

**Delhi Tourism & Transportation Development Corporation Ltd.
18-A, DDA SCO Complex, Defence Colony, New Delhi-110024**

Subject:- Requirement of PR Executive on contractual basis in DTTDC.

Delhi Tourism & Transportation Development Corporation Ltd. (a Govt. Undertaking) is involved in undertaking various tourism promotion related activities in and around Delhi. The Public Relations and Publicity Division of the Corporation is regularly undertaking Corporate Communication /Image building exercise with outside agencies including National Media, besides production of publicity material, Facilitation of Film Shootings in Delhi etc.

To further strengthen its PR & Publicity Division, this Corporation intends to engage the services of two Graduate / Post Graduate Students with requisite qualification in PR & Advertising /Journalism (English) from IIMC / any other recognised University. Job specification is enclosed for perusal of the willing candidates.

Eligible and willing candidates may forward their application with complete Bio-Data with photograph in passport size DTTDC for selection. The Application and Bio-Data should be sent to Manager (Personnel), 18-A DDA, SCO Complex, Defence Colony, and New-Delhi-110024. The same can also be e-mailed to skkaushik1965@gmail.com DTTDC would engage the suitable candidates as PR Executives on contractual basis for a period of one year at a monthly fixed remuneration of Rs. 30,000/- against a contract agreement.

The last date for forwarding the application has been extended upto 31.08.2017.


(S.K. Kaushik)
25/8/2017
Manager (Personnel)

Encl: Job Specification

JOB SPECIFICATION

1.	Position Name	PR Executive
2.	No. of Positions	Two
3.	Detailed Job Profile	<p>i) The candidate should be able to write content on topics such as tourism, travel, Indian history and culture, Delhi's history and culture, places, tourism industry and a variety of other subjects. Candidate should be proficient in technical and non-technical writing and should be able to develop original content for website and online media as well.</p> <p>ii) Maintain Media Relations, Write interesting and effective Press Releases, manage field enquiries from the Press and Public. Timely execution of activities through effective planning and time management. Ability to handle pressure.</p>
4.	Desired Educational Qualification	The candidate should be a graduate or Post Graduate (Preferably in English Literature) from a reputed Govt. University/Institute with good academic background having degree / diploma in Mass Communication/ Journalism with excellent command over written and oral English.
5.	Desired Job Profile	Experience in developing original content for Internet media, brochures, booklets, etc. Must be fluent in writing along with a good command over the English language and grammar. Developing Media Relations / editing news reports, articles, etc.
6.	Desired Experience	1 – 3 years experience in relevant field
7.	Desired Experience in specific area	Web based Digital Marketing
8.	Specific Requirement	Excellent writing, editing and communication skills in English language and computer skills/ internet marketing & usage skills.