

INDIAN INSTITUTE OF MANAGEMENT ROHTAK

 I.I.M ROHTAK <small>M.D.U Campus, Rohtak – 124001</small>
IIM Rohtak invites applications for the position of Content Writer The position is purely on contract/temporary basis and will not be permanent. Qualification: M.A. English/Communication. Salary: Negotiable Age: preferably below 35 years. For details & application format visit: www.iimrohtak.ac.in <u>Last date to receive applications 02.06.2017</u>

Applications are invited from Indian citizens for appointment as Content Writer. Appointments shall be on Contract/temporary basis. The appointment is initially for one year, but extendable for every single year based on performance and the requirement of the Institute.

Position Name	No. of Post	Age limit	Qualifications & Experience
Content Writer	01	preferably below 35 years.	M.A in English/Communication with 1st class (experience in academics is preferable). with/without experience.

- Candidates without the requisite experience, may be considered on merit.
- Candidates who have worked earlier as Content Writer in a academic/research/industry /training institute of national/international repute may be given preference for engagement subject to their suitability.
- No TA/DA or any other allowance will be paid by the Institute to the candidates for attending the selection process/interview at the Institute.
- Excellent communications and writing skills are essential

Functions: He /She should be able to generate written material with good drafting skills and capable to provide different amount of text depending upon the job requirements of the Institute. A Content Writer is expected to work independently and communicate effectively with internal & external stakeholders of the Institute. The primary job responsibility includes writing of Corporate, Business letter, writing of Brocheures, Articles and internal communication.

The candidates, who are interested to apply for the above position should send their applications with complete information in the Prescribed Application Format along with the self-attested copies of their educational qualifications and work experience certificates. The application should also include a detailed resume and copies of the academic publications if any.

IIM Rohtak reserves the right to fix suitable criteria for shortlisting of eligible candidates satisfying advertised qualifications and requirement of the post.

1. Applications may be sent to the following address by post/courier on or before JUNE 02, 2017.

To,
Chief Administrative Officer,
Indian Institute of Management Rohtak
M.D University Campus,
Rohtak – 124001 INDIA

2. Interested candidates may also send a scanned copy of their filled & signed application in the prescribed Format, to the following e-mail id: personnel@iimrohtak.ac.in
3. The Institute shall not be responsible for any postal delay.
4. Applications not submitted in the Prescribed Application Format and without candidate's signature will not be entertained.
5. Only shortlisted candidates will accordingly be informed regarding date, time and venue for interview.
6. Candidates are required to bring all original certificates of their academic and professional qualifications along with work experience for verification on the date of interview.
7. The Institute solely reserves the right not to fill the advertised position without assigning any reason.
8. To download the Prescribed Application Format ([CLICK HERE](#)).

(Chief Administrative Officer)
IIM Rohtak
01262-218909, 228501