**Assistant Coordinator**

**Vacancy-1**  
**Job Responsibilities:**

- To prepare, implement and re-invent strategy to enhance department’s social media presence  
- To post tweets from DIPP’s Twitter handle on a regular basis  
- Coordinate with various departments/sections within DPIIT to create original content  
- To devise ways for presenting department’s work in an interesting manner  
- To prepare & submit analysis report of all social media handles/accounts (Startup India, Make in India, EODB, CIPAM and DPIIT) on a weekly basis  
- Writing press releases/documentation as and when required  
- To ensure cross promotion and better communication within the department  
- Primary responsibility will be to assist the Lead Coordinator

**Eligibility Criteria:**

- BBA, BCA  
- Age limit – Upto 25 Years  
- Working knowledge in executing social media initiatives  
- Knowledge of digital marketing current best practices and understanding of digital production processes  
- Should be well-versed with English and Hindi languages  
- Knowledge in Microsoft Office, Power Point  
- Experience in working with the government preferred

Last date of submission of applications is **30th August, 2019**. Interested candidates should send their updated resume on cipam-dipp@gov.in