

## TERMS & CONDITONS & JOB DESCRIPTION

1. Only Shortlisted candidates would be called for interviews
2. NO TA/DA would be paid for the attending the interview
3. The candidate will work under the direct control of the client and will report as per their reporting structures.
4. This is a fixed term PMU for a Maximum Period of Three to Four Months.
5. Candidates selected under this PMU will be will have a fixed term of three to four months only .
6. The job is purely temporary and subject to acceptance by the client
7. Taxes would be deducted as per prevailing laws
8. If the Client terminates the PMU contract of MPCON, the same would apply to all employees selected under this PMU and their services would also stand terminated accordingly.
9. Applications along with Testimonials will be considered only on E-mail at [recruitment@mpconsultancy.org](mailto:recruitment@mpconsultancy.org). No other mode of application will be considered
10. Applications received after due date will not be considered.
11. The last date of receipt of applications would be 17/3/2026
12. MPCON reserves the right to cancel the current recruitment at any point of time if any situation arises .

### **Job Description (Social Media Expert)**

1. The candidate is expected to develop and implement a comprehensive social media strategy to increase brand visibility and engagement.
2. He / She should be proficient in creating and scheduling platform-specific content (visuals and copy) for Instagram, LinkedIn, and X.
3. He / She should be familiar with social media management tools (e.g., Buffer, Hootsuite) and basic design software like Canva.
4. The candidate should have experience in community management, including monitoring mentions and responding to user queries promptly.
5. The candidate should have excellent creative writing and communication skills to maintain a consistent brand voice.
6. Past experience in managing corporate social media handles and analyzing performance metrics will be given preference.