



ISO 9001: 2015
ISO 14001: 2015
Certified

CENTRAL ELECTRONICS LIMITED
a mini Ratna Enterprise
(A Government of India Enterprise)
Under Department of Scientific & Industrial Research
Ministry of Science & Technology
4, Industrial Area, Sahibabad, Ghaziabad (UP)
Tel.No.0120-2895143, E-mail: celrecruitment@celindia.co.in
CIN : U32109DL1974GOI007325

Dated: 07.08.2025

Notice for the post of Consultant (Social Media Cell & Corporate Communication)

Applications are invited from eligible candidates for **one post** of **Consultant (Social Media Cell & Corporate Communication) on contract basis (Consolidated Pay)**. The Job Specification for the post shall be as mentioned below:

Qualification:-	Bachelor's degree in Mass Communication/Mass Media/ Public Relations/ Journalism. Preference: Candidates with an MBA in Digital Marketing in addition to above mentioned.
Experience:-	The candidate should have minimum 02 years of relevant experience. He/She must possess the following- a) Excellent communication and interpersonal skills. b) Excellent command over the English language, with an eye for detail in content creation and editing. c) A team-oriented mindset, with a collaborative approach to work. d) Ability to work proactively and independently. e) Proficiency in MS Office Suite (Word, Excel, Power Point, Outlook).
Role:-	a) Content Creation: Write compelling articles, case studies, and success stories for website and other digital platforms & create materials such as press releases and promotional collateral. b) Social Media Mastery: A solid understanding of social media platforms and their dynamics. c) Evaluate and adapt social media communication strategies, working to run effective campaigns on platforms like YouTube, Google, Facebook, Instagram and Twitter, LinkedIn, Google Analytics, Attribution platforms etc. d) Acting as a point of contact between the CEL Management and internal teams, external stakeholders, and government bodies. Facilitating information flow and ensuring timely communication. e) Preparing and editing documents, reports, and presentations. Maintaining confidential files and records with a high degree of discretion. f) Handling schedule of CMD, handling correspondence, coordinating travels & meetings etc.
Age:-	Maximum age of 35 years as on 31.07.2025
Emoluments: (Consolidated Pay)	Rs. 55,000/- per month.
Working days:-	All working days of the week.

The post is initially for a period of one year, which is further extendable on performance and requirement basis.

Eligible candidates may send their resume with all certificates and testimonials duly completed in all respects as per Annexure-A attached, by 20.08.2025 to General Manager (HR), Central Electronics Limited, 4, Industrial Area, Sahibabad – 201010, Ghaziabad (UP) through speed post/courier.

CEL reserves the right to withdraw the advertisement without assigning any reason(s) thereto. CEL reserves the right to change/modify/cancel the terms and conditions of the engagement without assigning any reason.

General Manager (HR)

APPLICATION FOR APPOINTMENT OF CONSULTANT
(SOCIAL MEDIA CELL & CORPORATE COMMUNICATION)

1. Name in full (In Block Letters) :
2. Father's/Husband's name :
3. Gender (Male/Female) :
4. Address for communication :
 Telephone Number :
 Mobile Number :
 E-mail Address :
5. Permanent Address :
6. Date of birth :
 Age as on 31.07.2025 :
7. Nationality :
8. Marital status :
9. Educational/Professional Qualifications
 (Starting from Matriculation or equivalent onward)

Self Attested

Photograph

Sl. No.	Examination Passed	Mode of Education (Full time/Part Time)	Year of Passing	Board/University	Class/ Division	CGPA/% of Marks	Main Subjects

10. Experience (including present employment)

Sl. No.	Name of Employer	Employment Type (Govt/PSU/Autonomous /Private)	Designation	Pay Scales & Basic Pay	Date of Joining	Date of Leaving & Reason of leaving	Nature of duties performed

11. Languages known:

12. Any Other Information such as experience, training, publications etc in support of suitability of the post.

UNDERTAKING

I solemnly declare that

The information provided by me is true, complete, and correct to the best of my knowledge and belief. I understand that if any information is found to be false/incorrect/wrong at any stage, I shall be liable to be disqualified/terminated by Central Electronics Limited without any notice.

Name & Signature of the Applicant

Place:

Date: