



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

No. IITJmu/Estt.II/11-16/14/2021/89

20 Feb 2023

Walk in interview for enthusiastic candidates to fill the post on Contract basis.

Ser.	Name of the Post	Vacancy	Age Limit	Pay
1.	Communication Officer	01	35 Years	₹ 55,000- 75,000 per month consolidated

**Roles and Responsibilities:**

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

**Essential Qualification:**

Graduation in any discipline with at least 55% marks.

Desirable:

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

Soft skills:

- (a) excellent communication, interpersonal and writing skills
- (b) drive, competence, flexibility, and a willingness to learn
- (c) excellent organizational and time management skills with the ability to multitask
- (d) the ability to cope with pressure
- (e) creativity, imagination, and initiative
- (f) good teamwork, analytical and problem-solving skills
- (g) 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 contract basis through the Institute and period of engagement shall be purely dependent on the requirement of the Institute. 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 based on 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 applying.

(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.

**Sd/xx**  
**Officiating Registrar**