

Advertisement for Senior Public Relations Officer

Rajiv Gandhi Institute of Petroleum Technology is looking for a highly experienced and articulate Public Relations Officer (PRO) to act as a crucial link between our organization, government ministries and offices, and the corporate sector. The ideal candidate is not only an effective communicator but also a strategist who understands the complexities of government protocols, media management, and high-level corporate networking.

If you have an established network within government offices and a proven ability to navigate bureaucratic processes with diplomacy and efficiency, we would like to hear from you.

Essential Qualification:

Master's degree or Post Graduate Diploma in Journalism, Mass Communication, or Public Relations from a UGC-recognized institution, with a minimum of 60% marks in the qualifying degree

Or

Master's degree in English AND Postgraduate Diploma in Journalism, Mass Communication, or Public Relations from a UGC-recognized institution, with a minimum of 60% marks in the qualifying degree

Desirable:

- Proficiency in computer-based office applications such as MS Word, Excel, PowerPoint, etc.
- Excellent command over English (spoken and written), with strong report-writing and editing skills.
- Ability to write, edit, and develop stories highlighting the latest research and institutional achievements.
- Capability to work with designers and contribute to high-quality communication materials.
- Experience in creating, managing, and promoting content across social media platforms (Facebook, Twitter, Instagram, etc.).
- Responsibility for regularly collecting, compiling, and presenting information required by ranking agencies such as NIRF, QS, and government bodies.
- Experience in Government Institutions/Universities in preparing press briefs and coordinating with print and electronic media.
- Proven ability in stakeholder/client engagement, relationship management, and event-based communication.
- Experience in branding activities and publication of newsletters, bulletins, and annual reports.

Location: RGIPT, Jais Campus, Amethi, Uttar Pradesh

Experience: Min. 15 Years

Age Limit: Not exceeding 65 years as on the closing date of the application

Nature of Post: Contractual for a period of one year. May be extended based on performance

Salary: Rs. 1,00,000/- per month consolidated, with the possibility of an increase for exceptionally qualified candidates.

Job Responsibilities

- Lead the Institute's public relations, media strategy, and brand communication at national and regional levels.
 - Build and maintain strong relationships with print, electronic, and digital media to ensure high-quality coverage of institutional achievements.
 - Draft press releases, media briefs, speeches, event scripts, and key messages for institutional communication.
 - Drive digital outreach through effective management of social media platforms and content for the Institute's website.
 - Coordinate media engagement and communication planning for major events, conferences, convocations, and VIP visits.
 - Strengthen the Institute's visibility through proactive storytelling, promotion of research highlights, academic excellence, and student achievements.
 - Monitor media coverage, prepare regular PR reports, and provide strategic insights for enhancing public perception.
 - Liaise with government communication agencies and external stakeholders for official communication and publicity.
 - Oversee development of newsletters, brochures, promotional materials, and institutional publications.
 - Handle crisis communication with professionalism and ensure accurate, timely dissemination of information.
 - Act as the primary focal point for all communications between the institute and Government Ministries, offices, and industry partners
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IMPORTANT INFORMATION / CONDITIONS / INSTRUCTIONS

1. **The Institute reserves the right to**
 - a. Withdraw the advertised post at any time without assigning any reason.
 - b. Reject any or all the applications without assigning any reasons thereof.
 - c. Not to fill any or all posts advertised.
2. **Place of Posting:** Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Jais Campus, Amethi, Uttar Pradesh.
3. **Type of Engagement:** These positions are purely temporary, and the job incumbent shall be engaged on a contract basis. The job incumbent shall not be eligible to claim any kind of permanent appointment against these posts in the Institute.
4. **Mode of Selection:**
 - a. Shortlisted candidates will be called for a written test/interview/presentation. The final selection will be based on merit, performance in the interview, and relevant experience.

- b. Mere possession of minimum qualifications does not entitle a candidate to be called for an interview. The institute may restrict the number of such candidates to a reasonable limit based on qualifications and experience, which may be higher than the essential qualifications prescribed herein.
- 5. Qualifications/ Experiences / Age, etc., as on the last date of submission of applications will only be taken into consideration.
- 6. **Leave:** 10 Casual Leaves on a pro-rata basis will be admissible in a calendar year.
- 7. In case any falsification is found with respect to any of the qualifications/experience, the engagement of the job incumbent will be ended with immediate effect.
- 8. Police verification and Background check of the job incumbents will be conducted.
- 9. The Institute will not pay any TA/DA to the aspirant for appearing in the written test/interview/presentation for any posts.

How to Apply

Interested candidates may apply in the prescribed application form available at the link: