

The applications for the post of full time **Assistant Public Relation Officer (APRO) on Temporary Basis for 6 months** in the institute for Communication Information and Media (CIM).

The eligibility criteria and other details for the said post are as under for walk-in interview:

Designation	:	Assistant Public Relation Officer (APRO) on Temporary Basis for 6 months
No. of Post	:	01
Appointment	:	Temporary basis for a period of 6 months
Remuneration	:	As per DC rates (at Sr. No.15 in Annexure-2), As on 01.05.2022, the remuneration is Rs. 38,203/-
Essential Qualification	:	Bachelor's degree in relevant field
Experience	:	Experience is Desirable
Job Description	:	<ul style="list-style-type: none"> • Preparing & distributing PR materials, such as press releases, brochures, posters, ad campaigns and Institute reports. • Proficient in MS Office, Google Suite and Social Media Handling capabilities. • Understands cloud-based technologies (Google Docs, Google Sheets etc.) and demonstrates competency or capacity to be successful in its usage. • Address inquiries from the media regarding happenings in the institute in real time. Track media coverage of the same. • Familiarity with project management software and video/photo editing is a plus.
Date of Interview		24.05.2022

Schedule for the Walk-in Interview on 24.05.2022 :

Sr. No.	Particulars	Time	Venue
1.	Reporting of candidates with complete documents	9:00 AM to 10:00 AM	Senate Hall adjacent to the Director's office. Punjab Engineering College, Sector 12 Chandigarh
2.	Scrutiny of the document by the scrutiny committee as per the qualification/experience criteria.		

3.	Announcement of interview schedule with the short listed candidates.		Senate Hall adjacent to the Director's office Punjab Engineering College, Sector 12 Chandigarh
4.	Interview of candidates.		
5.	Final result	To be informed to the selected candidate after approval of the competent authority.	

The prescribed application form filled in all respect should be submitted in the Senate Hall adjacent to the Director's office Punjab Engineering College, Sector 12 Chandigarh on 24.05.2022 at 9.00 AM to 10AM as per time schedule above.

Late submissions beyond 10.00 AM will not be entertained under any scenario.

Mere fulfilment of basic qualification requirements does not entitle candidates to be shortlisted for interview.

No correspondence whatsoever will be entertained from applicants regarding reason for not being shortlisted for interview.

For any query contact:

**Head
Communication Information and Media
Punjab Engineering College (Deemed to be
University), Sector 12, Chandigarh
Email: cim@pec.edu.in**

Documents:

1. Order DC Rates
2. Application form to be filled by candidate