

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 **30thth August, 2019**. Interested candidates should send their updated resume on cipam-dipp@gov.in