

A-12034/03/2022-Adm.I-Part(1)
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg
New Delhi-110001, Dated: 19th December, 2025

VACANCY CIRCULAR

Ministry of Labour & Employment (MoLE) invites applications for engagement of Young Professionals (Media) from open market purely on a contractual basis.

2. The guidelines for engagement of Young Professionals in this Ministry, containing the details regarding eligibility criteria, selection procedure, etc. are available on the website of the Ministry of Labour & Employment, i.e., <https://labour.nic.in>. The candidates are advised to go through these guidelines before submitting their applications.

3. The general requirements and other terms and conditions for the engagement are as under: -

1	Na me of position	Young Professionals (Media)		
2	Number of positions	02(Two) As per the qualifications mentioned at Sl. No. 7		
3	Method of recruitment	Contract-based through the Open Market		
4	Age Limit	Candidates should be below 32 years of age as on the date of advertisement		
5	Tenure	The engagement would be purely on a contractual basis for a fixed period of one year which may be extended by one year at a time up to a maximum tenure of three years from the date the candidate joins the assignment. However, being a contractual arrangement, the engagement could be terminated at any time by the competent authority without assigning any reasons.		
6	Remuneration(per month)	Rs. 60,000 (Consolidated inclusive of all)		
7	Education qualification	Sr. No.	No. of Posts	Essential Qualification
		1.	02	Degree in Mass Communications/ Journalism/ Public Relations/ Mass Multimedia & Communication from a recognised University/institute
8	Experience	a. Minimum of two (2) years of professional work experience as a communication professional having excellent skills in handling all media platforms, copy writing and proofreading, content creation, photo and video-editing, using tools and techniques to increase the visibility of the organization, using multimedia		

		b. having proficiency in Microsoft office packages, Adobe Illustrator, In design, Canvas, Photoshop etc.
9	Nature of Duties	writing press releases, press notes, and draft articles; conducting content research and writing for media campaigns; developing creative content for print, audio-visual, and social media; supporting the preparation of communication plans; and collating and conceptualising information for brochures, handbooks, newsletters, and other materials, collating content for the official website, monitoring media mentions and inquiries, and supporting the development of a "Social Media Strategy" for MoLE, developing and executing medium-specific strategies for the promotion of MoLE schemes and programmes, using analytics to tailor content for social media, coordinating with the Press Information Bureau, managing and coordinating with social media agencies and vendors, working with programmes and other stakeholders for planning and content creation, and providing support in photo and video documentation.

4. General terms and conditions of Engagement:

General terms and conditions regarding engagement of Young Professionals viz. Remuneration, Allowances, Age Limit, Leave, Working Hours, Period of Engagement as YP, etc. will be governed by the Guidelines for engagement of Young Professionals, available at https://labour.gov.in/sites/default/files/engagement_of_consultants.pdf. The number of vacancies is subject to increase/decrease as per requirement.

How to Apply:

i) Interested eligible candidates may submit their application online at the NCS portal at the following link:

<https://recruitment.ncs.gov.in/recruitment-of-young-professional-media-2025-user-selection>

ii) The last date for submission of applications is 09.01.2026. Physical applications or applications through email will not be accepted.

(Rahul Sinha)

Under Secretary to the Government of India

To,

1. IT Cell, M/o Labour & Employment with a request to upload this Circular on the website of this Ministry under the relevant heading.
2. NCS, M/o Labour & Employment with a request to upload this Circular on the NCS portal.
3. Notice Board