

INDIAN INSTITUTE OF TECHNOLOGY KANPUR**ADVERTISEMENT****Information and Media Outreach Cell**

Advertisement Number: P.Rect./R&D/2026/093

Applications are invited for the positions of **Content Manager (01)** to work in the Information and Media Outreach Cell (Directorate). The post is temporary, and the appointment will be purely on an Adhoc basis for one year or till the end of the project, whichever is earlier. The period may be further extended based on performance and requirements.

Name of the Post: Content Manager

Number of posts: One (1)

(A) Essential Qualification and post Qualification Experience:

1. Bachelor's or Master's degree in any of the following areas from a recognised University / Institute with a minimum of 50% marks:

- Arts, Commerce, Management, Science, Engineering, or Interdisciplinary Sciences

2. Experience of at least two (2) years in similar roles in an academic institution.

(B) Desirable Skills and Experience:

- Manage official social media accounts across LinkedIn, X, Facebook, and Instagram.
- Plan, strategize, and publish regular updates, announcements, achievements, and event highlights.
- Monitor engagement, track performance metrics, and optimize content accordingly.
- Prepare, format, and deliver updated website content for departments and institute pages.
- Coordinate with web teams to ensure accuracy, clarity, and timely updates of information.
- Draft news updates, achievements, and institute-level announcements for publication.
- Work closely with various departments, student bodies, and administrative offices.
- Experience in coordinating and managing press conferences and media outreach.
- Ability to coordinate with the team and plan coverage for events.
- Collect inputs, event details, and achievements to convert into publishable social media or website material.
- Provide communication support for institute events, outreach activities, and official visits.

(C) Salary:

Consolidated Salary Range: INR 50400-4200-126000

Salary will be commensurate with qualification and experience. The selection will be based on a written test/ interview to be held at IIT Kanpur. No TA/ DA will be paid for attending the written test/ interview. Shortlisted candidates will be informed about the date and place of the written test/ interview. The position is purely temporary. Last date for the receipt of applications: **31/05/2026**

Interested candidates satisfying clauses A and B of this advertisement may apply for the position latest by **31/05/2026**.

Please mention on the envelope "Application for Content Manager (IMOC)". Your application packet must at least have recent CV, Cover Letter, relevant experience certificates, previous and current employment letters.

Address:

Dr. Soumya Ranjan Sahoo,
ESB2-611, 5th Floor, Engineering Science Building-2,
IIT Kanpur, Kanpur - 208016

Please Note:

- a) The office reserves the right to fix suitable criteria for shortlisting eligible candidates.
- b) Only shortlisted candidates will be informed and called for a written test or/and an interview
- c) No email application will be considered for shortlisting.