

Content Writer

MyGov is the citizen engagement platform of the Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under the Ministry of Electronics & Information Technology. Details about MyGov can be seen at <https://MyGov.in> .

MyGov is looking for a Content Writer who can create/ co-create- contents for website & social media of MyGov State Instances in accordance to Central Government policies and schemes & initiatives take by State Governments and should be consistent with the MyGov guidelines and goals.

An ideal candidate should have work experience in developing and implementing creative content strategies that align with MyGov objectives and guidelines.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.

After successful completion of the initial contract period, a regular contract will be given.

Please review the positions listed below and apply in the form given in this notification. MyGov is hiring experienced professionals for a Content Writer.

Interested candidates may apply in this form.

Position: Content Writer

No. of Position(s): 1

Qualification: Graduate/Postgraduate in any discipline

Years of Experience: 3-4 years of experience

Responsibilities:

- Maintain up-to-date knowledge of all government schemes, policies, and decisions, and understand their historical and cross-sectoral contexts.
- Utilize strong data analysis and interpretation skills to extract meaningful insights and trends from various sources.
- Create visual aids such as charts, diagrams, infographics, creatives, and videos to communicate complex data effectively and engagingly.
- Demonstrate excellent writing skills to create compelling and accurate contents, articles, and other written materials.
- Adapt to an agile work environment with regular interactions with ministries, departments, State Government and other stakeholders.
- Prepare Social Media Strategies for state content level content promotion
- Think & ideate innovative citizen engagement contents which can be launched on MyGov State instances with due consensus from respective State Government.

Qualifications:

- Graduate/Postgraduate in any discipline.
- Proven work experience in a similar position at a communications/Digital Media Agency/creative writing.
- Experience in the English and Hindi languages.
- Excellent writing and editing skills in English and Hindi both.
- Experience of 3-4 years.
- Experience in managing social media.
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