



# Department of Environment Studies

## Panjab University, Chandigarh (INDIA)

**Dr Suman Mor**  
**Principle Investigator**

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Applications are invited from the eligible candidates for the following temporary posts in Research Project entitled “**Community Environmental Empowerment Program (CEEP)**”. Posts are purely on **contract basis** and co-terminus with the term period of the project.

**Post : Social Media- Multi-Task Worker**

### **Qualification:**

- **Essential:** Diploma or degree in Public Relation/ Journalism/ Mass Media/ Mass communication /allied discipline  
or
- 12<sup>th</sup> pass having working experience in Graphics design
- **Desirable:** Basic Knowledge of Computer, Social media handling/software related to mass media
- Candidate should provide at least 1 recommendation letter and work experience in same field.

a) **Salary:** Rs. 18000/- per month (fixed)

### **b) Job Description:**

- Candidate need to Manage the day-to-day handling of all social media channels such as #LinkedIn, #Facebook, #Twitter, #Instagram etc,
- Develop creative and engaging social media strategies. perform duties to make press note, monitoring emails
- A self-motivated, multi-skilled candidate is sought to join the project having good knowledge of Graphic Design Skills, brainstorming creative designing ideas, Good interpersonal skills, Ability to Work in Strict Deadlines, Researching and preparing rough drafts.
- Developing and designing layouts, concepts, graphics for product illustrations and websites,
- Able to understand brief provided and create high quality visual within given timelines

*Candidate should be available for immediate joining, if selected*

Applications along with bio-data, copies of certificates and work experience along with copy of work undertaken should reach to the undersigned latest by 16 August 2022 before 2.00 pm at email [graphicspuenvs@gmail.com](mailto:graphicspuenvs@gmail.com)

Candidate should also fill the google form <https://forms.gle/vAHcroZMFqd16jo76> before submitting application with document through email. **Application will not be considered if google form is not filled.**

The interview date and time will be informed through email to shortlisted candidates. Interview may be held online/offline. No TA/DA will be paid to attend the interview. The rules and regulations as laid down by Panjab University and/or funding agency will govern the selected candidate.

(Dr Suman Mor)

**Application Form for the post of Multi-Task Worker -Social Media**

Application for the post \_\_\_\_\_

Affix  
Passport  
Size Photo

Name in Full Mr./Mrs./Ms. \_\_\_\_\_

(In block letters)

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Nationality: \_\_\_\_\_ Marital status: \_\_\_\_\_

Category: General/ Scheduled Caste/Backward Class/Person with Disability:

**Mobile NO.**

**Email.ID.**

Alternate numbers:

Current Address:

Permanent Addresses(In block letters):

Driving Experience for four wheeler: Yes/No

If yes than duration:

Educational Qualification (Please attach one set of attested copies)

Examination	Univ/ Board	Main Subject	Years of Passing	Marks obtd /Max Marks	% Age
Metric					
12 <sup>th</sup>					
Any other Exam					
Computer Knowledge:					
Graduation					
Diploma					

**Employment Experience (details in chronological order, starting with first job)**

Name & Address Employer/Institution	Designation	Nature of Job	Duration	Pay	Reason for leaving

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**Time required to join if selected:**

Declaration: I solemnly declare that:

1) The foregoing information is complete and correct. I am not aware of any circumstances Which may impair my fitness for employment in the Punjab University, Chandigarh?

2) I have never been dismissed either from Govt. or from University, College or other public or private Organization service.

3) I have never been prosecuted, kept under detention or bound down/fined, convicted by the court of law for any offence.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant