



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

Advt. No.– ES/02/2018

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSTS

Online applications in prescribed format are invited from Indian nationals possessing excellent academic background for the following post.

Sl. No.	Name of the Post*	Consolidate d Pay	Number of Vacancies			AGE LIMIT
			Contract Period#	UR	Total	
01	Public Relations Officer (on contract)	₹ 50000/- PM	1 Year	01	01	NA

- * The post of Public Relations Officer is purely temporary and candidate joining as contractual employee will be unrelated to any permanent position in NIT.
The contract is initially for a period of 01 year, which may be extended for maximum up to 03 years based on the performance of the candidate.

Please go through the following information carefully before filling the online application.

QUALIFICATION AND EXPERIENCE

01. PUBLIC RELATIONS OFFICER (ON CONTRACT)

A. Pay Scale – Consolidated pay of ₹50000/- per month

B. Qualification –

Master's degree in Journalism & Mass Communication/ Public Relations or its equivalent.

or

Master's degree in English or Hindi & Postgraduate Diploma in Journalism/ Mass Communication / Public Relations with at least 55% marks from a recognized University / Institute.

and

Proficiency in the use of latest computer and mobile applications, M.S. Word, Excel, Power-Point, Social Media applications.

C. Experience –

Minimum five (05) years of relevant experience of working in a Government Institution/ University/ Industry/ Media House in the preparation of press-brief, handling print and electronic media, stakeholders / client meet, relationship management, branding and publication of newsletters, bulletins.

GENERAL INFORMATION

1. **All Qualification, Experience and Age Limit will be recognized as on 07/06/2018 (date of closing of online application form).**
2. As an Institute of national importance, NITR strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
3. NITR strives to have a workforce which also reflects gender balance and hence female candidates are especially encouraged to apply.
4. **Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their applications through proper channel. Alternatively, they may apply online and submit the NOC at the time of interview.**
5. Degree as referred above should have been awarded by a recognized University/ Institute.
6. The Institute reserves the right not to fill the post advertised and to reject any or all the applications without assigning any reason.
7. Experience gained only after the minimum qualifying degree will be taken into consideration.
8. **Contractual appointments are purely temporary and candidates joining as contractual employee will be unrelated to any permanent position in NIT.**
9. Mere eligibility will not vest any right on any candidate for being called for selection test and/or interview. The Institute reserves the right to restrict the number of candidates for interview/selection test to a reasonable limit, on the basis of qualification, experience, and relevant to its needs higher than those prescribed in this advertisement.
10. The Institute reserves the right to relax experience for persons with brilliant academic career, with specialized skills in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / Central University / Central R&D institution.
11. **A panel of eligible candidates shall be prepared as per recommendation of the Selection Committee and vacancies that arise within one year will be filled in sequence out of the panel.**
12. **Application fee of ₹ 300/- is payable by all applicants except SC, ST, PWD and Female candidates.**
13. Canvassing in any manner would entail disqualification of the candidature.
14. **Name of the shortlisted candidates will be displayed in the Institute website (Tentative date – 18/06/2018). No separate Individual intimation will be sent.** Beside, all information regarding Selection Test and/or Interview schedule etc. will

also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. Candidates are requested to regularly visit the Institute website i.e., www.nitrkl.ac.in for updated information regarding the recruitment.

15. The decision of the Institute in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection / interview. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Rourkela.
16. Candidates who will get selected for interview will have to produce original documents in support of all the particulars mentioned in their application form regarding their educational qualification, experience, reservation category and other claims as applicable.
- 17. No TA/DA will be paid to attend the selection process (Test and/or Interview).**
- 18. Candidates may be posted and/or transferred to any department at any time during contract period at the discretion of the management.**

How to apply

Step-1: Register for creating User ID and Password for online application in Institute website (http://nitrkl.ac.in/Jobs_Tenders/2NonTeaching/Default.aspx).

Step-2: Fill the online application form complete in all respect and submit the same online. You can save before final submission to edit/review any field. No change is permissible after submission.

Step-3: After submission of form, payment gateway will open for payment of fee if applicable (not applicable for SC/ST/PWD/Female candidates). Follow the instructions carefully for payment of fee. Without payment of fee, application will not be accepted / considered.

Step-4: Take a print-out of the completed application form, paste a recent coloured passport size photograph, put signature at specified spaces and preserve safely. Shortlisted candidates will be required to submit the same along with a set of photocopy of all the certificates while reporting for the selection test and/or Interview.

Important Dates

Opening of Online Application Form	-	08/05/2018	(10.00 AM)
Closing of Online Application Form	-	07/06/2018	(06.00 PM)
Publication of Scrutiny Result and Test/Interview Schedule	-	18/06/2018	(06.00 PM)

**Sd/-
REGISTRAR**