



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSITION

Advertisement No.– NITR/ES/02/2020 Dated 11-Jan-2020

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

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

* The position is purely ad hoc and on contractual basis.

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 and requirement of the Institute.

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.

Terms & Conditions

1. **All Qualification and Experience will be reckoned as on 27/01/2020 (date of closing of online application form).**
2. Degree as referred above should have been awarded by a recognized University/ Institute.
3. The position is contractual, temporary and on ad hoc basis and may be terminated at any time.
4. The payment per month is inclusive of all taxes, perquisite benefits, but subject to deduction of income tax at source as per law.
5. The job involves developing public relation strategies and campaigns. Preparing press releases, keynote speeches and promotional material. Managing social media account of the Institute and building positive relationship with stakeholders, media and public. S/he shall execute any other assignments as and when assigned.
6. The incumbent will have to report to Registrar, NIT Rourkela.
7. 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.
8. 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.
9. **Application fee of ₹ 500/- is payable by all applicants except SC, ST, PWD and Female candidates.**
10. Canvassing in any manner would entail disqualification of the candidature.
11. **Name of the shortlisted candidates will be displayed in the Institute website. 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.
12. 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.

13. 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 and other claims as applicable.
14. **No TA/DA will be paid to attend the selection process (Test and/or Interview).**

How to apply

- Step-1:** Register for creating User ID and Password for online application in Institute website (<https://www.nitrkl.ac.in/FacultyStaff/Career/Non-Teaching/>).
- Step-2:** Fill the online application form complete in all respect and submit the same online. No change is permissible after submission.
- Step-3:** After submission of form, please proceed to pay the application fee in the SB Collect as guided by the online application portal. After payment of application fee, update the payment information and upload the payment receipt in the application portal within the closing date of application. Without payment of fee, application will not be accepted.
- Step-4:** Take a print-out of the completed application form 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	-	11/01/2020
Closing of Online Application Form	-	27/01/2020

**Sd/-
REGISTRAR**