

Advt- OS-A/24/2023

08.03.2023

**WALK- IN – INTERVIEW FOR**  
**Assistant Public Relation Officer**  
**(On Outsourced contract Basis)**

**An Outsourced Contractor for Manpower Services, looking for Assistant Public Relation Officer to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:**

**ESSENTIAL QUALIFICATION & EXPERIENCE:** Graduate, Diploma/Post Graduate in Public Relation and Journalism Mass Media. Minimum 2 years' experience in the same field.

**Scope of Work:** The candidate should possess excellent writing skills and knowledge of research and scientific terminology having good oral and presentation skills and also well versed with latest social media platforms in handling computer software, mobile applications such as YouTube, twitter account, etc. Needs to coordinate with local community people, politicians. Coordinate regularly with Navi Mumbai Times as well as local leading newspapers of Navi Mumbai. The candidate should have a complete knowledge of event management. He/she should be well versed with usage of MS Office (Word, Excel and Power Point).

**Age :** up to 30 years ( Extendable considering qualification & Experience)

**CONSOLIDATED SALARY:** ₹ 22,600 to 30,000/- p.m.

**DURATION:** 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Wednesday, 29<sup>th</sup> March, 2023 at 3<sup>rd</sup> floor, Khanolkar Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates and testimonials.

**Reporting Time:** 10.30 a.m. to 11.00 a.m.

Sd/-  
Supervisor