-style-type: none"> ➤ BCA ➤ 10 Year's Experience in Digital Media History
15	Editor (02)	50,000/-	<ul style="list-style-type: none"> ➤ The candidate should possess master's degree preferably in English or Punjabi and a degree in Journalism. ➤ Should possess experience of working in a national daily and Magazine for at least 12 years. In addition he should possess journalistic experience of being at least a bureau chief special correspondent or an equal rank with a national daily for at least five years. ➤ Should have capacity to run a team of media persons and supporting staff. ➤ Should be well versed with the culture, economy and other matters relating to the State of Punjab.

Interested Candidates can apply on following Address by post and Email:

S.S. Services Providers

(-Manpower Sourcing-HR Solutions-Recruiting Process)

First Floor, 37-D Model Town, Patiala-147001

Phn no: 0175-5016907

Email: ssservicesproviders@gmail.com

Form Can be Download From Form Section of website.