

## Online Application Procedure

### Name of the Posts:

#### 1. Knowledge Management Specialist

### Eligibility Criteria :

#### 2. Knowledge Management Specialist

##### Education Qualification:

- I. Post Graduate Degree in Mass Communication.  
OR
- II. Post Graduate Degree in Journalism  
OR
- III. Post Graduate Degree in Public Relation
- IV. 10 years of experience in conducting knowledge management activities and development of Information Education Communication (IEC) strategy.
- V. Experience in advocacy management preferably in Urban Sector
- VI. Knowledge and experience of government system would be desirable.

##### Documents required for applying Candidate

- i. Copy of 10th Pass Certificate
- ii. Copy of Bachelor Degree
- iii. Copy of Master Degree
- iv. Experience Certificate with appointment letter and experience of work done.

##### Roles and responsibilities

- v. Develop IEC/knowledge management strategy
- vi. Develop reports and publications for the implementation of the Mission activities.
- vii. Provide inputs in documentation and dissemination of best practices in the sector and its dissemination to various stakeholders involved in the HFA Mission.
- viii. Support State to prepare media plan and it's analysis
- ix. Assist in advertisements and outreach campaigns of the ULBs

### Location :

Anywhere in Himachal Pradesh

### Application Fees /Payment Procedure :

**Note: Before filling the application form candidate must have paid Rs. 1000/- as application fees**

- 1) Candidate must have a valid Email ID.
- 2) Candidate must deposit fee (Rs.1000/-) through online mode only through UPI Money Transfer (Bhim app, GooglePay, PhonePay, Paytm etc) or Net Banking (INB, NEFT etc) before proceeding the application form.
- 3) The transaction Receipt/Details must be retained by the candidate for future reference.
- 4) The valid transaction receipt having UPI Transaction ID/UTR number/Net banking Reference ID (clearly visible) must be uploaded in document upload section.

- 5) Cash Deposit in account will not be accepted.
- 6) Fee once paid will not be refunded.

### **Bank Account Details for Making the Payment:**

**Name: National Institute of Electronics & Information Technology(NIELIT)**

**Bank Name: State Bank of India**

**Account No: 31857396177**

**IFSC Code: SBIN0000718**

### **How to Apply :**

1. Only online application form will be received.
2. Go to NIELIT Shimla Website (<http://www.nielit.gov.in/shimla>)
3. Click on Recruitments Tab
4. Under the recruitment tab go through the Links **Advertisement, Application form filling steps** before filling the form.
5. Pay application fees of Rs. 1000/- through online mode only. Bank details are provided above.
6. Click Apply Online Link and follow the steps.
7. Upload concerned documents
  - a. Upload Payment Receipt(jpeg/jpg) size below 1 Mb
  - b. Upload Qualification & Work Experience Certificate in Single PDF size below 10 Mb
  - c. Upload Recent Passport size photo(jpeg/jpg) size below 1 Mb
8. Submit the form

### **Result/ virtual interview :**

Short listed candidates will be called for interview.