

CENTRAL BOARD OF SECONDARY EDUCATION

Notification for Walk-in-Interview

Date :- 27.02.2024

Central Board of Secondary Education invites eligible and qualified candidates to appear for a walk-in-interview for engagement of one '**Young Professional**' (Social Media Management) purely on contractual basis for a period of one year extendable by one more year subject to performance evaluation and organizational needs in Media & Public Relation Unit of CBSE, HQ, Delhi.

Sl. No.	Name and Number of Posts	Remuneration	Qualification & Experience	Upper age limit
01.	Young Professional Number of post: 01	The consolidated remuneration of Rs. 60,000/- (including applicable TDS) for carrying out work as per Scope of Work.	Educational Qualification: 1. Bachelor's degree with experience in Digital Media/Social Media, Digital Media tools and software, including graphic design software, video editing tools and content management systems. 2. Familiarity with Search Engine Optimization (SEO) and Search Channel Optimization (SCO). 3. Ability to create compelling and engaging social media content and manage social media platforms. 4. Strong writing skill in Hindi & English. Ability to communicate effectively and appropriately. 5. Familiarity with Government policies and procedures regarding Social/Digital media. 6. Awareness of Legal and Ethical consideration related to social media including privacy and Data protection laws. Desirable: 1. Experience in managing social media accounts in a professional or organizational setting.	Up to 35 years as on closing date of advertisement.

Scope of Work: Young Professional will work under the supervision of Head of Media & PR unit in the Board. The work will include but shall not be limited to the following aspects of Social Media:-

1. Managing Social Media platform of CBSE.
2. Creating Social Media content and ensure timely posting/ dissemination.
3. Assist in developing and executing Social Media strategies.
4. Disseminating and engaging with online communities appropriately. Growing followers, engagement and outreach.
5. Analyzing /Using Social Media metrics /data to track performance and suggest changes for Social Media strategies and make informed decisions.
6. Run campaigns/drives on Social Media.
7. Upskilling and updating for Social Media.
8. Other work vis' a vis' Board's requirement for Social Media Management/Operation.

Contd..2/-

General Information:

- a) Interested and eligible candidates may submit their applications form available on CBSE website i.e. www.cbse.nic.in upto 07.03.2024.
- b) The candidates shall bring print out of their duly filled application form along with the original documents to report for Walk in Interview **on 08.03.2024** at 10.00 AM to 11.30 AM at 2nd Floor, Conference Hall, CBSE (HQ.), Preet Vihar, Delhi-110092.
- c) The engagement is purely on contract basis and will not entitle any candidate to claim for regular / permanent employment in CBSE.
- d) Contract may be terminated by giving one month notice by either side. If performance during contract period is not found satisfactory the contract may be terminated with 15 days notice.
- e) Only Indian Nationals are eligible to apply.
- f) CBSE reserves the right to cancel/amend the advertisement and / or the selection process there under.
- g) Any corrigendum / clarifications to this notification (incl. Date & Place of interview), if necessary, will be uploaded on CBSE website (www.cbse.nic.in) and no separate press coverage will be given in the newspaper.
- h) Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after engagement that the candidate has furnished false or incorrect information or suppressed any relevant information / material facts or does not full fill the criteria, his / her candidature / services will be summarily terminated.
- i) No TA / DA will be paid to the candidates for attending the walk in interview.
- j) Candidates are requested to appear for interview at per the schedule given below:-

Interview Date	Reporting Time	Venue
08.03.2024	10:00 A.M. to 11:30 A.M.	Central Board of Secondary Education, 2nd Floor, Conference Hall, Preet Vihar, Delhi Delhi – 110092.

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Secretary**