

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

Applications are invited from eligible candidates for the set up of Social Media cell through S.S. Service Providers, Patiala purely on temporary basis for various posts in DIPR Pb. Chandigarh. The required posts are mentioned below:-

r. No.	Post	Number of Posts	Skills	Qualification	Monthly Salary
i.	Media Manager	01	Creating and Managing Social Media Campaigns to build positive image of the Government, and handling a team to obtain the required objectives.	(i) Should be MBA in Media Management from a recognized University; (ii) 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.	1,00,000/-
ii.	Assistant Media Manager	02	Running Social Media Campaigns, Assisting Media Manager, and coordinating with the team to achieve the objectives	(i) Should possess Master's Degree in Journalism or Mass Communication or Public Relations and Advertising from a recognized university. (ii) Should possess One year Diploma in Computer Applications/Information Technology (iii) Should have an experience of working for a minimum period of two years as a Manager/Assistant Manager in an Organization/Media House having Likes/Followers/Reach of its social media handles not less than 3,00,000.	50,000/-
iii.	Digital Media Executive	15	Manage all social media platforms, monitor-moderate and respond to comments, create and/or share social media videos and images. Building positive image of government and publicize schemes and achievements on all social media platforms.	(i) Should possess Post Graduate degree in Journalism or Mass Communication or Public Relations and Advertising from a recognized university. (ii) Should have an experience of working for a minimum period of two years as Digital Media Executive or equivalent for an organization/Media House having Likes/Followers/Reach of its social media handles not less than 3,00,000.	50,000/-
iv.	Content Writer	15	To produce relevant content for websites, blogs, articles and social media platforms. Content should be specially crafted to capture the attention of the particular target audience. To research about the particular topic and write the content professionally.	(i) Should possess a graduate degree in Journalism or Mass Communication or Public Relations and Advertising from a recognized university. <b>or</b> MA in English or Punjab. (ii) Should have an experience of working for a minimum period of two years in content writing for Social Media in an organization/Media Houses having Likes/Followers/Reach of its social media handles not less than 3,00,000. Should also draft press notes, development Stories.	40,000/-
v.	Video Editor	15	Create design ideas using computer based design packages such as Adobe Illustration, in-design, Photoshop, after effects, flash player, Apple Final Cut Pro X and audio production software. Collaborate with other specialists including writers, artists, video producers, programmers, designers and incorporate their work in final product.	(i) Should possess a graduate degree in Journalism and Mass Communication from a recognized university <b>or</b> Graduation in any discipline from a recognized university with One year Post Graduate Diploma/Certificate Course in Video editing from a recognized University. (ii) 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	60,000/-

				Likes/Followers/Reach of its social media handles not less than 3,00,000	
vi.	Graphic Designer	15	Create graphics, design, images, logos, layouts, collateral to highlight the Government policies, initiatives and achievements using latest computers based applications including Photoshop and Corel Draw.	(i) Should be B.Sc. Multimedia (Animation and Graphics) or equivalent from a recognized university.  or Should possess at Post Graduate diploma/Course in Graphics Designing and Animation from a recognized university, (ii) Should have an experience of working for a minimum period of two years as Graphics Designer for Social Media in an organization/Media House having Likes/Followers/Reach of its social media handles not less than 3,00,000.	40,000/-

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](mailto:ssservicesproviders@gmail.com)

Form Can be Download From Form Section of website.

