

# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

## Vacancy for Communication and Media Officer

Indian Institute of Technology Gandhinagar (IITGN) invites applications for the post of a Communication and Media Officer as per the details mentioned below:

**Designation:** Communication and Media Officer

**Vacancy:** 01 (One) post

**Nature of post:** Contractual.

**Essential Qualifications:** The candidate should have a Master's Degree or equivalent Diploma in any field. However, a Master's Degree/ Diploma in English Journalism, Mass Communication, or related fields will be given preference. Experience in news management and/or institutional communications experience, exemplary writing, editing and presentation skills and sound news judgment and networking are expected.

**Job description:** The Communication and Media Officer is expected to 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. The incumbent is expected to develop and maintain professional contacts and affiliations with the news media, bloggers, podcasters, and other influencers – at the local, national, and international levels, to facilitate and promote the dissemination of news and publicity about the institute. Complementary activities include maintaining the institute's official blog, ensuring the consistent use of branding across various media, creating print material such as brochures, posters and flyers, and maintaining our extensive photo and video assets.

**Appointment duration:** For 1 year initially, extendable upon satisfactory performance.

**Remuneration:** Commensurate with the credentials.

**How to apply:**

- Interested candidates may submit online application at the Institute website ([www.iitgn.ac.in](http://www.iitgn.ac.in)) on or **25 January 2018**.

**General Conditions:**

- Fulfilling minimum qualifications does not entail a call for interview. Only the shortlisted candidates, on the basis of qualifications and experience, will be called for interview. The candidates will have to appear for the interview at their own cost.
- No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.
- The Institute reserves the rights not to call an applicant for interview or not to fill the position without assigning any reason.
- The Institute may relax the conditions of eligibility in exceptional cases or in cases of persons holding an analogous position.
- The position is temporary and is being filled on contract basis, and appointment to the position shall not entitle the incumbent to claim regular service or employment in the Institute at any time.