



भारतीयविदेशव्यापारसंस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University -- Under Department of Commerce, Govt. of India)

Engagement of Public Relations Officer (PRO) on contractual basis

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India, engaged in education, training and research in the area of International Business. The Institute intends to engage a experienced person as Public Relations Officer (PRO), purely on contract basis for an initial period of one year, which may be extended further.

Educational Qualifications & Experience:

(a) Essential:

- Bachelor's Degree in Mass Communication / Journalism from a recognized University with minimum 55% marks or equivalent grade point average;
- Candidate should be well versed with English and Hindi Language (written & spoken both);
- Should be able to work fluently on computers;
- Minimum 5 years experience in the public relations/publicity/journalism, preferably in a Government Department/Educational Institute).
- Retired employees from the Government Organizations / Reputed Universities or Educational Institutions, who fulfill the eligibility conditions and have worked for minimum 5 years in the capacity of the PRO, are also eligible to apply.

(b) Desirable:

- Master's Degree in Mass Communication / Journalism from a recognized University;

Tenure:

The appointment will be purely on contract basis initially for a period of one year. The tenure can be extended further depending upon performance of the candidate and requirement of the institute.

Job Profile:

Public Relations, in an educational institute like IIFT, is a planned and systematic management function for helping to improve the programmes and services offered by the Institute. Public Relations Officer is expected to convey an image that is favourable and in all aspects beneficial to the Institute's target audience.

The Public Relations Officer will be required to perform following major activities amongst others:-

- Expand the reach of the various programmes of the Institute.
- Help to build better perception and image of the Institute through concerted efforts with all stakeholders and the media.
- Improve coverage of activities of the Institute in coordination with faculty members, students and administrative staff.
- Help the Institute to maintain good relations with its stakeholders and administrative interfaces viz. local administration, regulatory bodies, etc.
- Help in maintaining harmonious relations with the alumni, media and other stakeholders.

Age: Not more than 65 years as on the last date of application.

Emoluments: The candidate will be paid a consolidated salary between Rs. 40,000/- to 50,000/- per month depending upon the academic achievements and the work experience.

- Selected candidate will have to join duty immediately on receipt of the offer.

Fulfillment of conditions of educational qualification and experience shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, IIFT reserves the right to short-list the applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.

IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.

Interested candidates having the requisite qualifications and experience should only apply Online through the link given below latest by **19/05/2020**.

Link: http://docs.iift.ac.in/recruit/solo.asp?jcode=PRO_May_2020

Only the shortlisted candidates shall be informed by e-mail to appear for the test and interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.

Note :-Those who have already applied against the advertisement published on the IIFT Website with last date as 12/02/2020, need not apply afresh.