

I would like to communicate that as discussed earlier we are open to attend drive at your college premises for the profile:

1. Content Writer

In this respect, kindly find the job description and other requisite details:-

Designation to be offered: "Content Writer"

Industry Type: IT (Digital marketing/SEO or search engine optimization)

Focused areas: Internet research, online marketing, video/PPT/PDF creation and submission, content writing, link building, image creation, social book marketing, QnA, running automated tools, social profile management etc.

Required educational qualification: B.sc computer science, B.sc information technology, BCA, MCA, (MBA would be an additional advantage)

Remuneration: In Hand- INR 8,000-10,000 k/month (Based on the candidate performance)

CTC: 1, 80,000/annum,

Job Description:

You need to create work that is optimized for the Web, Common Web content writing practices include:

- Succinct, fact-filled content.
- An engaging, active tone.
- Writing broken up by subheadings.
- Use of bulleted lists.
- Embedded links throughout the text

Due to the digital nature of the work, web content writers are often required to know basic design fundamentals and be familiar with digital content management systems. They are also expected to communicate effectively with clients, meet strict deadlines, follow their clients' editorial guidelines and, if they are freelance writers, manage their own time.

Skill Set:

- An ability to work in a team
- Excellent Knowledge of digital media.
- Proven ability to build consensus and work effectively within a cross-departmental team.
- Knowledge of Content Management System.
- Knowledge of standard writing practices is necessary for Web content writers.
- Knowledge of internet.
- Excellent written & verbal communication skills (with perfect English spelling & grammatical knowledge).
- Flair for creative writing and preparing catchy caption.
- Basic knowledge of article writing, blog writing, newsletter content etc.

Kindly find the attachments for CTC packages.

Along with that selected candidates need to sign a service level agreement in order to confirm their employment with Globussoft. The span of service level agreement for the different profiles would be as follows:

Content writer-1 year

Now, as far as the recruitment process is concerned, I am enlisting below a few steps which would explain the entire process in brief and in proper sequence.

1. Prerequisite for Campus Drive:

STEP 1: Grammar and IQ Round

The first round will comprise of English and IQ test which. This will be an online test and as such all the systems in the lab should have internet connection at the time of this test. Kindly, note that this will be a 50min test and all the candidates are required to sit for this test. Please make sure that the candidates need to attempt the test only once. After completing the test, they need to share the same in with their Facebook account to see their scores. However, if we find multiple or duplicate submission in case of any candidate then such a candidate will get disqualified.

Please note that this round will be an elimination round. We will shortlist the candidates on the basis of their English and IQ scores. Whoever meets our criteria in this round will move to the second round. The names of the shortlisted candidates will be declared and only those candidates will attend for further rounds.

Also make sure that every system should have below mentioned prerequisite:

- 1. Around 30-40 Computer systems in working condition.*
- 2. Every system should have Google Chrome.*
- 3. Internet Speed should be at least 500 mbps.*

STEP 2: Technical Round

Candidates who appear for content writer position need to do the technical task of content writer in our office.

Note: This round is also an elimination round and all those who clear this round needs to appear for the final face to face HR round.

STEP 3: HR Round

This will also be an elimination round. It will be attended by the candidates who get shortlisted after the English & IQ and Technical round. In this round the candidates will be asked basic HR questions and logical questions based on the technical round.

At the end of the campus we will declare the final result, i.e. the list of the selected candidates

2. Offer Letter: - After completion of campus drive the candidates, whoever clears our criteria will be called for the task (Technical round) and HR round in our office and finally the shortlisted candidates will be joining as a part of Globussoft.

Kindly feel free to get in touch with us in case you have any query related to the aforesaid process.