

Content Creation, Writing

MyGov is the citizen engagement platform of 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://www.mygov.in> .

MyGov is looking for an experienced Content Creation, Writing who can create digital friendly policy content that can reach to the masses, thus engaging Indian Citizens at large.

The ideal candidate should have a good communication skills and a solid grip on current issues/affairs is a must. The one applying should have quick research skills and data driven approach to create content in the form but not limited to articles, blogs, infographics, videos etc.

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 **Content Creation, Writing**.

Position: Content Creation, Writing

No. of Position(s): 02

Qualification: Graduate/ Post-graduate/ Masters in any discipline, preferred in English or humanities

Experience: 0-5 years

Roles & Responsibilities:

1. Content Creation:

- Write engaging and informative content on a daily basis.
- Conduct research to gather information and data for content.
- Develop content calendars and plans.

2. Proof-reading and Editing:

- Review and edit content for grammar, punctuation, and spelling errors.
- Ensure consistency in tone, style, and formatting.
- Collaborate with team members to refine content.

3. Social Media Management:

- Create and schedule social media posts.
- Monitor and respond to comments and messages.
- Analyze social media metrics and adjust content strategy accordingly.

4. Data-based Document Development:

- Research and collect data for reports, articles, and other documents.
- Develop and design documents using MS Office tools (Word, Excel, PowerPoint).
- Ensure accuracy and attention to detail in data presentation.

5. Research Assistance:

- Conduct research on various topics to support content creation.
- Provide research support to other team members as needed.

6. Team Collaboration:

- Work closely with team members to ensure content aligns with overall strategy.
- Participate in brainstorming sessions and contribute ideas.

Requirements:

- Excellent writing, proof-reading, and editing skills.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Adept at using social media platforms.
- Strong research skills.

- Team player with excellent communication skills.
- Ability to meet deadlines and work under pressure.
- Strong attention to detail and organizational skills.