



भारतीय प्रौद्योगिकी संस्थान जम्मू
Indian Institute of Technology Jammu
जगती, राष्ट्रीय राजमार्ग -44, नगरोटा, जम्मू (जम्मू और कश्मीर) – 181221
Jagti NH-44, Nagrota, Jammu (Jammu and Kashmir) – 181221
ई-मेल/E-mail: registrar@iitjammu.ac.in

IITJmu/Estt.II/11-16/14/2021/133

25 April 2022

Online Applications are invited from enthusiastic candidates to fill the post **on outsourcing (through manpower agency)**.

Ser.	Name of the post	Vacancies	Age Limit	Pay
1	Communication Officer	01	35 years	₹ 55,000 – ₹ 70,000 per month (Consolidated)

Roles and Responsibilities:

- To do planning, developing and implementing PR strategies and managing the PR aspect of a potential crisis situation
- Establishing communication with colleagues and key spokespeople
- To liaison with, and answering enquiries from media, individuals and other organisations.
- researching, writing and distributing press releases to targeted media
- To ensure collating and analysing media coverage
- Preparing to write and editing in-house magazines, case studies, speeches, articles and annual reports
- To prepare and supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes
- Devising and coordinating photo opportunities
- Initiative to organise events including press conferences, exhibitions, open days and press tours
- For maintaining and updating information on the institute website
- To manage and updating information and engaging with users on social media sites such as Twitter, Facebook, Instagram and LinkedIn
- To generate sourcing and managing speaking and sponsorship opportunities, commissioning market research
- Fostering community relations through events such as open days and through involvement in community initiatives

Essential Qualification:

Masters in Media and Mass Communications and related field with atleast 55% marks.

Desirable:

Relevant Experience of two years in the field of media and mass communication. Preference shall be given to candidate having experience in CFTIs.

Soft skills:

- excellent communication, interpersonal and writing skills
- drive, competence, flexibility and a willingness to learn
- excellent organisational and time management skills with the ability to multitask
- the ability to cope with pressure
- creativity, imagination and initiative
- good teamwork, analytical and problem-solving skills
- business awareness and a good knowledge of current affairs

General Instructions:

- (a) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.
- (b) The engagement shall be purely on outsource basis through manpower outsourcing agency of the Institute and period of engagement shall be purely dependent on the requirement of the Institute. The salary will be paid through manpower agency contracted by IIT Jammu. Please note that this is purely a temporary appointment, and selection does not entitle for any claim what-so-ever of permanency or regularization against any regular post or any vacancy arising in future in this or any other cadre/post on the basis of this service. The Institute can fix the consolidated salary lower/ higher in the given range.
- (c) No claim for any service benefit like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
- (d) There is no application fee for Application form.
- (e) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software, Tally etc. and OS like MS-Windows) is a must.
- (f) Shortlisted candidates shall be called for Trade Test/Interaction evaluation. Mere qualifications may not ensure short-listing and Institute may apply higher than minimum cut off criteria to ensure reasonable number of candidates. The Candidate needs to bring all the original documents for verification during Trade Test/Interaction.

Application Submission:

- (a) Candidates are required to apply ONLINE only from 25 April 2022 (Monday) to 04 May 2022 (Wednesday) upto 5:00 pm.
- (b) For submission of application through ONLINE MODE, please visit: <https://apply.iitjammu.ac.in> and select tab Contract Staff to apply.
- (c) Incomplete applications shall be summarily rejected. Candidates must provide details of 10th, 12th, graduation and post-graduation.
- (d) For any queries and information please write to deputyregistrar@iitjammu.ac.in
- (e) For further information, please visit the institute website: <https://iitjammu.ac.in>

Officiating Registrar