

Bihar Vidyapeeth invites applications from eligible and suitable candidates for engagement as **Social Media -cum- Documentation Officer** on Contractual basis..

Details of the Post

- **Post: Social Media -cum- Documentation Officer**
- **Number of Posts:** 01
- **Remuneration:** Consolidated Attractive salary commensurate with qualification and experience.
- **Place of Posting:** Bihar Vidyapeeth, Patna
- **Nature of Engagement:** Contractual
- **Educational Qualification:** Graduate in any discipline from a recognized university. Preference will be given to degree of **BCA** or certified **Diploma in Computer Applications (DCA)** or Mass Media or equivalent.
- **Essential Skills:** Proficiency in MS Office, data entry, internet and email handling, basic computer operations, video recording or Reel making. Expertise in handling social media such as Facebook / Instagram / WhatsApp / Website maintenance, Documentation & Publication jobs etc.
- **Experience:** Minimum 2–3 years of working experience in an office environment is preferred. Candidates with relevant experience will be preferred.

Last Date for Application: 21/10/2026 by 3.00 PM

How to Apply

Interested and eligible candidates may send their updated CV along with copies of educational qualifications, experience certificates and other relevant documents **in** sealed envelop subscribing “ **Application for the post of Social Media -cum- Documentation Officer**” by registered post at the address given below.

To,

The Chairman,

Bihar Vidyapeeth,

Kurji, Patna - 800010, Bihar

Only shortlisted candidates will be called for interview. The Management reserves the right to accept or reject any application without assigning any reason. No TA/DA will be paid to attend the interview