

Institute of Infrastructure Technology Research And Management

Advertisement for Communication Executive

Key Responsibilities

- Handling news media and social media, website, content creation/writing
- Identify and publicize interesting research and activities from the institute through various media.
- Ability to multitask and handle multiple projects concurrently and work in a fast paced environment

Essential qualifications

- Bachelor's/Master's degree in journalism/mass communication with minimum 50% marks.
- Excellent speaking, writing, and editing skills in English and proficiency in Gujarati
- Excellent communication skills with attention to detail
- Proficiency in using essential computer programs like MS Office Suit and Google Workspace
- Ability to develop appropriate press releases and social media content, facilitate press conferences and briefings, and foster long-term relationships with members of the media

Desired qualifications:

- A background in science/technology.
- Conversant with various social media platforms and their best practices for wider publicity of the institute
- Having knowledge of Photoshop/Dreamweaver/In-Design or other relevant graphic designing software
- A self-starter, should be able to work independently and in a team

Experience:

Minimum 3 years

Duration:

1 year contractual with a possibility to extend depending on the performance

Salary: Rs. 45,000 per month

Age Limit: 35 years as on the last date of submission of the application

* 05 years age relaxation for reserved category candidates

How to Apply:

The online application should be made on <https://iitram.ac.in/career> only and candidates are required to fill out the online form only.

Deadline:

The deadline for filling up the form is **16th February 2023 by 5:00 pm IST.**

Contact if you have any queries in filling up the form:

Institute of Infrastructure Technology, Research and Management, Maninagar East, Khokhra Circle,
Ahmedabad- 380026
Email: office@iitram.ac.in

Selection Procedure:

- Based on applications received, a merit list of qualified candidates will be prepared.
- For a particular post, about 3 times no. of candidates will be called for personal interviews and/or written tests. Candidates will be selected as per their performance in the interview and/or interview.
- Shortlisted candidates will be informed via e-mail. The list of shortlisted candidates will be available on the Institute website in due course time