

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 Vidyapith, 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 through email to vidyapithbihar@gmail.com or 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