

HARYANA PUBLIC SERVICE COMMISSION, PANCHKULA.

Closing Date: 30.6.2011 (15.7.2011 for applicants from Forward Remote Areas i.e. States / Union Territories of North-East Region, Lakshadweep, Andaman & Nicobar Islands, Sikkim, Ladakh Region of Jammu & Kashmir and Pangi Sub-Division of Himachal Pradesh).

Recruitment to two temporary posts of District Information and Public Relations Officer (Group-B) in Information Public Relations and Cultural Affairs Department, Haryana.

INFORMATION FOR CANDIDATES ADVERTISEMENT NO. 2 (3)

1. (i) Application must be submitted on the prescribed form together with the enclosed sheet of additional questions duly completed. Application forms must reach the Secretary, Haryana Public Service Commission, Bays No. 1-10, Block-B, Sector-4, Panchkula on or before the close of office working hours on last date for receipt of application forms failing which these shall be rejected. Non-furnishing of documents in support of qualifications/experience or submission of incomplete application form shall render the candidate ineligible.
(ii) A passport size recent photograph of the candidate, duly signed on the front by the candidate should be pasted on the first page of the application.
2. (i) These posts are temporary but likely to be continued. The Haryana Govt. New pension scheme 2008 will be made applicable. The appointment can be terminated on one months notice on either side if work and conduct is not found satisfactory. The period of probation is two years.
(ii) The selected candidate must be prepared to join duty immediately after selection.

3. **Scale of Pay:** PB ₹ 9300-34800+ GP ₹ 4800/-+ ₹ 200/- Special Pay.

4. **Essential Qualifications:**

- (i) Master's degree in Mass Communication or Journalism from a recognized University and two years media experience in a National Daily Newspaper or Television Channel or Publicity Organization of Govt. or Public Undertaking or University.

Or

M.A (Hindi or English) from a recognized University and One year Post Graduation Diploma in Mass Communication or Journalism and two years media experience in a

National Daily Newspaper or Television Channel or Publicity Organization of Govt. or Public Undertaking or University.

Note: The required experience should be after attaining the requisite qualification.

(ii) Hindi /Sanskrit upto Matric standard.

Desirable

- (i) Experience of media writing.
- (ii) Proficiency in use of computer (word processing).
- (iii) Proficiency in English writing.
- (iv) Specialisation in Public Relations at Master's degree level.

5. Age: - A candidate should not be less than 17 years and not more than 40 years as on 30.6.2011.

(a) Age relaxation upto 45 years is admissible to unmarried women candidates of Haryana only.

(b) Age relaxation upto 45 years is also admissible to women whose husbands have been ordered by Civil/Criminal courts to pay maintenance to them; women whose husbands have remarried, widows, women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion; wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with her application, an affidavit to the effect that she has been deserted by her husband and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislatures, Local Bodies including Panchayats and the Bar Association. Where however, a woman who has re-married she would not be eligible for the above concession in the matter of age.

6. The candidates serving under Union/State Govt. will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by direct recruitment. No higher initial pay will be granted in any case.

7. Duties:

- (i) To ensure publicity through print, electronic. Audio visual folk medias etc. of welfare programmes and policies of the State Government.
- (ii) To arrange press conferences and programmes of VVIPs and VIPs.

- (iii) Liaisoning with all the offices of District Administration, Head Office and media persons etc.

Anywhere in or outside the State of Haryana where the offices of the Department are located.

- 8. No other facility such as rent free quarters etc. is admissible.

Note: -

- (i) The eligibility of candidates with regard to qualifications and experience etc. is to be determined on 30.6.2011.
- (ii) Incomplete Application Form i.e. without proof of age and minimum required qualifications will be straightway rejected without entering into any correspondence.