



**Guru Gobind Singh Indraprastha University**  
“A State University established by the Govt. Of NCT Delhi”  
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 897

28<sup>th</sup> February 2024

**Sub. Placement opportunity for UG, PG and PhD (English/Journalism/Mass Communication) students of GGSIP University of 2024 passing out and 2023, 2022 passout batch in the company “Innodata”**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for UG, PG and Ph.D (English/Journalism/Mass Communication) students of GGSIP University of 2024 passing out and 2023, 2022 passout batch in the company “Innodata” for your reference and circulation to students to apply on given link by **29<sup>th</sup> February 2024**:

**Registration Link:** <https://forms.gle/rdwPCxhwtYw4G5vg9>

**Name of Company** – Innodata

**Eligible Degrees** – B.A/M.A/Ph.D of English/Journalism/Mass Communication (2022/23 passouts/ 2024 appearing can apply)

**Position** – Subject Matter Expert: Analyst

**Number of Positions** – 30

**Work Location** – Noida, Sector-62 (Work from home)

**Joining** – Immediate

**CTC** –

1. Bachelors- INR 4.0 – 6.0 LPA
2. Masters- INR 5.0 – 7.0 LPA
3. Ph.D- INR 7.0 – 9.0 LPA

LAST DATE FOR REGISTRATION IS **29<sup>th</sup> February 2024**.

**(Dr. Nisha Singh)**  
Training and Placement Officer  
CCGPC, GGSIP University

**About Company** – Innodata listed in NYSE as (NASDAQ: INOD), is a global digital services and solutions company. Our technology and services power leading information products and online retail destinations around the world. Our solutions help prestigious enterprises harness the power of digital data to re-imagine how they operate and drive performance. We serve publishers, media & information companies, digital retailers, banks, insurance companies, government agencies and many other industries. We take a “technology-first” approach, applying the most advanced technologies in innovative ways. Founded in 1988, we comprise a team of 5,000 diverse people in 8 countries who are fiercely dedicated to delivering services and solutions that help the world make better decisions.

Innodata is headquartered in New Jersey with sales and delivery offices across North America, UK, India, Philippines, Sri Lanka, Israel, China, France and Canada. For more details about the organization, please visit [www.innodata.com](http://www.innodata.com).

## **JOB DESCRIPTION:**

### **Job Summary**

We are seeking experienced and knowledgeable Subject Matter Experts (SMEs) in the field of English to join our team. As an SME, you will play a critical role in building data sets for large language model training (similar to ChatGPT, Bard, Bing, and HuggingChat, for example). Your role will include writing/authoring responses to a wide range of prompts in your field of expertise, which will enable us to enhance the capabilities and knowledge base of our language model.

### **Responsibilities**

- Create/generate high-quality responses to given prompts across a wide variety of topics within your field of knowledge, from simple to more complex levels of difficulty.
- Exhibit exceptional expertise in creative English writing within your field of knowledge, while making sure to utilize:
  - Reliable and relevant sources to gather information and facts for your responses.
  - Appropriate and consistent language, tone, and style for your responses.
  - Creative and engaging techniques to make your responses interesting.
- Conduct in-depth research to gather precise and relevant information to provide an accurate response.
- Ensure the accuracy, coherence, clarity, and quality of your response.
- Provide constructive feedback and valuable insight regarding techniques and strategies for writing responses.
- Contribute to the continuous improvement of our language model by identifying potential areas of enhancement and suggesting new prompt ideas.
- Collaborate with other SMEs to maintain consistency and quality across the prompt generation process.

### **Requirements**

- Bachelor's to master's (or higher) degree in English/Mass Communication /Journalism from Top Tier colleges.

- US Native level English proficiency , well versed with writing and reading in their language, with excellent written and verbal communication skills.
  - Working experience in content writing, blogging, problem-solution writing, and editing of text.
  - Demonstrated ability to generate clear, concise, and engaging content.
  - Strong research skills and ability to gather information from credible sources.
  - Familiarity with large language models and their applications is a plus.
  - Ability to work independently and meet deadlines.
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- Attention to detail and commitment to delivering high-quality work.
  - Flexibility to adapt to changing project requirements and priorities.
  - Collaborative mindset and willingness to work with a multidisciplinary team.