

Eligibility criteria- Communication Executive (on contract): -

Essential Qualification & Experience details	(i) A Diploma/ degree from a recognized University (and) (ii) Minimum of three (03) years of work experience in public relations, journalism, mass communication, media management and relations (online, broadcast and print) (iii) Desirable: Work experience in Higher Education Institutes.
Age	Not more than 40 years
Consolidated Remuneration	Rs.40,000 to 50,000 per month
Responsibilities	<ul style="list-style-type: none">• Marketing the Programmes of Indian Maritime University & brand building.• Content Development related to the University.• Engaging in admissions-related activities.• Handling of University website/social media accounts.• Maintenance of student's placement data and to prepare placement statistics.• Any other work assigned by the University.
Period of Contract	Initially for a period up to 6 months. Extendable based on the satisfactory performance & needs of the university.
Selection Procedure	Suitable Methodology will be adopted by IMU for the selection viz. Written Test or Direct interview.
Note: <ol style="list-style-type: none">1. Applications will be accepted in ONLINE mode only through IMU Website. No other mode of application will be accepted.2. The Last date of submitting online application is 11.02.2024 (06.00 PM). Only shortlisted candidates will be called for interview. Interview is scheduled on 14.02.2024 at 10:00 AM at IMU-Headquarters, East Coast Road, Semmencherry, Sholinganallur (PO), Chennai-600119.3. Candidates should bring all original certificates/testimonials and one set of self-attested copies of certificates regarding educational qualifications and professional experience and detailed CV/Resume for document verification at the time of Interview.4. Any change /revision /updatation with respect to Interview will be published on IMU Website. Interested candidates are requested to visit IMU website from time to time in this regard.	

5. Candidates who have registered through IMU website on or before the above-mentioned date and short-listed candidates only be allowed to attend the selection process, if eligible.
6. No TA/DA will be paid to the candidates to attend Interview.

Other Terms and conditions: -

1. The engagement is purely on temporary basis and will not confer any right for regular appointment.
2. The contract will be initially for a period of six months which may be extended by Competent Authority subject to the satisfactory performance and requirement of the University.
3. The contract may be terminated by giving one month's notice by either side.
4. He / She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time. He/ She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all times.