



NATIONAL MUSEUM INSTITUTE
OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY
(Deemed to be University under Ministry of Culture, Govt. of India)

Campus: A-19, Institutional Area, Sector - 62, NOIDA, Uttar Pradesh - 201309

Registered office: First Floor, National Museum, Janpath, New Delhi - 110011

Telephone: 0120-2975619, 2975625, 2975623 **Website:** www.nmi.gov.in

Advertisement Date: 20/12/2022

VACANCY NOTICE

ENGAGEMENT OF ONE MEDIA CONSULTANT (on contract basis)

National Museum Institute is an autonomous body fully funded by the Ministry of Culture, Government of India. The Institute proposes to engage a Media Consultant purely on contract basis initially for a period of one year on a consolidated remuneration of Rs. 85,000/- per month subject to the qualifications and experience in the communication, media, public relations and IT skills with satisfactory performance.

The brief details are as under:

1. Name of the post: **Media Consultant**
2. Number of Post: **One**
3. Remuneration: **Rs. 85,000/- per month (Consolidated)**
4. Method of Recruitment: **Contractual**
5. Age Limit: **45 Years**

Essential Qualification & Experience:

- Master/PG Diploma in Mass Communication or Journalism with minimum of 55% or equivalent CGPA or Grade.
- 3 years of relevant experience in handling social media, Communication and Public relations.
- Digital marketing expertise, proficient IT skills.
- Language proficiency both in English and Hindi.

Job description and Key Responsibilities:

- Maintaining the institute's social media handles/accounts such as Twitter, Facebook, Instagram, etc., marketing, branding and media liasoning.
- Review any content that goes on the institute web pages.
- Coordinate the development, drafting, and editing of news releases, media advisories and announcements for distribution to the news media to publicize the institute, its faculty, students, staff, and their programs, activities and research.

- Maintain professional contacts and affiliations with the news media, bloggers, podcasters, and other influencers - at the local, national, and international levels, to facilitate and promote the dissemination of news and publicity about the institute.
 - Create and design print material such as brochures, posters and flyers for official events and functions.
 - Maintain records of media coverage including photo and video assets and collate analytics and metrics of the same.
 - Write regular articles on our institute academics, various programs, research, facilities, industry collaboration etc.
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Contract Agreement:

National Museum Institute may terminate the contract to these terms apply, if:

1. The Consultant is unable to address the assigned work.
2. Quality of work is not satisfactory to the Competent Authority.
3. The Consultant is found lacking in honesty and integrity.

National Museum Institute has the right to terminate the contract any time without any prior notice and also without giving any reason.

How to Apply:

Interested candidates may submit their application in Prescribed format (given below) along with photocopies of proofs of educational & technical qualifications, age, experience and other credentials by email registrar.nmi@gov.in addressed to the **Registrar, National Museum Institute, A-19, Institutional Area, Sector -62, NOIDA, UP - 201309** latest by **15-01-2023, 5:00 p.m.**, with subject **"Application for the post of Media Consultant"**.

To relax any of the above conditions and acceptance or rejection of application of the candidates will be at the sole discretion of the Competent Authority of the National Museum Institute. Applications received after the due date will not be considered. Only shortlisted candidate will be called for the interview.

REGISTRAR INCHARGE



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APPLICATION FOR THE POST OF MEDIA CONSULTANT

1. Name of Applicant : _____

2. Date of birth : _____

3. Father's Name : _____

4. Category : GEN/SC/ST/OBC/PWD

5. Address

(a) Correspondence/Mailing : _____

(b) Permanent : _____

6. Mobile/telephone number : _____ / _____

7. Email Address : _____

8. Educational qualification : **(Please attach proof)**

Qualification	Subject/Stream/Course	Board/University	Percentage/Grade/CGPA	Year of passing
10th				
12th				
Graduation				
Master				
Others				

9. Work Experience in Relevant Field **(please attach curriculum vitae & experience certificates):**

Other Relevant Experience, if any: _____

10. Any other information : _____

Self-attested
recent
photograph

UNDERTAKING

“I hereby undertake to inform that the above information is true and correct as per my best knowledge. I understand that if any information submitted by me is found to be false, my candidature for the post may be rejected by the National Museum Institute”.

Place:

Date :

Signature.....