

13. Post:	Project Associate –(Technical Document Writer)
Position Code:	PA (TDW)
No. of Posts	01
Location	C-DAC, Silchar
Duration of the position	Three Years
Minimum Educational Qualification	B.E/ B. Tech or equivalent degree in Computer Science/Information Technology/Electronics OR Post Graduate Degree in Computer Science/Masters in Computer Application OR M.E/M.Tech or equivalent degree in CSE/IT/Electronics
Minimum Post Qualification Relevant Experience	NIL
Desirable Skills (in one or more topics)	<p>Research, outline, write, and edit new and existing content, working closely with various departments to understand project requirements</p> <p>Independently gather information from subject matter experts to develop, organize, and write procedure manuals, technical specifications, and process documentation</p> <p>Work with development and support leads to identify all documentation repositories, revise and edit, and determine the best solution for data compilation and centralized storage. Research, create, and maintain information architecture templates that uphold organizational and legal standards, and allow for easy data migration</p> <p>Develop content in alternative media forms for maximum usability, with a consistent and cohesive voice across all documentation.</p> <p>Proven ability to quickly learn and understand complex topics</p> <p>Previous experience writing documentation and procedural materials for multiple audiences. Superior written and verbal communication skills, with a keen eye for detail</p> <p>Experience working with engineering to improve user experience: design, UI, and help refine content and create visuals and diagrams for technical support content.</p> <p>Prior Job experience in relevant field is preferred.</p>
Job Profile and other Skills	Project Proposal Writing, Presentation preparation, User Manuals, Newsletter and other Project Documentation
Mode of selection	Written Test cum Interview
Emoluments	<p>Consolidated pay : Rs.25,000-35,000 p.m</p> <p>At present the salary and other benefits include Consolidated pay, Medical Reimbursement, Provident fund, Food / Canteen Subsidy, Leave Encashment, Gratuity and annual increment (as per the performance).</p>