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TRIPURA STATE ELECTRICITY CORPORATION LIMITED
(A Government of Tripura Enterprise)



Advertisement of Recruitment for the post of Public Relations Officer (PRO)
under TSECL vide Advertisement No. 03/TSECL/2022-23

Applications are hereby invited from the Indian citizens for the post of Public Relations Officer (PRO) under Tripura State Electricity Corporation Limited (TSECL), Tripura, Agartala. Name, Classification of the post, Vacancy, Pay Scale & Age limit etc. for the post of Public Relations Officer (PRO) are given below:-

1. **Name of the Post:- Public Relations Officer (PRO); Group-A; Vacancy:- 01 (UR-01)**

2. **Scale of Pay:-**

- In case of **Contractual engagement** the Pay will fix up at Level-15 in the pay matrix as per "Tripura State Civil Services (Revised Pay) Rules, 2018" w.r.t. pay scale Rs. 15600-39100/- (PB-4), plus other admissible allowances subject to revision by the Government, time to time.
- In case of Retired candidates [above 60 (Sixty) years] Rs. 50,000/- (Rupees Fifty Thousand only) per month on consolidated basis without linkage of pension drawn from previous service, if any.

3. **Age limits:-**

- Maximum 65 (Sixty Five) years as on last date of receipt of application as per advertisement. However, age limit may be relaxed in case of deserving candidate/(s).
- Upper age limit is relaxable by 5 (Five) years in case of ST/SC/PH candidates. The Govt. Servants belonging to ST/SC/PH category shall not get this relaxation over and above the General relaxation of Five (5) years available to them.

4. **Duties, Responsibilities, Qualification & Experience for the post of Public Relations Officer (PRO):-**

Job Description	Job Specification
<ul style="list-style-type: none">• To create and maintain a favorable public image of the corporation through confident communication and presentation both in oral and written form about programs, accomplishments, points of view etc. of the Corporation.• Fielding media questions and pitching storage to the media, preparing media kits and organizing Press Conferences.• Writing press releases, rejoinders and speeches for organizational leader both in English & Bengali including preparation of power point presentations.• Develop advertising and marketing communications, material and prepare articles for corporate news letters.• Release information to counter negative publicity and handle crisis and emergency communications.	<p>Essential:</p> <ol style="list-style-type: none">1. Consistently good academic record (at least 55% marks or an equivalent grade in a point scale wherever grading system is followed) in Bachelor Degree with Bengali/English and Master's Degree in Journalism & Mass Communication from any University/ Institution recognized by the UGC.2. Proficiency (read, write & speak) in Bengali/English.3. Minimum 10(ten) years post qualification experience in Public Relations Firms/ Hospitals/ Universities/ Colleges/ Large Business or Corporations/ any leading media house or Newspaper & Govt. Agencies as Public Relations Officer or equivalent post. However, this limit of 10 (ten) years' experience may be relaxed in case of deserving candidates.

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Job Description	Job Specification
<ul style="list-style-type: none"> • To function as nodal officer of TSECL for maintaining all types of correspondences with ICA Deptt, Govt. of Tripura. • To file Company application for various awards related to business operations of the company. • Any other relevant job as required for the corporation, time to time. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Proficiency in Kokborok Language. • Published work, such as- Papers, Articles, Books by National/ International publishers. • Presentations in National/International Seminars, Conferences, Workshops, Symposium etc. • Participation in Television/All India Radio's Talk, Debate, Discussion, Quiz etc.

5. Nature of Service & Other Service Conditions:-

Nature of Service	Other Service Conditions
<ul style="list-style-type: none"> • Contractual Appointment for a period of 3(three) years, which may be extended on mutual consent. • Will act as a Staff Manager in the organization and report to the DGM (HR) to General Manager (HR) of the Corporation. In absence of General Manager (HR) in the Corporation, he/she will report to the MD, TSECL 	<ul style="list-style-type: none"> • No pension from Government of Tripura or Tripura State Electricity Corporation Limited (TSECL). However, will be entitled for benefits of EPF, if so desired & if applicable. • Either party can terminate the contract by giving 30 (thirty) days' Notice or paying 1(one) month salary. • Other service conditions will be as applicable to Tripura State Civil Service Officers of equivalent grade. • In case of any officer of Government of Tripura is appointed on deputation, he will be Governed by the service conditions of his original employment.

6. Recruitment Fees:-

- a. **Rs. 500/- (Five hundred) only for UR category candidates and Rs. 400/- (Four hundred) only for SC/ST category candidates** through a Demand Draft (DD)/Banker cheque from any Nationalized/Scheduled Bank in favour of Tripura State Electricity Corporation Limited payable at Agartala.
- b. SC/ST candidates of other States (not recognized by the Government of Tripura) should apply for unreserved vacancy as UR candidate along with recruitment fee prescribed for UR candidates/s.
- c. The recruitment fee is non-refundable in nature; once it is paid, it will not be refunded to the applicant under any circumstances, even if the recruitment process is cancelled.

7. General Instructions to the Candidates:-

- i) The Eligible candidate/(s) may send their application in the prescribed **format (Annexure-A)** along with the original Demand Draft (DD)/ Banker Cheque, 2 recent passport size coloured photographs, self-attested photocopies of mark-sheets, certificates and other testimonials being the proof of, Age, Education, Academic attainment, Work experience etc. in a sealed **envelope containing the application, which should be superscribed as "Application for the post of Public Relations Officer (PRO) under TSECL"** on it and the same need to be addressed to the Managing Director, Tripura State Electricity Corporation Limited, Bidyut Bhavan, North Banamalipur, Agartala, Tripura (West), Pin-799001 so as to reach the same on or before the **last date of receipt of application i.e., 30th September, 2022 (up to 05:30 PM).**
- ii) **TSECL will not be responsible for any kind of postal delay.**

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- iii) Only short listed candidates will be called for Interview/Written test.
- iv) No TA/DA will be given for attending the Interview/ Written test.
- v) Selection will be based on interview only. Selection committee reserves the right to relax any of the terms for selection & appointment.
- vi) The applications which are not in prescribed format shall be summarily rejected; like- (a) Application after the last date, (b) incomplete in any respect and, (c) any fresh paper/ enclosures after closing date, shall not be considered.
- vii) The Corporation shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her service shall be terminated.
- viii) Candidates should send self-attested photocopies of certificates and mark sheets from matriculation/ Madhyamik onwards and other testimonials in support of their qualifications, experience, age, etc. Originals should not be sent along with the application but these must be produced at the time of interview for verification.
- ix) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Corporation reserves the right to modify/withdraw/cancel any communication made to the candidates.
- x) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Corporation shall be final.
- xi) Applicants who are in employment should route their applications through proper channel. However, they can send the advance copy of the application.
- xii) No correspondence will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview.
- xiii) Canvassing in any form will be a disqualification.
- xiv) No interim correspondence shall be entertained.
- xv) The Corporation reserves the right not to fill the vacancy advertised if the circumstances so warrant.
- xvi) The vacant post advertised may increase or decrease.
- xvii) The prescribed job specifications are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
- xviii) Short listing of the applicants, if necessary, shall be made by academic records/higher educational qualifications and experiences. The decision of the Screening Committee and Appointing Authority for the purpose of short listing the candidates from amongst the total number of applications received, shall be binding for all.

Deputy General Manager (HRD)

Tripura State Electricity Corporation Limited

Format for Bio-Data

Annexure-A

Application for the post of Public Relations Officer (PRO) under TSECL

A. <u>Personal Information:</u>	Affix a recent Passport size coloured Photograph
<p>1. Name in full :</p> <p>2. Father/Husband's Name :</p> <p>3. Whether Currently Working (Yes/No) : If yes,</p> <p>a) Present Designation :</p> <p>b) Office / Department :</p> <p>c) Scale of Pay :</p> <p>d) Present Gross Emoluments :</p> <p>4. Date of Birth :</p> <p>5. Age on last date of receipt application :</p> <p>6. Nationality :</p> <p>7. Category SC/ST/UR) :</p> <p>8. Full address :</p> <p>a) Address for communication:</p> <p>Telephone No : Mobile No: Email :</p> <p>b) Permanent Address:</p> <p>Phone Number: Alternate Number: Email :</p>	

B. Details of Educational/Professional Qualification:

Degree	Name of University / Institution	Year of passing	% of Marks & Class
i) Academic Qualifications: (Madhyamik onwards)			
ii) Professional Qualifications, if any:			

C. Experience: Details of Posts held from time to time:

Sl. No.	Designation	Basic Pay Scale	Name of employer	Period		Experience		Remarks	
				From	To	Years	Months		
Total Experience: (use separate sheet, if required)									

D. Training Details, if any:

Name of the Program	Institute where training is received	Period of training	Nature of training	Achievement

E. Details of affiliation with Professional Bodies/ Institution/ Society:

Sl. No.	Name of the Body/ Institution / Society	Membership No.	Since when

F. List of Academic & Professional honors received:

G. Remarkable achievement, if any:

H. If selected, minimum time required for joining the post:

I. Any Other information:

DECLARATION

I, do hereby certify that all the above mentioned information given by me is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment in Tripura State Electricity Corporation Limited and if at any point of time any information provided by me is found incorrect, suitable disciplinary action may be taken against me.

I further declare that neither any disciplinary proceeding/ criminal proceeding/ vigilance proceeding is pending against me nor I have ever been arrested/ prosecuted/ kept under detention/ bound down/ find by a Court of Law/ convicted by a Court of Law for any offence/ debarred from any examination or rusticated by any University or any other educational authority or Institution/ debarred or disqualified by any Public Service Commission from appearing at its examinations or selections and even nor any case pending against me in any Court of Law/ University or any other educational authority or Institution at the time of filling up this job application.

Full Signature of the candidate

Date:-

Place:-