



Public Relations Office, IIT Hyderabad, Calls Application for Office Executive

Refer to the Job Description and details below:

Job Description	IITH's PR Office is under the purview of the Dean (Alumni & Corporate Relations), mentored by the Faculty-in-Charge (Public Relations) and managed by the Public Relations Officer (PRO) to strategically outreach activities for IIT Hyderabad and related activities to IITH Administration. The primary role of this profile is to assist the Public Relations Office for various purposes as per the requirements mentioned below and as advised by PRO with consent/ approval of the competent authority.
No. of post	01
Essential Qualification	a) Bachelor's degree in any stream with a minimum of 65% marks * from a recognized university. (*institute may set higher cut-off marks for the shortlisting if the number of candidates is high) b) Candidate should have a minimum of 6 months of experience in the following: <ul style="list-style-type: none">• Good working knowledge of basic software packages like Excel, Word processing, PowerPoint, or equivalent software and ability to handle databases.• Good proficiency in oral and written communication capabilities in English.
Desirable	<ul style="list-style-type: none">• Content Drafting• Social Media Management• Poster Design
Consolidated Pay	Rs. 28,000 /- per month
Anticipated start date	October 10, 2023
Age	35 years (upper age limit) as of date of application
Tenure of employment	Contract period of 6 months. However, the candidate can be re-engaged for subsequent terms based on their performance and the requirements of the Office.
Mode of application	Offline. Candidates are requested to visit the IIT Hyderabad website and apply online through the google form: https://forms.gle/sjrdgSreCvXqPLBH8 (Candidates are requested to fill out the above form online and upload their full CV (with the photograph) and relevant documents.)
Last date of application	October 03, 2023
Mode of selection	Offline
Tentative date of interview	Between October 5-7, 2023
Contact	Candidate may contact the Public Relations Officer (Email: pro@iith.ac.in)