

**Dattopant Thengadi National Board for Workers Education & Development**  
Ministry of Labour & Employment, Govt of India  
New Delhi

**Vacancy Circular**

**Subject : Appointment of Young Professionals on Contract basis in the DTNBWED, New Delhi**

1. Applications are invited from the eligible Indian citizens for filling up of one post of Young Professional- Social Media in Dattopant Thengadi National Board for Workers Education & Development (an autonomous body under Ministry of Labour & Employment, Govt of India, New Delhi on contract basis. The details regarding the period of engagement, educational qualifications, experience, age, nature of duties etc. in respect of the post are as under :

**Details for the post of “Young Professionals**

Sr. No.	Description	Particulars
1	Name of Position	<b>Young Professional - Social Media Expert</b>
2	Number of Vacancies	01 (One)
3	Method of Recruitment	Contract Based through Open Market
4	Age	Not more than 32 years
5	Tenure	The engagement would be purely on contractual basis of 01 (One) year. However, being a contractual arrangement, the engagement could be terminated at any time by the competent authority without assigning any reason.
6	Academic Qualification	<b>Essential</b> - Bachelor in any discipline (Higher education may be given priority) <b>Desirable</b> – Bachelor or Diploma in Mass Communication or Digital Media or Fine Arts or Broadcast Journalism or any other related domain.
7	Technical Skills Required (Software/ Tools)	<b>Essential</b> - i. Digital content Creation Tools like Canava / Photoshop  <b>Desirable</b> - ii. Video content Creation Tools - Adobe Premiere Pro/Final Cut Pro/Lumen5 or InVideo. iii. Social Media Analytics Tools - SocialBee/HootSuite
8	Other Required skills	i. Digital content creation for Social Media posts ii. Social Media knowledge – features, and best practices iii. Analytical Skills for social media metrics and track performance
9	Experience	i. Worked as Social Media Professional or in Social Media Field in any prestigious or government organization. ii. Overall Work Experience of minimum 1 year with experience in social media management and Content Designing
10	Nature of duties	i. The YP - Social Media will manage all social media handles of Dattopant Thengadi National Board for Workers Education & Development (hereinafter “DTNBWED”). ii. He/She would develop, edit, publish, and share engaging content on the social media platforms on daily basis (e.g., text, infographics, videos, and news feeds etc.) as given by the board. iii. He/She would suggest and implement social media strategy to align with the DTNBWED’ goals, objectives and amplify the social media posts based on target audience. iv. He/She should be able to monitor the social media handles, track and report

Sr. No.	Description	Particulars
		insights (traffic, engagement, shares, conversion rates, etc.) to DTNBWED. v. With the constant need to work and update the social regularly. vi. Any other responsibilities for this role assigned as necessary/appropriate
11	Remuneration	Rs. 35,000/- (Rupees Thirty Five Thousand only) per month

Sr. No.	Description	Particulars
1	Name of Position	<b>Young Professional – System and Database Operations Engineer</b>
2	Number of Vacancies	01 (One)
3	Method of Recruitment	Contract Based through Open Market
4	Age	Not more than 32 years
5	Tenure	The engagement would be purely on contractual basis of 01 (One) year. However, being a contractual arrangement, the engagement could be terminated at any time by the competent authority without assigning any reason.
6	Academic Qualification	<b>Essential</b> – Bachelor of Engineering/Bachelor of Technology (CS/IT/Electronics)  <b>Desirable</b> – M.Tech (CS / IT / Electronics) Or MCA, Or equivalent and having a valid REDHAT Certification
7	Technical Skills Required (Software/ Tools)	<b>Essential -</b> <ul style="list-style-type: none"> <li>i. Server Administration &amp; Deployment and maintenance of Applications / Website / Portal under Cloud environment.</li> <li>ii. Linux, Apache, NGINX, Tomcat, MySQL, Maria DB and Postgre SQL Database management.</li> <li>iii. Web Hosting through Apache HTTPD and NGINX.</li> <li>iv. Application Data Backup and Restore</li> <li>v. Knowledge of database concepts and technologies.</li> <li>vi. Deployment of SSL Certificate.</li> </ul> <b>Desirable -</b> <ul style="list-style-type: none"> <li>i. LVM configuration and troubleshooting.</li> <li>ii. Patching &amp; fixing updates of the Linux servers.</li> <li>iii. User/Group Administration and System security.</li> <li>iv. Installing software applications and Server Monitoring.</li> <li>v. Awareness of Virtualization and cloud environment.</li> <li>vi. Any other technical activity as directed by senior officers.</li> </ul>
8	Experience	i. Worked as <b>System and Database Operations Engineer</b> in any prestigious or government organization. ii. Overall Work Experience of minimum 2 year in System and Database Engineering work.
9	Nature of duties	i. Server Administration & Deployment and maintenance of Applications / Website / Portal under Cloud environment. ii. Web Hosting through Apache HTTPD and NGINX as and when required. iii. Application Data Backup and Restore iv. Deployment of SSL Certificate as and when required v. LVM configuration and troubleshooting as and when required. vi. Patching & fixing updates of the Linux servers.

Sr. No.	Description	Particulars
		vii. User/Group Administration and System security. viii. Installing software applications and Server Monitoring. ix. Work related to Virtualization and cloud environment. x. Any other technical activity as directed by senior officers.
10	Remuneration	Rs. 35,000/- (Rupees Thirty Five Thousand only) per month

2. **General Terms and Conditions of Engagement:** General Terms and Conditions regarding engagement of Consultants viz. Remuneration, Allowances, Age Limit, Leave etc. will be governed by the Guidelines for engagement of consultants/Young Professionals. The Guidelines for engagement of consultants/Young Professionals are available on website of DTNBWED.

3. The above position will be on purely temporary basis and for the period of one year. The competent authority also reserves the right to terminate the appointment at any time without assigning any reason/notice.

4. Applications from eligible candidates for the aforesaid position are invited in the enclosed Application Form. The application should reach the following address before the closing date of this vacancy circular; **the closing date of the Circular is 01.07.2025.**

**The Director General,  
Dattopant Thengadi National Board  
for Workers Education & Development,  
2<sup>nd</sup> Floor, Central Employment Exchange Building,  
Near Govt ITI, Pusa Road, New Delhi -110012**

6. Duly filled application from along with relevant documents may also be sent via e-mail on email : [director@cbwe.nic.in](mailto:director@cbwe.nic.in) followed by a hard copy.

7. Application received incomplete or after closing date will not be considered. **Only shortlisted candidates will be intimated and called for personal interaction or interview.**

8. DTNBWED reserves the right to reject any application without assigning any reason.

Encls.: As above

Copy to :  
**Official website of DTNBWED**