

INDIAN OLYMPIC ASSOCIATION

Olympic Bhawan, B-29, Qutub Institutional Area, New Delhi 110016, India.

NOTICE INVITING APPLICATIONS - 2

Ref.: IOA/HR/VI-65/2023/1191

Date: 09/02/2023

Subject: Invitation of Applications for engagement of a team of professionals for carrying out various SOCIAL MEDIA ACTIVITIES of the IOA purely on contractual basis.

The Indian Olympic Association is in the process of engaging a team of professionals for carrying out various Social Media activities of the IOA. The engagement will be on contractual basis for a short period as per the requirement of the IOA.

1. IOA looking for engaging a pool of talented Young Professionals (YPs) as per the following details:

Name of the Post	Criteria
A. Social Media Manager	<ul style="list-style-type: none">• Any Bachelor degree.• A minimum experience of 3 years in the relevant field.• Minimum of one year's experience In Government, reputed Organizations, Research Organizations etc.• Substantial understanding of social media and other digital platforms and websites.
B. Content Writer (Hindi)	<ul style="list-style-type: none">• A graduate degree in Mass Media/ Mass Communication / Public Relations/ Advertising/ IT or its equivalent.• A minimum experience of 2 years in the relevant field.• The applicants should be well conversant with the use of various Social Media Platforms viz. Facebook, Twitter, Google+ etc.
C. Content Writer (English)	<ul style="list-style-type: none">• A graduate degree in Mass Media/ Mass Communication / Public Relations/ Advertising/ IT or its equivalent.• A minimum experience of 2 years in the relevant field.• The applicants should be well conversant with the use of various Social Media Platforms viz. Facebook, Twitter, Google+ etc.
D. Video Editor	<ul style="list-style-type: none">• Degree/diploma in video editing/ Multimedia from a recognized university/institute.• At least 2 years' experience in all of the above software in Media Organization.
E. Graphics Designer	<ul style="list-style-type: none">• Degree/diploma in Graphic/ Multimedia! Animation from a recognized university/institute.• Knowledge of Software's like Adobe Photoshop, Adobe Illustrator, Adobe InDesign, CorelDraw Graphics Suite, Corel Paint Shop Pro.• Below 40 years as on Date of Publishing.• At least 2 years' experience in all of the above software in Media Organization.

F. Social Media Coordinator	<ul style="list-style-type: none"> • Any Bachelor degree. • A minimum experience of 1 year in the relevant field.
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Job Location	<ul style="list-style-type: none"> • Olympic Bhawan, B-29, Qutub Institutional Area, New Delhi 110016, India.
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2. The terms and conditions of the engagement are as given under:

- A. The services will be purely on contractual basis. The persons engaged shall have no claim either implicit or explicit, for his/ her absorption or regularization in IOA.
- B. The person will be engaged on full time basis and will not be allowed to take up any - other assignment during the period of contractual engagement.
- C. Persons engaged on contract basis can be assigned additional task apart from the specific tasks for which they are engaged.
- D. Period of engagement shall initially be for two year which may be extendable with an annual appraisal based on requirement of the organization and performance review.
- E. The engagement can be discontinued/ terminated with one-month notice or one month's salary in lieu thereof by either side without assigning any reason.
- F. 0 claim of pensionary benefit on account of this contractual engagement shall be admissible.
- G. IOA will review the applications, and will short list candidates it considers suitable. The short-listed candidates will be called for an interview in the Olympic Bhavan.
- H. Candidates will have to make their own arrangements to reach the place of interview. No TA/DA will be payable by the IAO to attend the interview.
- I. The final selection will be based on their performance at the interview.
- J. The decision of the selection committee on selection of candidates will be final.

Those candidates who are eligible and willing to work on above terms & conditions in Indian Olympic Association, having requisite qualification and experience indicated above may send their applications within a period of 21 days from the date of the publication of the advertisement to:

**The HR Department,
Indian Olympic Association,
B-29, Qutub Institutional Area,
New Delhi – 110 016
email id. ioa@olympic.ind.in**
