



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA
Office of Corporate Relations & Alumni

Ref. No. IKGPTU/CRA/...1095.....

Dated..30/8ept/2026..

Directors/ Principals

All the University Campuses & it's Affiliated Colleges

I K Gujral Punjab Technical University Jalandhar, Kapurthala

Sub: BizDev Worldwide Ads Pvt. Ltd. - Joint Campus Placement Drive.

Respected Sir/Madam

I K Gujral Punjab Technical University invite students of it's campuses & affiliated colleges to participate in BizDev Worldwide Ads Pvt. Ltd. - Joint Campus Placement Drive as per details mentioned below:-

Designation	:	Profile 1:- Video Editor Profile 2:- Social Media Executive
Course/Stream	:	All UG/PG courses
Job Location	:	Jalandhar
Salary package	:	Profile 1:- 15k – 30k per month (as per skills) Profile 2:- 15k – 25k per month (as per skills)
Batch Eligible	:	2026 passed out
Eligibility	:	Freshers with good practical skills

Roles & Responsibilities (Video Editor) :

1. Edit Reels, social media videos and promotional content.
2. Work on **Adobe Premiere Pro, After Effects and Photoshop.**
3. Add transitions, subtitles, motion graphics, music and effects.
4. Execute videos as per concepts, scripts and creative requirements.
5. Deliver quality work within timelines and manage revisions.
6. Coordinate with the creative and social media teams.

Roles & Responsibilities (Social Media Executive):

1. Manage daily social media activities for assigned clients.
2. Execute monthly content calendars and ensure timely posting.
3. Coordinate with designers, video editors and clients.
4. Handle captions, hashtags, scheduling and publishing.
5. Monitor comments, DMs, mentions and engagement.
6. Research trends and relevant content ideas
7. Maintain daily task sheets, content calendars and performance reports.

"Propelling Punjab to a prosperous Knowledge Society"

I.K. Gujral Punjab Technical University

Jalandhar-Kapurthala Highway, Kapurthala -144 603. (M) : 94780-98136

E-mail : placements@ptu.ac.in **Website :** www.ptu.ac.in

8. Check content for spelling, dates, offers and client details before publishing.
9. Follow up on pending creatives, approvals and client requirements.
10. Ensure timely, accurate and consistent execution across platforms.

Interested students may register at the link mentioned below:-

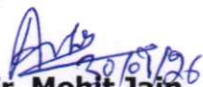
https://docs.google.com/forms/d/1R6Vg8bFoCrA02iCNneocI_5Qe1DEO6d73Ph7XZzkDv8/edit

You are requested to kindly direct the Training & Placement Officer(s)/ Faculty Coordinator(s) of your respective college/ campus to share the information with the concerned students. ***Last date of online registration is 01-Oct-2026 before 1600 hrs.***

Date & Time of the selection process will be informed later on.

For any further queries, you may please call the undersigned @ +91- 94780-98136.

With profound regards,


Er. Mohit Jain
Assistant Registrar (CR&A)

CC:

1. SVC: For kind information of the Hon'ble Vice Chancellor
2. Head (CR&A): For kind information
3. DR (ITS) - To upload at University website
4. File.