

National Productivity Organization
Ministry of Industries and Production

Job Description (Project Staff)

Sr. No	Position / Grade / Location	No.	Qualification / Experience	Job Description / TORs
1	In-Charge Promotion/ Media (PPS 08/ BPS 18)	1	<ul style="list-style-type: none">• Bachelor / Master degree (16 years of qualification) in Marketing, Media/ Mass communication• Min. 4 years relevant experience• Working experience on related services• Proficiency in computers is a must• Age limit: 26-35 years	<ul style="list-style-type: none">• To promote the project activities• Support and Coordination with all media related activities• Responsible for project promotions through advertisement, printing of material like brochures, banners• To organize meetings of stake holders like Chambers, educational institutes• To keep track of all the activates• Providing mutual support and assistance to peers as and when required.• Any other duty assigned by the Manager

Please read carefully the following instructions before applying:

1). Applicants are required to apply within (15) days from the publication of this advertisement. 2). Incomplete applications may not be processed. 3). Only shortlisted candidates will be contacted. 4). Maximum age limit is relaxable as per Government rules for extra ordinary candidates only. 5). No TA/DA shall be admissible. 6). NOC from the current employer is required before interview, in case of shortlisting. 7). Interested and eligible candidate are advised to submit their applications on prescribed format available at NPO website along with detailed CV, 02 photographs, attested copies of educational documents on address given below earlier, but not later than the deadline. 8). The advertisement can be cancelled by Competent Authority without assigning any reason and reserve the right to withhold the recruitment process at any stage. 9) We invite applications from good professionals who are highly motivated, possessing excellent interpersonal management and facilitation skills. 10). NPO is an equal opportunity employer, female and persons with disabilities are encourage to apply.

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