

Aditya Clean Energy Systems(P) Ltd
Assist Manager- Corporate Communication

Advt. No: **ACES/Rectt/2025-26/001**

Dated: **22-June-2025**

ACES New Delhi invites applications from the interested and eligible candidates

The details are as under: -

Designation: Assist Manager- Corporate Communication
(on-contract)

Type: On-site (full-time)

Location: New Delhi

Remuneration: Rs. 35,000/- to Rs. 50,000/-; Depending upon the qualification(s), work experience and overall profile of the applicant, plus Rs. 500/- per month, towards reimbursement of mobile bill, as per the prevalent norms

Duration: 06 (six) months, from the date of joining, further extendable based upon the performance of the candidate and need of the organization

Eligibility Criteria:

- Graduation in Agriculture (B.Sc. Agri, Horticulture, Agribusiness, AgriL Engineering or related fields)/ Two-Years Full Time Post-Graduate Degree in Management, Social Sciences/Communication, etc. from a recognized Institute.
- Well-versed in spoken and written English; MS-Office (Word, Excel, PowerPoint), Google Suite (Docs, Sheets, Meet), WebEx, Zoom etc.
- Working Knowledge of digital marketing, social media marketing, email marketing, handling promotional campaign etc.
- Tech-Savvy: Familiarity with AI-based tools, MS Office, CRM, and research software is essential.
- Strong communication, negotiation, and interpersonal skills.
- Knowledge of various GOI schemes like PMFME, MIDH, SMAM, and SFURTI is a strong advantage.
- Willingness to travel frequently for field visits and client meetings.

Desirable

- Relevant work-experience in Business Communication in Agriculture Domain

Age Limit: Age should not Exceed 40 years by 20.06.2025

Job Summary:

We are looking for a proactive and mission-driven business communication professional to spearhead all internal and external communication efforts. This role includes areas such as media relations, public relations, employee engagement, crisis management, and social responsibility initiatives.

Key Responsibilities:

- Develop PR strategies & campaigns.
- Planning & implementation of corporate comm plan.
- Formulate policies & procedures related to public information programs.
- Manage & create content for all communication tools.
- Manage and create content for all comm tools.
- Assist in preparing customized project proposals and quotations as per client requirements.
- Use AI tools and digital platforms for market research, data management, report generation, and presentation preparation.

Mode of selection: Submission of online application, shortlisting, brief write-up/aptitude test (if required)/presentation, followed by personal interview in physical/online mode

GENERAL CONDITIONS:

1. The selected candidate will be engaged on contract basis initially for a period of six-months only, extendable subject to satisfactory performance of the incumbent & need of the organisation.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The company reserves the right to restrict the number of shortlisted candidates for the further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
3. The date for the Interview will be communicated later to only the shortlisted candidates through email ONLY. The candidates are advised to check their email regularly
4. The shortlisted candidates will be required to produce all original Certificates, Degrees and other documents pertaining to their educational/professional qualifications, work experience, age etc. for verification purposes at the time of the final selection process. Failure to do so may result in the cancellation of their candidature.

5. The number of posts may be increased or decreased as per need.
6. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
7. **Selection Process:** The selection process may involve written/ skill test followed by interview.
8. The selection process may be conducted in physical mode at Delhi office . Candidates are required to mandatorily mention their email ID in application form.
9. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Company reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
10. Candidates are advised to visit the website of company www.adityasolars.com, regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
11. The panel of selected waitlisted candidates will be valid for one year from the date of approval of the Competent Authority and the organisation can make appointments in the future also by operating the panel within the validity period.
12. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the company.
13. No TA/DA or any other incidental expenses will be reimbursed to attend the Interview.
14. The company also reserves the right not to fill the post (s), if it so desires.
15. No interim correspondence will be entertained or replied to.
16. Canvassing in any form will be a disqualification.

HOW TO APPLY

Interested and eligible candidates may submit their application form on or before 30th June-2025 by 05:30 pm through the Google Form link given as under: -

Online Application Form: (Through Google Form):

Link:

https://docs.google.com/forms/d/e/1FAIpQLSfxdwsZGWDmtsIVxtilre0SeGuunP20_qcCnn6UA2hg9m59ZQ/viewform?usp=header

In case of any query of clarification, please reach out: cmd@adityasolars.com

For details of organization, please refer to our website—www.adityasolars.com