

Public Notice

Employment Generation, Skill Development & Training Department,
Punjab, Chandigarh

(SCO No. 47/1, Sec-17 E, Chandigarh)

Applications are invited for following vacancies on Contract in the DBEE (District Bureau of Employment and Enterprises) offices in district of Punjab. Term of office will be extendable for a such period of time and such number of times as decided by Government, depending on the performance of the candidate.

Sr. No.	Name of Post	No. of post	Category	Minimum Qualification & Experience	Age	Salary	Place of work
1.	Social Media Co-ordinator	1	General	<p>Master Degree in Mass Communication/Journalism with 3 year experience in undertaking projects related to Media/Marketing/Social Media/Web Designing.</p> <p>Language Requirements- English, Punjabi & Hindi</p> <p>Essential Skills - Proficiency in Computer handling of social Media and accounts on Twitter, Instagram, Facebook, You-tube etc. Web designing, Video-Editing, Content writing & Creation, Coral Draw.</p> <p>Desirables - Master Degreee in English/Experience as a copyrighter, Experience in Digital Marketing.</p>	21- 40 years	60,000/- per month	Anywhere in Punjab including Chandigarh on need basis for any amount of time.
2	Social Media Executive	1	General	<p>Bachelor Degree with 2 Year Experience in Mass Communication/Journalism or 2 year experience in undertaking projects related to Media/Marketing/Social Media/Web Designing.</p> <p>Language Requirements- English, Punjabi & Hindi</p> <p>Essential Skills - Proficiency in Computer on handling of social Media accounts on Twitter, Instagram, Facebook, You-tube etc. Web designing, Video, Editing, Content writing & Creation, Coral Draw.</p> <p>Desirables - Experience as a copyrighter, Experience in Digital Marketing.</p>	21- 40 years	45,000/- per month	Anywhere in Punjab including Chandigarh on need basis for any amount of time.

3	Graphic Designer	1	General	<p>Bachelor Degree with minimum 2 Year Experience in Mass Communication/Journalism or 2 year experience in undertaking projects related to Media/Marketing/Social Media/Web Designing etc.</p> <p>Language Requirements- English, Punjabi & Hindi</p> <p>Essential Skills - Proficiency in Computer on graphic designing and Practical designing, Web designing, Coral Draw.</p> <p>Latest Video and graphic editing and designing softwares.</p>	21- 40 years	45000/-	Anywhere in Punjab including Chandigarh on need basis for any amount of time.
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1. Applications in the prescribed proforma (Annexure A) may be submitted by 22-01-2021 up to 5:00 PM at office of Directorate, Employment Generation, Skill Development and Training, **SCO No. 47/1, Sec-17 E, Chandigarh**. Detailed information regarding qualifications and experience is given above.
2. The applicants will have to apply as per proforma of application. (Attached as annexure A) The applications will be screened for minimum eligibility as mentioned against the said posts in the table above.

Annexure - A

Performa of Application for the Posts of Social Media Co-ordinator- 1, Social Media Executive -1, Graphic Designer – 1 in Punjab Skill Development Mission against the advertisement dated _____.

1. Name of the Post
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2. Name of the applicant
3. Father’s Name
4. Date of Birth
5. Permanent Address
-
-
6. Correspondence Address
-
-
7. E-Mail address
8. Telephone No./Mobile No.
9. Category
10. Education Qualification (Please attach self-attested copies of certificates)

Examination Passed	Passing Year	Board/University	Marks obtained	Total Marks	Percentage

11. Professional/Desirable/ additional qualification (Please attach self-attested copies of certificates)

Examination Passed	Passing Year	Board/University	Marks obtained	Total Marks	Percentage

12. Work Experience (Please attach self-attested copies of certificates of experience)

SN	From Date	To Date	Designation of the Post	Office/Department
1.				
2.				

13. Experience in the Domain Area for the applied position: (Please attach self-attested copies of certificates of experience)

Period From (DD:MM:YY)	Period To (DD:MM:YY)	Total work experience in number of years/months/days	Name of Employer/ organization	Title/ Position	Brief description of functions/ responsibilities

Please attach self-attested copies of certificates.

14. Languages known and proficiency:

Language	Read	Write	Speak

I, the undersigned, certify that to the best of my knowledge and belief the above information is correct.

Signature of the applicant