



Research | Consulting | Training

Always Looking for Great People...

Position: English Writers
Department: Business Development
Location: Delhi / Lucknow

AMS (www.amsindia.org) is offering research-based consulting services to various Govt. departments and international agencies (**World Bank, Unicef, UNDP, WFP, etc.**). Our major areas of work include **Rural Development, Income & Livelihoods, Handicraft / Handloom Clusters, Financial Inclusion, Public Health, Nutrition, Water & Sanitation, Women & Child Development, and Education.**

For generating business, our organization responds to tenders floated by various Government departments, international agencies, etc. Our Business Development Unit prepares these responses (referred to as proposals) in consonance with the tender document and requirements of the client.

To expand our **Business Development Unit**, we require:

English Writers **Delhi / Lucknow**

Job Responsibility

- To read the tender documents thoroughly and understand the tender requirements
- To participate in the pre-submission meetings to clarify any doubt regarding the tender requirements
- To develop customized CVs of our experts in consonance with the tender requirements
- To create appealing content for our organization's profile to highlight the relevant expertise
- To develop winning proposals against tenders within stipulated timeline
- To carry out other activities which involve English writing, delegated from time to time

Eligibility

- PG Degree / Diploma in **Management**, with specialization in Marketing
- Computer savvy with good command over **Written English***
**to be adjudged through an English Writing Test*
- Freshers and experienced, both are welcome to apply
- **It is an office-based position, requiring candidates' physical presence in the office.**

Remuneration: Rs. 5.04 lakh per annum

Appointment:

This is a full-time regular position. Initially, the individuals will be appointed on a probationary basis for a period of 1 year. After successful completion of the probation period, the candidate would be absorbed in the regular cadre of the organization with benefits, such as, PF, Health Insurance, Medical Allowance, Self-Development Allowance, etc.

How to Apply

Interested candidates may mail their detailed CV along with a recent photograph to hrd@amsindia.org clearly mentioning "**English Writers**" along with **choice of location** in the subject line.

☞ Only short listed candidates shall be notified by us.