

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**  
**NIT Campus P. O., Calicut, Kerala – 673601, India**

P1/483/PRO/2022

Dated: 21-11-2024

**CALL FOR THE CONTRACTUAL POSITION of MEDIA RELATIONS EXECUTIVE (ON CONTRACT)**

1. The Institute proposes to prepare a panel of qualified and experienced personnel to engage as Media Relations Executive, purely on contractual (temporary) basis. The term of engagement would be 1 year and extendable by 1 more year based on the performance).
2. Interested candidates with the specified qualifications and skills sets can [apply online](https://recruit.nitc.ac.in) (<https://recruit.nitc.ac.in>). The application link will be active from 21-11-2024 to 05-12-2024 5Pm. Application through any other mode will not be accepted.
3. The candidates should bring along with them the completed application form printout along with copies of relevant documents in support of the qualifications (education, experience and category etc.) for the selection committee when called for selection process either through website notification or email.
4. Interim enquiries and canvassing via phone or any form may lead to disqualification.

<b>Name of the post, Remuneration &amp; Age limit</b>	<b>Qualifications (Essential &amp; Desirable Education, Experience)</b>
<b>Media Relations Executive</b> No. of positions: 1 Remuneration: 40,000/- Age limit: 40 years	<b>Essential Education:</b> First Class Degree in Communicative English/ English Literature/ English with Copy Editing <b>Desirable:</b> Diploma in Journalism/ Certificate course offered by Press Academy <b>Essential Experience:</b> Minimum 3 years' experience in any reputed organization with experience in preparing reports and press communication, experience in handling social media platforms and proficiency in English and Malayalam languages.

**Skill Set Required: -**

- a) Mastery in the use of Languages (English, Malayalam and Hindi (Preferable))
- b) Excellent writing, oral presentation & communication skills
- c) Proficiency in the use of basic office automation tools (Word Processing, Spreadsheet, Presentations etc.)
- d) Experience in video/photo editing
- e) Knowledge of mobile applications and social media platforms (Facebook, Twitter, LinkedIn, Instagram etc.)
- f) Expertise in brand building.

# NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

## NIT Campus P. O., Calicut, Kerala – 673601, India

### Job description and Key responsibilities: -

Primary activity is to ensure that achievements of the Institute and its stakeholders including faculty, staff, students and alumni are communicated to the outside world in a timely and effective manner for improving the perception of NITC.

- a) Coordinate the development, drafting, and editing of news releases, media advisories and announcements for distribution to the news media to publicize the institute, its faculty, students, staff, and their programs, activities and research.
- b) Act as a Single Point of Contact (SPOC) for replying to media queries consistently, thereby ensuring projection of the institute among the public in the best possible manner.
- c) Review any content to be published on the Institute website.
- d) Maintain the Institute's official blog and social media handles, ensuring the consistent use of branding across various media.
- e) Maintain records of media coverage including photo and video assets and collate analytics and metrics of the same.
- f) Write regular articles on our Institute academics, various programs, research, facilities, industry collaboration etc.
- g) Create print material such as brochures, posters and flyers.

### GENERAL INFORMATION FOR THE CANDIDATES

1. The Applicants must be citizens of India.
  2. Only online mode of application will be considered. Click here to [apply online](#).
- (i) The candidates may submit the application online by filling their personal, educational and experience details in the application portal and by paying the requisite fee.

- (ii) The application fee as detailed below:

<b>SC, ST, Woman, Ex-serviceman (ESM) and PwD candidates (in Rs.)</b>	<b>Other candidates (in Rs.)</b>
150	300



- (iii) The fee can be paid by scanning the QR code; alternatively, you can make payment to the UPI id 9400785524@SBI. After making the payment kindly fill the details of 12-digit transaction id in the online application portal.
- (iv) Candidates who do not pay the fees, pay a wrong/lesser amount or enter wrong transaction details will be disqualified and rejected.
- (v) After completing the application format in all respects, the candidate should print it out and bring it along when called for selection.

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**  
**NIT Campus P. O., Calicut, Kerala – 673601, India**

3. The dates from which the links would be active may please be noted, no further extension would be given. the date and time for reporting for selection process may also be noted and decided accordingly.
4. The crucial date for determining the eligibility criteria for all candidates in every respect for the advertised posts shall be as on the last date for applying for the post.
5. The candidates while coming for the selection process on scheduled date and time, will be required to produce the originals in support of their claims along with Govt. issued ID proof during the selection process.
6. Candidates without the original certificates and experience would be disqualified.
7. Request for change of date of the selection process by the candidates will not be entertained.
8. Mere fulfilment of required qualifications and experience does not entitle a candidate's selection.
9. The selection committee may decide upon any kind of skill test and/or trade test for the candidates. The decision of the Institute will be final in these matters.
10. The candidate is responsible for the information filled in the application form.
11. Only certificates from Government/Government recognized Institutions will be accepted.
12. Due consideration will be given to SC/ST/OBC/EWS/ESM candidates.
13. No TA/DA will be paid for appearing for the selection process. Any change of dates etc. also will be communicated either by publishing in the website and thus candidates are requested to visit the website regularly.
14. No correspondence or interim enquiries will be entertained. Canvassing via phone or any other form may lead to disqualification of the candidature.
15. Selected candidates will be informed by e-mail/mobile and they are expected to join immediately.
16. The Institute bears the full right to cancel the above advertisement without selecting anybody.
17. The Institute reserves the right to terminate the engagement of any personnel with appropriate notice. Minimum notice period on either side shall be 30 days.
18. The engagement is to serve the immediate and temporary purposes of the Institute. Thus the appointment will be purely on contract/temporary basis. The above position is not against any regular post, and hence does not have any claim, implicitly or explicitly for any regular post in NIT Calicut.

Registrar

**To:**

1. Webmaster (for publication in Institute website)

**Copy to:**

1. Chairperson – C-PRIME
2. DR (HR Cell)/ AR (Estb)
3. Registrar Office (for information)
4. Director's Office (for information)
5. Media Cell/ C-PRIME (for publicity among public)