



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/ 02/2022 Dated January 06, 2022

Indian Institute of Technology Kharagpur, an Institute of Eminence and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites online applications from the Indian Nationals for the following posts purely on Contract basis:

Sl. No.	Name of the posts	No. of Vacancies	Consolidated Compensation	Maximum Age upto
1	Audio Visual Producer	1 (UR)	₹50,000/- per month	35 years
2	Data Management Executive	1 (UR)	₹40,000/- per month	30 years
3	Outreach Executive	1 (UR)	₹40,000/- per month	30 years
4	Visual Artiste	1 (UR)	₹40,000/- per month	30 years

The qualification and experience for the above post(s) are as under:

1. Audio Visual Producer

Essential Qualification & Experience: Bachelor's Degree in any discipline.

- I) Minimum 6 years of work experience in video production, corporate and R&D films.
- II) Knowledge of Script writing, Video Shooting, Editing and well versed with videos for Facebook, Twitter, Instagram, LinkedIn, YouTube.

Desirable: Bachelor or Masters in Video Production. Medium of study should be English with 55% marks across.

Key Responsibility Areas:

- Production of Video Production: Script writing, Video Shooting and Editing
- Science & Technology Videos
- e-Learning Videos
- Interviewing Researchers, Students, Visitors
- Event Videos
- Video Logs & Anchoring
- Managing YouTube Channel
- Podcast, Radio Jockeying

2. Data Management Executive

Essential Qualification & Experience: Bachelor's Degree in any discipline.

- I) Minimum 3 years of work experience in digital media analytics in corporate communication, media house, public relations or advertising agency.
- II) Knowledge of computer applications such as MS Office, Database management over Excel, Access, Quantitative and Qualitative Analytics and well versed with managing Facebook, Twitter, Instagram, LinkedIn, YouTube.

Desirable: Masters in Digital Media / PR / Advertising/Digital Media Marketing, Analytics. Medium of study should be English with 55% marks across.

Key Responsibility Areas:

1. Social Media Analytics
 - a. Checking daily analytics of social media of IIT KGP, other IITs, select peer institutions; creating time-bound comparative reports
 - b. Preparing qualitative reports from quantitative data,
 - c. Developing social media post strategy
 - d. Social Media monitoring

2. Digital Analytics for International Peers
3. Data Mining for Alumni for specific campaigns
4. Ranking Data Management
5. Tracking Scopus Data
6. Website Quality Check
7. MIS Reporting, PPT

Supporting Responsibility Areas:

1. Training institutional resources on best practices of social media
2. In-house event management
3. Digital marketing of products through new digital media channels
4. Data Entry Operation, Database management

3. Outreach Executive

Essential Qualification & Experience: Bachelor's Degree in any discipline.

I) Minimum 3 years of work experience in event management, corporate communication and public relations.

II) Knowledge of computer applications such as MS Office, Database management over Excel, Access and well versed with managing Facebook, Twitter, Instagram, LinkedIn, YouTube.

Desirable: Masters in Event Management / PR / Advertising. Medium of study should be English with 55% marks across.

Key Responsibility Areas:

1. Event Organization: Student Outreach, Science Communication, Education
2. Media outreach - Telecalling, electronic communication, social connects
3. Online Event & Outreach
4. MIS Reporting & PPT
5. Photography
6. Collect departmental information
7. Monthly Newsletter
8. Weekly newsletter to increase website traffic, publication subscription, donations
9. Digital marketing of products through new digital media channels

Supporting Responsibility Areas:

1. Social media monitoring
2. Peer media reports - daily, weekly, monthly, annually
3. Data Entry Operation, Database management

4. Visual Artiste

Essential Qualification & Experience: Bachelor's Degree in any discipline.

I) Minimum 3 years of work experience in animation and graphics designing in corporate communication, PR or advertising agency.

II) Knowledge of Graphics Designing, Animation and well versed with managing Facebook, Twitter, Instagram, LinkedIn, YouTube.

Desirable:

Bachelor or Masters in Graphics & Animation. Medium of study should be English with 55% marks across.

Key Responsibility Areas:

- Animation & Illustration for video and cartoon
- Photography
- Producing Photostories
- Graphic Designing for promotional literature, publications, social media
- Infographics
- PPTs and MIS Reporting

General Instructions

1. The candidate applying for any post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.
2. The Institute shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Institute shall be terminated.
3. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute/University/ Research Institution.
4. **Application fee of Rs. 250/- (Rupees two hundred fifty only) should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards). No application fee is required for SC/ST/PwD/Women candidates. The fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.**
5. **The appointment shall be made purely on contract basis for a period of 3 (three) years on yearly renewal basis based on evaluation of satisfactory performance.**
6. **Candidates applying for more than one post should apply separately for each post and also need to pay the application fee for each post.**
7. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof.
8. Degree as referred above should have been awarded by a recognized University / Institute.
9. Mere eligibility will not vest any right on any candidate for being called for Written Test/Trade Test. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
10. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of written/trade test. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
11. Candidate should submit a certificate from the employer/competent authority that no vigilance/ disciplinary case is either pending or contemplated against him/her.
12. Incomplete applications or applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.
13. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
14. The Institute reserves the right to call only the requisite number of candidates for Written Test/Trade Test after shortlisting with reference to the candidate's qualification, suitability, experience, etc. Short listing will be done based on the available documents in support of their educational qualification and experience furnished with the application.
15. The Institute reserves the right to conduct the Written Test/ Trade Test, if the number of applicant is large for the post.



16. Candidates shortlisted for selection process (Written Test/Trade Test) will have to produce original documents in support of all the particulars mentioned in their application form regarding their reservation category, educational qualification, experience and other claims during the Tests.
17. No TA/DA will be paid to attend the selection process (Written Test / Trade Test).
18. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kolkata.
19. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **07.02.2022**.
20. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkgp.ac.in>>> **Quick Links >> Non-Teaching Positions**] on or before **07.02.2022** and send a signed hardcopy print out of online application along with the self-attested certificates/testimonials to "**Deputy Registrar (E-III), Indian Institute of Technology Kharagpur-721302, West Bengal, India**". **The last date for receipt of hard copy of application is 14.02.2022. The envelope should be superscribed with the name of the post applied for.**
21. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

If any problem is encountered during online application, please contact through phone:
+91-3222-281017/18/19.



कुलसचिव/Registrar