



Guru Gobind Singh Indraprastha University

SECTOR -16C, DWARKA, NEW DELHI-110078

Website :www.ipu.ac.in

F.No. 1(4) (11)/2019/P-III/ 3237

Dated: 11th August
July, 2021

Inviting Applications for Media Coordinator On Contract on fixed remuneration for a period of two years

Applications from eligible candidates are invited in prescribed format for appointment of Media Co-ordinator on Contract basis, initially for a period of two years.

1. **Qualification** - The candidates should have Master's Degree in Journalism / Mass Communication/ Electronic Media or Relevant field from recognized University.
2. **Experiences:** The candidate must have Post-qualifications working experience in the following areas:-
 - (i) Exposure in Content writing, drafting of speeches.
 - (ii) Good communication skills and fluency in English
 - (iii) To manage the Social Media Profile
 - (iv) Arranging Meetings/ Conferences
2. **Age** – Preferably below 35 years on closing date.
3. **Remuneration:-** Commensurate with the qualifications and experiences of the candidate but restricted upto Rs. 1,00,000/- per month based on qualifications & experiences.
4. **Last Date to Submit the applications : - 27.08.2021 by 4.00 PM**

Note :

Candidates are advised to visit University's website, viz. www.ipu.ac.in for further details and updates regarding qualifications, experience, general instructions and guidelines, age, applications form, last date and interview dates etc. This advertisement must be read accordance with General terms & conditions uploaded with this advertisement.

(Sushil Kumar)
Joint Registrar (Personnel)

14. Educational Qualifications: (Attach duly attested copies)

Examination	Division/ Grade	% age of marks	University/ Board	Year of Passing/ Award	Subjects
10 th Class or equivalent					
10+2 or equivalent					
Graduation Specify name of degree					
Post Graduation Specify name of degree					
Ph. D. / M.Phil or PG-Degree etc.					
Any other					

15. Experience (Please start with the latest & Attach duly attested copies):

Post held/ Designation & Nature of Appointment	Name of the Institute/ Department/Organization	Period of Experience			Pay Band/ Pay scale/ & GP	Last basic Pay (Rs.)	Nature of work	Reasons for leaving (wherever applicable)
		From	To	Total (year & Month)				

16.

Language(s) Known (Please tick)	Read	Write	Speak
(i) Hindi			
(ii) English			
(iii)			

17. Present Basic Pay: Rs. _____ in the Pay Scale of Rs. _____

18. Basic Pay acceptable: Rs. _____

19. Period required for joining, if selected: _____

20. Any other relevant information you wish to give in support of your candidature:

21. Name and address of two persons (other than relatives) to whom references can be made:

1. _____

2. _____

22. Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

23. Recommendation of the employer (to be submitted by those who are in employment) – (if applicable)

Date:

Place:

Signature & Seal of the employer

General Instructions and Guidelines

1. No column of application should be left blank. Strike out those columns, which are not applicable.
2. The educational qualification, experience and other conditions of eligibility as stipulated above against the post shall be determined as on date of Interview.
3. The age of applicant preferably below 35 years on the date of interview.
4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
5. Application Form must also be accompanied by attested copies of all Educational and Professional Qualifications, Experience Certificates. An application, without the said documents is likely to be rejected during the course of screening.
6. In case of large number of candidates, University reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
7. The University reserves the right to fill or not to fill post advertised, no correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
8. The number of posts may vary at the discretion of the University.
9. The University reserves the right to withdraw advertised posts at any time without assigning any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
10. Full name may be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
11. Employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.
12. No applicant having more than one living wife/husband is eligible for appointment.
13. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
14. No TA/DA shall be payable to applicant for any journey performed for attending the interview.
15. Canvassing in any form shall be treated as disqualification.
16. No enquiry personal or in writing for recruitment shall be entertained.
17. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
18. The application, on the prescribed format, duly filled in, complete in all respects, should be submitted at the time of Interview. The application, on the prescribed format, duly filled in, complete in all respects, should be submitted in the University or sent by Speed-post, so as to reach to the **Joint Registrar (Personnel), Room No. 117, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 latest by 27th August 2021 by 4:00 p.m.** The University will not be responsible for any postal delay or loss.
19. The envelope containing application should be superscribed as **“Application for the post of Media Coordinator on contract basis”**.