

Assam Electronics Development Corporation Ltd. (AMTRON)
Industrial Estate, Bamunimaidan, Guwahati-781021
www.amtron.in

No: AEDC/EDP/Exam-18-19/47/550

Date: 25.01.2019

Recruitment Notice

Assam Electronics Development Corporation Limited (AMTRON) invites applications from eligible candidates for the implementation of SVEEP Program, management of Social Media platforms, website content management, implementation of mobile apps developed by ECI etc for Election Department. Interested and eligible candidates may apply only online for the same, through the official website of the Corporation (www.amtron.in) from **26.01.2019** to **04.02.2019**.

1. List of Resources required:

Name of Posts, Nos. of Positions, Qualification and Experience-

Sl	Name of the Post	No of Positions	Qualification and Work Experience
1	Content Writer - English & Assamese content writing	2 (One for each language)	<p>Qualification</p> <ul style="list-style-type: none">• Graduate in any discipline with 4+ years of experience OR Graduate in Mass Communication with 2+ years of experience in electronic or print media experience in prominent electronic or print media. <p>Work Experience</p> <ul style="list-style-type: none">• Experience of independent writing/scripting sets with good presentation skills sets on relevant topic or producing program involving scripting, instructional design, production will be preferred.• Experience of working with at least 2-3 State/Central Govt. Departments or reputed private sector organizations for their social media content writing in English or Assamese language. Necessary credential may be submitted.• Candidate having experience of running own social media blog/web publication with 4-5 years shall also be considered.
2	Video Editors	1	<p>Qualification</p> <ul style="list-style-type: none">• Degree or Diploma in Video Editing & Animation. <p>Work Experience</p> <ul style="list-style-type: none">• Experience of 3+ years in video editing for YouTube channels, websites & promotional campaigns for any State/Central and reputed private sector organization.• Must have experience in working on editing software like Final Cut Pro, Adobe Premier Pro and any other relevant tools and software.• 2+ years of experience as managing YouTube Channel with more than 20,000 subscribers.

Sl	Name of the Post	No of Positions	Qualification and Work Experience
3	Graphic Design Expert	1	<p>Qualification</p> <ul style="list-style-type: none"> Degree/Diploma in Graphic Designing & Animation from reputed and recognized Institution/University. <p>Work Experience</p> <ul style="list-style-type: none"> 3-5 years of experience in designing info-graphics, banners, social media posts, GIFs, animated content for any State/Central and reputed private sector organization. Proficiency in Coral Draw, In Design, Adobe Premiere, Adobe Photoshop, Z-brush etc.
4	Social Media Analytics Experts	1	<p>Qualification</p> <ul style="list-style-type: none"> MBA or B. Tech./B.E Experience in using social media analytics generating tools like SAS, Excel, R or other BI Analytics tool, Facebook analytics, Google analytics etc. <p>Work Experience</p> <ul style="list-style-type: none"> Minimum 3 years of experience in Social Media Analytics. Experience in Data analytics and Report writing. Experience of creating strategy and managing content to socialize; using social media contents such as video briefs, case studies, blog posts, posts from analysts and customers. Monitor and evaluate social media results on a daily basis in coordination with client goals and benchmarks. Experience of preparing strategy and increasing the number of followers for clients on Facebook, Twitter, YouTube by following and engaging with citizens.
5	Website implementation expert	1	<p>Qualification</p> <ul style="list-style-type: none"> Engineering Degree/MCA/M. Tech. Degree from reputed and recognized Institution/University. Expertise in website development is must. Expertise of content management and website UI/UX designing. <p>Work Experience</p> <ul style="list-style-type: none"> Minimum 4-6 years of experience of website development & implementation, customization, configuration and up-gradation, managing end-to-end work-flows, issue/incident management, providing support services etc.
6	Mobile app implementation expert	1	<p>Qualification</p> <ul style="list-style-type: none"> Engineering Degree/MCA/M. Tech. Degree from reputed and recognized Institution/University. Expertise in Mobile app development and customization is must. Knowledge of mobile UI/UX designing. <p>Work Experience</p> <ul style="list-style-type: none"> Minimum 3 years of experience of mobile app development & implementation, customization, configuration and up-gradation, managing end-to-end work-flows, issue/incident management, providing support services etc.

2. Tenure of Service:

The tenure of posting shall be intimated later.

3. Salary:

Information about salary and pay structure will be informed later.

4. Important Dates :

Opening Date for submission on line application: 26/01/2019

Last Date for submission on line application: 04/02/2019

5. How to Apply:

A candidate can apply only ONLINE through website www.amtron.in. No other mode of application is acceptable. The online application can be uploaded following the typical steps as mentioned below:

- Visit www.amtron.in
- Click on the link Recruitment and then click Apply Online against this Notification
- Register yourself into the portal
- Login using your Registration No.
- Fill-up and submit the online application form

The online registration shall close by midnight of the *last date of submission of applications* as mentioned above in this notification. Incomplete or wrongly filled applications will be rejected. On submission of the online application, the applicant will receive an *acknowledgment* which he / she needs to retain for use in future. It is to be noted that submission of the online application does not automatically qualify any candidate for the position and also does not imply verification of credentials of the applicant.

6. Supporting Documents to be uploaded:

The applicant must upload the following documents while submitting his/her online application to support the eligibility criteria mentioned above:

- Age Proof: 10th standard Admit Card/certificate for examination or birth certificate.
- Educational Qualification certificates and marksheets.
- Work Experience Certificates
- Photo Identity Card: PAN card/Driving License/Passport/Voters ID card or any other Photo ID card issued by a Govt. Agency.
- Latest passport size photograph
- Scanned copy of his/her signature

7. Selection Procedure:

Online applications will be shortlisted on the basis of the eligibility criteria and list of such shortlisted candidates will be uploaded in the website www.amtron.in. The shortlisted candidates will be called for test/viva-voce through downloadable call letters. Selection Committee(s) will be constituted for test/viva-voce. Selection of the candidates will be done on the basis of their performance in test/viva-voce and experience. No TA/DA will be entertained for appearing in any test/viva-voce.

Sd/
Managing Director,
Assam Electronics Development Corporation Ltd.

