



# Manav Rachna Educational Institutions

NAAC ACCREDITED 'A++' GRADE UNIVERSITY

**Academic Session 2024-25**

## Internship Notification Form

### OVERVIEW

Name of the Department/ Campus Unit	CDOE - MRIIRS
Website / Other source of Information	<a href="http://www.manavrachnaonline.com">www.manavrachnaonline.com</a>
Profile Type (Teaching/ Non Teaching)	Non - Teaching
Brief write-up on the Department (50 to 75 words)	CDOE, an arm of MRIIRS facilitates admissions, marketing and branding for the online arm of Manav Rachna. The Department consists of Admission experts, faculty members, marketing professionals and IT Managers.

### JOB PROFILE

Designation	Content Writer
Job Description	<p>The Content Writer will be responsible for writing including, but not limited to social media copies, website content, brochure content for MRCDOE.</p> <p>He/She must have excellent written and verbal communication Skills. A Proficient grip on grammar An Expressive Personality who can give life to his/her words Understanding Basics of Copywriting, and can research effectively.</p>

Skills Required	Google Workspace, Content Writing, Copywriting, Time Management, Proofreading, etc.
Place of Posting	Q Block
Duration of Internship (Start and End Date)	3 Months
<b>SALARY DETAILS</b>	
Minimum No. Of Hours (As required by the department)	<b>40 hrs/month</b>
Training Period	<b>5 hrs</b>
Stipend paid during training	<b>No</b>
Bond or Service Contact (If yes, give details)	<b>Yes (in form of joining letter)</b>
<b>ELIGIBILITY</b>	
Eligible Courses/Branches	<b>UG/PG</b>

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MRIMPACT