

**DEPARTMENT OF PUBLIC RELATIONS,
CHANDIGARH ADMINISTRATION.**

ADVERTISEMENT

Applications in the prescribed format are invited from the eligible candidates for filling up the post of Public Relations Officer (on contract basis) in the Department of Public Relations, Chandigarh Administration, the details of which are as below :-

1.	Name of the Post	Public Relation Officer (On contract basis)
2.	Name of the Department	Department of Public Relations, U.T. Secretariat Building, Sector – 9, Chandigarh
3.	No. of Posts	One (1 No.)
4.	Consolidated Salary	Rs. 42,000/- (Shall be revised from time to time in pursuance of revision by Department of Personnel, Chandigarh Administration)
5.	Age	Not above 30 years
6.	Nationality	Indian
7.	Period of Contract	Initially for a period of 6 months Or the regular incumbent joins which ever is earlier. However, the term of the contract shall be extended from time to time as per requirement subject to satisfactory work performance;
8.	Essential Qualification	<ol style="list-style-type: none">1. Should possess diploma in Journalism or Public Relations or Mass communication from a recognized University or Institution and Post-Graduate degree in Arts or Science from a recognized University; OR2. Should possess Post Graduate in Journalism / Mass Communication / Public Relations from a recognized university; OR3. Should possess Graduate with Diploma in Journalism / Public Relations / Mass Communication from a recognized university / institution.
9.	Desirable Qualifications	<ol style="list-style-type: none">1. Preferably having an experience of working in an establishment of newspaper, periodical in a Gazetted or responsible capacity of repute having at least circulation of 75,000 copies per issue for a minimum period of two years;2. Should have sufficient working knowledge of English, Hindi and Punjabi Languages

No TA/DA will be given.

The Last date for the submission of application form in the office of Director Public Relations, U.T. Secretariat Building, Ground Floor, Sector – 9, Chandigarh is **24.7.2015**. The Advertisement, terms and conditions of appointment, selection criteria and Application Format can be downloaded from the website of the Department i.e. www.chdpr.gov.in

**Director Public Relations
Chandigarh
Administration.**

TERMS AND CONDITIONS OF APPOINTMENT FOR THE POST OF PRO (ON CONTRACT BASIS) IN THE PUBLIC RELATIONS DEPARTMENT, CHANDIGARH ADMINISTRATION

1. That the services rendered on contract basis shall not count towards the benefit of pension / gratuity;
2. That the offer of appointment will not count as service and will not bestow upon you any claim for regular appointment and age relaxation against any post in the o/o Director Public Relations, Chandigarh Administration;
3. That no official accommodation shall be provided;
4. That no leave of any kind shall be admissible except Gazetted Holidays. However, one day Casual Leave is admissible per month;
5. The consolidated contractual amount paid to you shall be governed by the guidelines of the Department of Personnel, Chandigarh Administration issued from time to time;
6. That you shall not be eligible for benefit of EPF / GPF etc. etc.
7. That in case, you will be required to take journey in connection with official work, TA/DA shall be paid as admissible to employees of Union Territory, Chandigarh;
8. That the Department reserve the right to dispense with your contractual services at any point of time by giving one month's notice on either side;
9. That you will execute / sign contract on Affidavit with the Department duly attested by the Notary / 1st class Magistrate on the abovesaid terms and conditions;

**Director Public Relations,
Chandigarh Administration**

**APPLICATION FORMAT FOR THE POST OF PUBLIC RELATIONS OFFICER
(ON CONTRACT BASIS) IN THE PUBLIC RELATIONS DEPARTMENT,
CHANDIGARH ADMINISTRATION**

01	Name in Block Letters			
02	Father's Name			
03	Date of Birth			
04	Age as on 1.1.2015			
05	Permanent Address			
06	Address for Correspondence			
07	Mobile No. / e-mail id			
08	Educational Qualification			
	Qualification	Board / University	Year of Passing	Marks obtained / % of marks
09	Experience			
	Name of the Organization / Institution	Post held / Designation	Period (From / To)	Total experience
10	Nationality			

DECLARATION

I _____ S/o Sh./Smt. _____ hereby declare that the information submitted by me in this application is true and correct to the best of my knowledge and belief and nothing has been concealed therein. In the event of any information being found false or incorrect or in-eligibility detected at any stage, my candidature will stand cancelled and all my claims for the recruitment on the said post be forfeited.

(Signature of the Applicant)

Documents Attached :-

1. _____
2. _____
3. _____
4. _____

SELECTION CRITERIA

Sr. No.	Qualification	Method of assessment	Maximum Marks
1.	Graduation / Diploma in Journalism or Public Relations or Mass communication	%age of Marks obtained / 10	10 Marks
2.	Post-Graduate degree in Arts or Science OR Mass Communication / Journalism/ PR	%age of Marks obtained / 10	10 Marks
Note	In the case of Candidates who possess essential qualification as Graduation with Diploma in Journalism / Public Relations / Mass Communication, they will be awarded marks as under :-		
	Graduation (10 Marks)	- % age of marks obtained / 10	
	Diploma in PR/Journalism / Mass Communication (10 Marks)	- % age of marks obtained / 10	
3.	Experience Experience as PRO OR Corporate Communicator Maximum Limit – 5 Years	1 Marks for each completed year 1/2 Mark for 6 Months to 1 year NIL for less than 6 months experience	05 Marks
4.	Written Test		
(a)	Press Note Writing (a) Hindi (b) English (c) Punjabi	15 Marks 15 Marks 15 Marks	
	Translation		
	From English to Hindi OR Punjabi	10 Marks	55 Marks
5.	Interview		20 Marks
	Total Marks		100 Marks