



VAIKUNTH MEHTA NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT, PUNE

(A National Institute under the aegis of National Council for Cooperative Training (NCCT), Promoted by Ministry of Cooperation, Government of India)

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www.vamnicom.gov.in, E-mail : info@vamnicom.gov.in

INVITATION OF APPLICATION FOR CONTENT WRITER & GRAPHIC DESIGNER EXECUTIVE

For Documentation of History And Good Practices In Cooperatives (On contract Basis)

About the organization:

Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM) is a premier management institute for the cooperative sector. For more information please visit www.vamnicom.gov.in

About the Position:

Vaikunth Mehta national Institute of Cooperative Management (VAMNICOM), Pune is developing a document on history of cooperative movement. The document will be printed book with content, illustration, pictures, treatises, thinkers, key success points etc.

For the development of document VAMNICOM seeks the application for following positions.

1. Content writer
2. Graphic designer

1. Content Writer

Job Description:

Institute seeks the application of a dedicated content writer to create to develop content on cooperative moment / history, highlights of successful cooperatives and to perform a variety of tasks related to it. Conducting in-depth research on industry-related topics in order to develop original content.

Required Qualification, Skills and Abilities:

- A Bachelor's/ Master's degree in economics, social sciences, public policy, journalism / Mass communication, agriculture, cooperatives or related fields. Those with a degree in other fields may also apply.
- Thorough understanding of creativity
- Good knowledge of using MS Office (Ms - Word Mandatory).
- Strong written communication skills.
- Ability to compose and develop content.
- Excellent Writing & Editing Skills

Remuneration	: Rs 30000/- per month
Age	: Less Than 35 Years
Location	: VAMNICOM, Pune
Start Date (Earliest)	: 1st December 2022
Duration	: Three Months
Education	: Bachelor's / Master's degree in communications, English, journalism, Designer or related field.

2. Graphic designer

Institute seeks the application for Graphic Designer who can visualize and create graphics related to the cooperative segment. The graphics should capture the attention of those who see them and communicate the right message as per the text.

Required Qualification, Skills and Abilities:

- Bachelor's/ Master's degree in any discipline / in graphic design
- Study design briefs and determine requirements
- Conceptualize visuals based on requirements
- Prepare rough drafts and present ideas

- Develop illustrations, logos and other designs using software or by hand
- Use the appropriate colors and layouts for each graphic
- Work with team such as to produce the final design test graphics
- Amend designs after feedback

Remuneration	: Rs 30000/- per month
Age	: Less Than 35 Years
Location	: VAMNICOM, Pune
Start Date (Earliest)	: 1st December 2022
Duration	: Three Months
Education	: Bachelor's / Master's degree in communications, English, journalism, Designer or related field.

Terms & Conditions:

- i. The Contractual appointment would be made in for a period of 3 months.
- ii. There would not be any claim for regularization/absorption on part of contractual faculty so appointed in VAMNICOM.
- iii. The persons appointed on contract basis shall not be entitled for any pension or other terminal benefits for the services rendered by him/her on contract basis.
- iv. The incumbent will not be allowed to accept any outside assignment.
- v. The Institute reserves the right to cancel/increase/decrease the number of Post without assigning any reason thereof.

The last date for application is: 30th November, 2022.

The candidates have to fill up the attached application form and send by email to info@vamnicom.gov.in alongwith the CV.

Annexure-A

1. Full Name:
2. Date of Birth:
3. Sex: M/F
4. Category: GEN/SC/ST/OBC
5. Marital Status: Y/N
6. Nationality:
7. Physically handicapped: Y / N
8. Names of Father and Mother:
9. Address of Correspondence (including phone No):
10. E-mail Address:
11. Academic Record (If Available):
 - (a) GATE/CSIR/UGC National Exam Qualification details with % marks/Rank, year of qualifying, etc.:
 - (b) Educational Qualifications:

Examination with Specialization	Name of School, College, University/Institute, with city and state	Year of passing	Subjects	Percentage of marks/GPA obtained	Distinction/ Division
PG					
UG					
XII					
Certification (If any)					

12. Brief details of the project carried out (if any) with duration, place of work, area worked on, mentor/guide's name, description of the project and contribution to the project (in not more than 5 sentences), and publication details:
13. Working experience (if any):
14. Whether currently employed:

Declaration: I hereby declare that I have carefully read and understood the instructions and particulars on this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

Date:

Signature

Place: