

Researcher-cum-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 Researcher-cum-Writer who has a skilled knowledge of creating content for social media handles.

An ideal candidate should have experience in social media messaging and strategizing on enhancing social media outreach.

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 Researcher-cum-Writer.

Interested candidates may apply online: <https://forms.gle/8vsm6d347a91bLC39>

Position: Researcher-cum-Writer

No. of Position(s): 1

Qualification: Graduate/Postgraduate in any discipline

Experience: 3-4 years

Roles & Responsibilities:

- A candidate has to create content for social media handles.
- A candidate have to write messages with an eye on audience requirements; fluent in English, Hindi and a regional language.
- Must have experience in social media messaging and can strategize on enhancing social media outreach for clients.
- Research and write high quality, engaging, and accurate content for various platforms, including articles, reports, social media, and newsletters.
- Develop creative and innovative citizen engagement content aligned with government initiatives, to be used across MyGov State instances.
- Draft, review, and edit content for clarity, tone, and accuracy, maintaining adherence to brand guidelines.
- Conduct thorough research on government schemes, policies, and decisions, understanding their historical, cross-sectoral, and societal impacts.
- Analyze and interpret data to extract meaningful insights and trends to support content development.
- Stay updated with emerging trends in governance, public policy, and citizen engagement to ensure relevance and impact.
- Develop charts, diagrams, infographics, and other visual aids to present data effectively.
- Collaborate with creative teams to produce videos and other multimedia content.

Requirements:

- Exposure of Economics/Finance/Statistics and knowledge of social media outreach analytics.
- Strong proficiency in both English and Hindi, with excellent writing and editing skills in both languages.
- Familiarity with data analysis and visualization techniques.
- Ability to translate complex information into easily understandable content for diverse audiences.