



राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)  
(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन)  
राजेन्द्रनगर, हैदराबाद - 500 030, तेलंगाना, भारत.

**National Institute of Agricultural Extension Management (MANAGE)**  
(An organization of Ministry of Agriculture & Farmers Welfare, Government of India)  
Rajendranagar, Hyderabad - 500 030, Telangana, India

No. MNG-01/Admn-251/2017-18

Date: 12 July 2017

1. The National Institute of Agricultural Extension Management (MANAGE) is an autonomous organization under the Department of Agriculture and Cooperation and Farmers Welfare (DAC&FW), Ministry of Agriculture and Farmers Welfare, Govt. of India.
2. MANAGE invites applications in prescribed format for filling up the post of “**Public Relations & Visitors Officer**” purely on contractual basis. The contract will be initially for one year which may be extended further based on requirement and satisfactory performance.
3. Eligibility for the post of “**Public Relations & Visitors Officer**” viz. qualifications, experience, age, scale of pay and job description, etc. are as follows:

**Post:** Public Relations & Visitors Officer - **01 post.**

**Essential Qualifications:**

1. Master's degree in Public Relations/Mass Communications and Journalism with at least 55% marks or its equitant OGPA from a recognized University  
**OR**  
Master's Degree with at least 55% marks or its equitant OGPA in Agricultural Extension from a recognized University and a Degree/Diploma in Public Relations/Journalism/Media Relations.
2. 5 years' experience in public relation work/ contact of local public utility offices including Airlines/Railways/Local Daily Newspapers Offices.
3. Knowledge of Hindi and English.

**Desirable Qualifications:**

1. Working experience in Documentation and organization of events.
2. Knowledge of Computer Applications
3. Knowledge of one or more additional Indian Language.

**Age:** Up to 45 years.

Note: The crucial date for determining the age limit shall be the last date.

**Consolidated payment:** Rs.75,000/- p.m.

**General Conditions:**

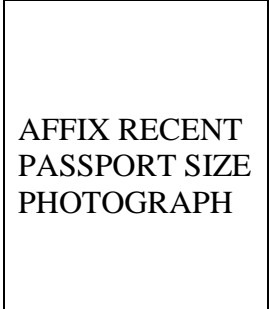
1. Mere fulfillment of the qualifications prescribed does not entitle the candidate to be called for Written Test/Interview.
2. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
3. Only Indian Nationals are eligible to apply.
4. No correspondence will be entertained from the candidates regarding postal delays, short-listing, and reasons for not being called for interview, selection or appointment.
5. Experience and qualification will be reckoned as on the last date of submission of application.
6. Clear quality Xerox self-attested copies of all important certificates and documents must be enclosed with the application.
7. The Institute reserves the right not to fill up the vacancy advertised, if the circumstances so warrant. The Institute reserves the rights to withdraw the advertised post at any time without giving any reason.
8. The Institute may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
9. Canvassing in any form will be treated as disqualification.
10. In case of any disputes/suites or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Hyderabad.
11. 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 Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
12. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
13. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
14. All documents/testimonials in original regarding age proof, Educational Qualifications, Experience (if any) etc., will have to be produced at the time of the Written Test /Interview failing which the candidature will be forfeited.
15. Application incomplete in any respect and not accompanied by relevant certificates/documents/photograph will be summarily rejected.
16. Last date for receipt of application along with Demand Draft from any Nationalized Bank for an amount of Rs.300/- in favour of MANAGE payable at Hyderabad is 04/08/2017. Application received later than this will not be considered at all.
17. Last date for receipt of applications from North Eastern States, Jammu & Kashmir, Andaman & Nicobar Island and Lakshadweep is 08/08/2017. Applications received after the cutoff date shall be rejected.

**Sd/-  
Deputy Director (Admn.)**

FORMAT

APPLICATION FOR THE POST OF: \_\_\_\_\_

1. Name in Full :  
(In capital letters)
2. Father's /Husband's name :
3. Present Postal Address :
4. Permanent Address :
5. Place and date of birth :
6. Age as on Closing date of Advertisement :
7. Nationality :
8. Sex :
9. Qualifications: Copies of certificates/marks sheets to be enclosed.



Name of the Exam.	Name of Board/ University	Class/ Division	Percentage	Year of passing	Subjects taken
1	2	3	4	5	6

10. Details of Experience (if employed):

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Name of the Employer	Designation	Pay scale & salary Drawn per month	Nature of employment Temp./Q.P./ Permanent	Date of joining	Date of leaving
1	2	3	4	5	6

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I hereby declare that all the statements made above are true, complete and correct to the best of my knowledge and belief. I also declare the (i). I have never been punished or debarred from government (central/state) autonomous Organizations (ii). I have not been convicted by a court of law for any offence. In the event of any information being found false/incorrect/ineligibility being detected at any time before or after the Examination/Interview. Action may be taken against me and I shall be bound by the decision of the employer.

Signature of the candidate

Place:

Date: