



WE ARE HIRING

For 110 Vacancies

Academic Department



Admin Department



Digital Department



Production Department



Support Staff



How to apply :

MADE EASY Jobs

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NEXT IAS Jobs

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Last date to apply :

15th Feb, 2023





ACADEMIC DEPARTMENT

✓ **Faculties**

Job Description : B.Tech/M.Tech candidates with experience of teaching in GATE & SSC segment for at least 3 years.
& Min. Qualification

• **No. of Posts** : 6 • **Job Location** : MADE EASY

✓ **Assistant Faculties/Content Heads (CE, EE, CS)**

Job Description : B.Tech/M.Tech candidates who have prepared for competitive exams and have in-depth knowledge of subjects.
& Min. Qualification

• **No. of Posts** : 3 • **Job Location** : MADE EASY

✓ **Academic Coaches**

Job Description : Civil Services Main Exam qualified candidates who can guide/assist students to identify strengths and weaknesses, analyze their progress and offer a customized exam preparation strategy. You are expected to motivate students and act as a bridge between faculty and students.
& Min. Qualification

• **No. of Posts** : 5 • **Job Location** : NEXT IAS

Min. Experience : Not required

✓ **Content Reviewers**

Job Description : Candidates appeared for CSE Main having sound editorial knowledge with ability to conceive and conceptualize new products/ideas that help the student's preparation.
& Min. Qualification
Min. Experience : Not required

• **No. of Posts** : 4 • **Job Location** : NEXT IAS

✓ **Content Developers (GS, Technical)**

Job Description : **For GS (NEXT IAS)** : Candidates appeared for CSE Mains having sound knowledge of subject and the ability to present it in a better manner to make it easy to memorize. You are expected to research quality questions for test series.
& Min. Qualification

• **No. of Posts** : 10 • **Job Loc.** : NEXT IAS, MADE EASY

For Technical- CE, ME, EE, EC, CS (MADE EASY) : B.Tech/M.Tech candidates having excellent rank in GATE/ESE. You are expected to research quality questions for test series.

Min. Experience : Not required

✓ **Copy Evaluators (GS, Optionals)**

Job Description : Candidates having excellent written and analytical skills who have appeared for CSE Mains.
& Min. Qualification : This position is on freelance basis.

• **No. of Posts** : 15 • **Job Location** : NEXT IAS



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ADMIN DEPARTMENT

✓ HR Managers/Executives

• No. of Posts : 2 • Job Location : NEXT IAS, MADE EASY

Job Description : Ability to develop and implement HR policies, and support current and future human capital needs through engagement, motivation and preservation and development.

Min. Qualification : MBA degree in HR management with minimum 3 years of experience.

✓ Admin Managers/Executives

• No. of Posts : 2 • Job Location : NEXT IAS

Job Description : Ability to oversee, organize and supervise to ensure the smooth functioning of our classrooms.

Min. Qualification : MBA degree with minimum 2 years of experience in education industry.

✓ Marketing Managers/Executives : Outdoor

• No. of Posts : 3 • Job Location : NEXT IAS, MADE EASY

Job Description : Ability to develop marketing strategies, implement plans, maintain customer relations and boost growth. You are expected to travel pan India to meet prospects and organize events while coordinating closely with multiple teams.

Min. Qualification : MBA Graduate with at least 2 years of experience in the education industry.

✓ Front Desk Counsellors

• No. of Posts : 2 • Job Location : NEXT IAS

Job Description : Ability of handling students' queries/grievances. You should possess strong communication skills and be able to answer and manage calls with complete information.

Min. Qualification : Bachelor degree with minimum 1 year of experience in similar field.

✓ Classroom Coordinators

• No. of Posts : 4 • Job Location : NEXT IAS, MADE EASY

Job Description : Ability to run and manage classrooms with support of other staffs. You should have good coordination skills.

Min. Qualification : Bachelor degree with minimum 1 year of experience in education industry.



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DIGITAL DEPARTMENT

✓ Creative Heads

• No. of Posts : 2 • Job Location : NEXT IAS, MADE EASY

Job Description : Visionary persons who can conceive and implement concepts, guidelines and strategies for various online products including our web and blogs to expand our reach.

Min. Qualification : Bachelor degree with a creative vision, strong leadership skills, excellent project management and communication skills, sound knowledge of SEM, CMS, CRM, e-commerce, MarTech innovation; in-depth understanding of SEO ranking factors, Google ads tools, experience in conducting AB testing, large data sets, email marketing, social media and PPC display. Minimum 3 years of experience is desirable.

✓ SEO Managers/Executives

• No. of Posts : 2 • Job Location : NEXT IAS, MADE EASY

Job Description : Experienced persons who can help us increase the visibility and organic traffic of our website and blogs.

Min. Qualification : Bachelor degree with ability to conceptualize, develop and execute SEO strategies to conduct keyword research and recommend fixes. Should be able to make plans and process of monthly/weekly/ daily schedule of videos across all of our channels. Communicate with various stake holding departments to execute. Minimum 3 years of experience is desirable.

✓ Managers-Digital Marketing

• No. of Posts : 2 • Job Location : NEXT IAS, MADE EASY

Job Description : Ability to plan, run and analyze digital marketing campaigns, web, SEO/SEM, mailers, SM and display advertising.

Min. Qualification : Bachelor degree with experience of handling a big team of SEO/SEM, database etc. Should be highly creative in identifying target audience with solid knowledge of website analytics tools and ad serving tools. Minimum 3 years of experience is desirable.

✓ SMM Content Managers

• No. of Posts : 2 • Job Location : NEXT IAS, MADE EASY

Job Description : Visionary and passionate persons to take ownership of growing the reach and impact of our online video content for our students all across India.

Min. Qualification : Bachelor degree with strong knowledge of YouTube Analytics and optimization. Knowledge of the education industry is a must. Minimum 3 years of experience is desirable.

✓ PPC Asst. Managers/Executives

• No. of Posts : 4 • Job Location : NEXT IAS, MADE EASY

Job Description : Ability to analyze, monitor, and report on ROI for pay-per-click campaigns, identify relevant and strong keyword searches; test landing pages etc.

Min. Qualification : Bachelor degree with good knowledge of Google Analytics, retargeting and look alike audiences.



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DIGITAL DEPARTMENT

✓ Script Writers/Blog Writers

• No. of Posts : 2 • Job Location : NEXT IAS, MADE EASY

Job Description : Proficiency in writing scripts for commercials, TV campaigns, digital media campaigns, short films, YouTube reels, events promotions etc.

Min. Qualification : Bachelor degree (preferably Mass Communication) with understanding of media industry and a spark of script writing.

✓ Current Affairs Academic

• No. of Posts : 2 • Job Location : NEXT IAS, MADE EASY

Job Description : Ability to research and analyze current affairs topics of national and international affairs and write/produce content on digital platforms.

Min. Qualification : Bachelor degree with good analytical skills and well versed with current affairs.

✓ Proof Readers

• No. of Posts : 2 • Job Location : NEXT IAS, MADE EASY

Job Description : Ability to ensure written documents/digital documents free of spelling, grammar, punctuation and formatting errors.

Min. Qualification : Bachelor degree with excellent command of English Grammar having at least 1 year of experience.

✓ PR Executives

• No. of Posts : 2 • Job Location : NEXT IAS, MADE EASY

Job Description : Ability to promote and maintain public's perception of our brand reputation through media/social media coverage, implementing the company's communication strategy.

Min. Qualification : Bachelor degree in PR, communications, journalism, or a similar field with excellent communication and presentation skills. Minimum 1 year of experience is desirable.



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PRODUCTION DEPARTMENT

✓ Senior Anchors (Freelancers)

• No. of Posts : 2 • Job Location : NEXT IAS, MADE EASY

Job Description : Enthusiastic News Anchor having exceptional verbal and written communication skills, who can present our daily/weekly/monthly news bulletins. Should be able to host talk shows with toppers, teachers etc.

Min. Qualification : Bachelor degree in Journalism or Communication who understands the news programs process with a minimum experience of 5 years.

✓ Video Editors

• No. of Posts : 3 • Job Location : NEXT IAS, MADE EASY

Job Description : Ability to handle video editing jobs throughout the process and having a good grasp on scripting, music, animation etc. Should be able to maintain video production schedules, monitor progress, ensure all technical details, reviewing edits with brand consistency.

Min. Qualification : Bachelor degree with at least 3 years of experience.

✓ Motion Graphic Artists

• No. of Posts : 2 • Job Location : NEXT IAS

Job Description : Ability to add effects/elements to a video to improve its tone and aesthetics. Must possess strong knowledge of Adobe After Effects, Adobe Premier Pro, Animate and the other latest tools.

Min. Qualification : Bachelor degree with at least 3 years of experience.

✓ Graphic Designers

• No. of Posts : 2 • Job Location : NEXT IAS, MADE EASY

Job Description : Ability to design and illustrate, create infographics from concept to delivery while maintaining brand consistency. Generate ideas to portray our digital products with strong aesthetics. You should have excellent hands-on latest image editing softwares like Photoshop, Adobe Illustrator, Corel draw, etc.

Min. Qualification : Bachelor degree with at least 3 years of experience.

✓ Cameramen

• No. of Posts : 2 • Job Location : NEXT IAS

Job Description : Ability to plan shots, assemble, prepare and set up equipments, offer advice for better filming a scene, and work closely with different production teams.

Min. Qualification : Bachelor degree with at least 3 years of experience



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SUPPORT STAFF

✓ Security Guards

Minimum qualification : 12th Pass

Minimum Experience : 1 Year

- No. of Posts : 5
- Job Location : NEXT IAS, MADE EASY

✓ Office Boys

Minimum qualification : 12th Pass

Minimum Experience : 1 Year

- No. of Posts : 10
- Job Location : NEXT IAS, MADE EASY

✓ House Keepers

Minimum qualification : 12th Pass

Minimum Experience : 1 Year

- No. of Posts : 5
- Job Location : NEXT IAS, MADE EASY

✓ Drivers

Minimum qualification : 12th Pass

Minimum Experience : 4 Years

- No. of Posts : 3
- Job Location : NEXT IAS, MADE EASY



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