



**SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES**  
**(A State University of the Govt. of Assam)**  
NARAKASUR HILLTOP, BHANGAGARH, GUWAHATI-781032, ASSAM  
Phone: 09531462050(O) E-mail: ssuhs\_assam@yahoo.in Website: www.ssuhs.in

No: SSUHS/231/2019/4285

Dated: 03-11-2020

**ADVERTISEMENT**

Applications are invited for the following purely contractual post from the Indian citizens in the prescribed Application Format available in the University website [www.ssuhs.in](http://www.ssuhs.in) along with a Bank Draft of Rs.500/- drawn in favour of "Srimanta Sankaradeva University of Health Sciences" payable at SBI, GMC Branch, Guwahati on or before 13-11-2020.

Name of the Post	Age	Consolidated Salary
Public Relations Officer No. of Post: 1(one)	Candidates must not be above 40 years as on 01-01-2020	Rs.50,000/- PM

Interested candidates are advised to go through University website [www.ssuhs.in](http://www.ssuhs.in) before applying for the post regarding eligibility criteria, role and responsibility of the job etc.

Applications received after the last date of submission will not be accepted under any circumstances.

Candidates selected for interview will have to appear before the Selection Board at their own cost, when called for.

  
Registrar (i/c),  
Srimanta Sankaradeva University of Health  
Sciences  
Dated: 03-11-2020

Memo No. SSUHS/231/2019/4286-87

Copy to:

1. The Director of Information and Public Relations, Assam, Guwahati-06. He is requested to arrange for publication of the above advertisement in local dailies published one each from Guwahati, Dibrugarh and Silchar.
2. University Website/ Notice Board.

  
Registrar (i/c),  
Srimanta Sankaradeva University of Health  
Sciences

## **Public Relations Officer, SSUHS (on Contract basis)**

### **Minimum Educational Qualifications and Experience:**

1. Master's Degree in Communication and Journalism with at least 55% of the marks or its equivalent grade from any Indian University

or

Master's degree in English, with at least 55% marks with P.G. Diploma in Communication and Journalism from a Government recognised university/institution;

2. At least 5 years of experience in the Editorial Department / Centre of any established English Newspaper, National / local News Agencies, Radio or Television, Film media, reputed advertising agencies, University / College.

Or

Working in an institution of higher learning/international organisation.

3. He/she must have experience of using computational tools, databases, web applications and technology based information systems, good knowledge of computer applications and internet.

4. Excellent communication, interpersonal and writing skills, drive, competence, flexibility and a willingness to learn excellent organisational and time management skills with the ability to multitask; the ability to cope with pressure creativity, imagination and initiative

5. Strong interpersonal skills; exceptional ability to read and write fluently in English and Assamese, strong ethical convictions, commitment to quality service; and ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

### **Responsibilities :**

1. Responsible for ensuring a good image of the University and its activities, achievements and awards are communicated appropriately to both the internal and external public, and the government through communication skill and influencing power.
2. Handle activities including CMEs, Invited Lectures, Public Awareness Programmes, University Academic meetings / internal communications , Research and Information Services
3. Gather news and feature information of the affiliated Institutions and the University, planning, drafting and writing press releases, feature articles, fact sheets, background material and other copy material for use in internal and external communications.
4. To develop and maintain contacts with the relevant media and the publication of information across all media promptly and efficiently
5. Specific responsibility for developing comprehensive internal communications, writing, commissioning and editing material for the University Newsletter and the Website, Annual Report of all Affiliated Institutions and the University, etc.
6. Maintaining and coming forward with new imaginative initiatives to improve interpersonal relationships between Faculty and students : Faculty-student mentorship Program, Faculty/Student assessment, and of University & Inter-college & staff social and inter-personal relationships and programs
7. Perform other related duties and special projects as assigned or directed by the Vice-Chancellor / Registrars.

Age : Not more than 40 years

Pay : Rs 50,000/- consolidated.