

## **GIPE-Advt-CO-January-2025**

### **ADVERTISEMENT NOTIFICATION – COMMUNICATIONS OFFICER**

The institute seeks to appoint a **Communication Officer** to drive its digital transformation initiative by assisting in communications, outreach and dissemination.

**Post Name:** Communication Officer

**No. of Posts:** 01

**Post Type:** Contractual

**Consolidated Pay:** Negotiable with qualifications and experience.

**Application fee: (online):** Rs. 236/-

**Application End Date:** February 10, 2025 till 6.00 p.m

The Communication Officer at GIPE will primarily disseminate research, academic updates, and material about current events to the press, and its core audience. S/he will be creative in his/her outlook, build a core audience, and engage with it regularly with the use of newest digital tools available, in all product formats possible, including text, audio, video. The detailed responsibilities and are as given below:

#### **ELIGIBILITY:**

##### **Essential Qualifications:**

- (i) Should have a Master's or Bachelor's Degree, preferably in communications/ engineering/ Social Sciences
- (ii) Suitable experience, preferably in journalism, digital communication, public relations, ability to independently handle media communications of a premier educational institute.
- (iii) Ability to create content, write, communicate, and disseminate information with clarity of purpose
- (iv) Ability to quickly implement new digital tools in communications, operations, and project management
- (v) Familiarity with economic and financial developments

##### **Desirable Qualifications:**

- (i) Brief knowledge of economic analysis, public data, research methodology and tools, and the academic universe
- (ii) Knowledge of HTML, CSS, website fundamentals

## **Job Responsibilities:**

- (i) Ensure digital visibility of the Institute and make its presence in the digital media across the globe
- (ii) Plan, produce, ensure quality of digital products- newsletters, podcasts, videos
- (iii) Disseminate past, existing, and upcoming research, events, projects, and academic developments on the website and all media channels
- (iv) Create, develop, and handle social media accounts (Twitter, LinkedIn, Facebook, YouTube, Instagram, among others)
- (v) Provide inputs for redeveloping the website, design and manage new standalone web pages, Wikipedia and other pages
- (vi) Interact with, and maintain rapport with local, state and national press for information dissemination
- (vii) Maintain a system for effective internal communication using new digital tools, including email

## **GENERAL INSTRUCTIONS TO THE CANDIDATES**

1. Candidates applying for the post of **COMMUNICATIONS OFFICER** should submit their duly filled in Application Form online and latest Curriculum Vitae along with educational, experience and other related documents.
2. Incomplete applications will not be considered. Candidates furnishing incorrect/false/misleading information shall stand disqualified at any stage including during service.
3. Incomplete applications, as well as applications which are not submitted in the prescribed form along with the requisite testimonials, are liable to be rejected and no intimation in this regard will be sent to the candidates.
4. No correspondence will be entertained in respect of the advertisement, interview, selection, appointment etc. Canvassing in any form will lead to disqualification of the candidate.
5. No TA/DA will be admissible either for attending the interview or for joining the post.
6. Call letter for attending the interview will be sent only to the short-listed candidates to their email only. No correspondence will be entertained in case of the applicants not shortlisted for the interview.
7. Institute reserves the right not to fill the post if no suitable candidates are available.
8. The Institute shall not be held responsible for postponement or cancellation of scheduled interview/due selection procedure for any unforeseen/unavoidable reasons.
9. Last date for online submission of application is **February 10, 2025 till 6.00 p.m.**

***NO EMPLOYEE FROM THE INSTITUTE IS AUTHORIZED TO CONTACT ANY CANDIDATE FOR ANY PURPOSE OTHER THAN THROUGH OFFICIAL MAIL.***

***PLEASE DO NOT FALL PREY TO ANY MISREPRESENTATION.***

**January 29, 2025**

**REGISTRAR**