



# THE SAMAJA

A Premier Odia Daily

Gopabandhu Bhawan, Buxi Bazar, Cuttack-753001



Applications are invited from the suitable candidates for the following posts.

POST	PLACE	QUALIFICATION / ELIGIBILITY	EXPERIENCE
<b>HR MANAGER</b> (1 No.)	<b>Cuttack</b>	MBA in HRM or equivalent <b>Age</b> : Upper Age 50 years	<ul style="list-style-type: none"><li>☞ Minimum 7 years of work experience in a reputed organization preferably in a reputed organization.</li><li>☞ Responsible for all HR functions including Recruitment &amp; Selection, Induction and orientation, Training &amp; Development, Compensation Management, Career Planning, Performance Management, Grievance Handling, HRIS, General Administrative matters and should be well conversant with the application of all governing rules and regulations pertaining to Human Resources.</li></ul>
<b>Sub-Editor</b> (2 Nos.)	<b>Cuttack</b>	<ul style="list-style-type: none"><li>• Graduation.</li><li>• Degree or Diploma in Journalism and Mass Communication</li></ul>	<ul style="list-style-type: none"><li>☞ Minimum 03 years experience as Sub-Editor in a reputed Daily / Print Media.</li><li>☞ Sound knowledge in Odia literature &amp; Odia DTP</li></ul>
<b>District Correspondent</b> (1 No.)	<b>Puri</b>	<ul style="list-style-type: none"><li>• Graduation.</li><li>• Degree or Diploma in Journalism &amp; Mass Communication is desirable.</li><li>• Proficiency in computer &amp; odia typing (DTP)</li></ul>	<ul style="list-style-type: none"><li>☞ Minimum 5 years experience in a reputed Daily / Print Media.</li></ul>
<b>Hardware Executive</b> (1 No.)	<b>Cuttack</b>	Diploma in Electronics / Hardware and Networking	<ul style="list-style-type: none"><li>☞ The candidate should have minimum 5 years experience in trouble shooting PC, peripheral, LAN, WAN etc. Experience in installation and trouble shooting of various operating systems and applications used in publication house.</li></ul>
<b>Sr. BDE / BDE</b> (Advt. / Circulation) (6 Nos.)	Cuttack Bhubaneswar Sambalpur Balasore Berhampur Rourkela Koraput Angul, Jajpur Bolangir, Puri Sundargarh	<ul style="list-style-type: none"><li>• MBA with specialization in Marketing.</li><li>• Preference / consideration shall be given to the candidates having work experience in Media / related trade.</li><li>• Maximum age limit 35 years</li></ul>	<ul style="list-style-type: none"><li>☞ Minimum 05 years experience for Sr. BDE &amp; 02 years experience for BDE in a reputed Daily / Print Media.</li></ul>
<b>Content Writer</b> (1 No.)	<b>Cuttack</b>	Graduation. Degree or Diploma in Journalism & Mass Communication is desirable.	<ul style="list-style-type: none"><li>☞ Minimum 3 yrs experience in similar job with knowledge of typing in Odia.</li></ul>
<b>Translator cum Proof - Reader</b> (1 No.)	<b>Cuttack</b>	Graduation. Degree or Diploma in Journalism & Mass Communication is desirable.	<ul style="list-style-type: none"><li>☞ Minimum 3 yrs experience and ability to translate Odia, Hindi &amp; English languages.</li></ul>
<b>Jr. Asst.</b> (4 Nos.)	Cuttack Sambalpur	B.Com. Thorough knowledge in tally, Excel and other accounts related software	<ul style="list-style-type: none"><li>☞ The candidate should have minimum 2-3 years of work experience in relevant field.</li></ul>
<b>Executive Assistant</b> (1 No.)	<b>Cuttack</b>	Graduation or above	<ul style="list-style-type: none"><li>☞ Four or more years of experience in an administrative role reporting directly to upper management.</li><li>☞ Excellent written and verbal communication skills.</li><li>☞ Strong time-management skills and an ability to organize and coordinate multiple concurrent assignments.</li><li>☞ Ability to maintain confidentiality of information related to the company and its employees.</li></ul>

Interested candidates fulfilling the above criteria may apply to the undersigned with photocopies of testimonials in support of their qualification and experience along with recent passport size photograph. The applications / bio-data etc should reach the undersigned on or before **20/01/2025**. **The post applied for should be superscribed on the top of the envelope in capital letters.** Applications if received any after the stipulated date shall be rejected. Applicants may also apply through e-mail ([jobs@thesamaja.in](mailto:jobs@thesamaja.in)). **Preference shall be given to the candidates having experience in print media.**

The authority reserves the right to reject any or all applications without assigning any reasons thereof.

**GENERAL MANAGER**